



Notice Inviting Tender (NIT)

NOTICE OF EMPANELMENT OF VENDORS FOR SUPPLY OF STATIONERY ITEMS TO RESERVE BANK OF INDIA, CHENNAI

Period of Empanelment: - (October 01, 2020 – September 30, 2023)

The Reserve Bank of India (the Bank), Chennai Regional Office, invites applications from the manufacturers and their authorized agents/ distributors/ suppliers of various stationery items (as per list attached – Annex VIII) for empanelment and procurement of stationery items to Reserve Bank of India, Chennai. The panel is expected to remain operational for a period of three years subject to satisfactory performance.

2. The Bank invites applications from such vendors/suppliers (with sufficient experience of supplying stationery items) who are interested in inclusion in the panel under two-part bidding through e-Procurement System (Online Part I – Technical Bid and Part II - Financial Bid on <https://www.mstcecommerce.com/eprochome/rbi/>). Interested companies/firms shall download the tender forms from the Bank's website www.rbi.org.in (under "Tenders" column) from 1.00 pm (1300 hours) on August 27, 2020. The filled-in tender form should be uploaded on the MSTC Portal latest by 2.00 pm (1400 hours IST) on September 21, 2020 (Monday). Any rectification/clarification regarding the above tender will be published only on our website. i.e., www.rbi.org.in and MSTC Website as given above and will not be published in the newspaper.

3. An indicative list of stationery items to be procured is placed at ANNEX VIII. Based on this indicative list, the tenderer needs to submit the Financial Bid wherein the uniform average discount offered in percentage on MRP for the entire lot should be quoted. Tenderers may note that the Financial Bid has to be uploaded separately.

4. The expected Annual Procurement is approximately Rs.10,00,000/- (Rupees Ten Lakhs only).

5. Pre-qualification criteria-

Sl. No	Criteria	Requirement
i	Past experience	The Agency should have a Minimum of 5 Years of experience as on July 31, 2020 in supply of stationery items.
ii	Minimum value of each completed work (qualifying)	<p>Experience of having successfully completed similar works during last 5 years ending July 31, 2020 should be either of the following:</p> <ul style="list-style-type: none"> • Three similar works each costing not less than the amount equal to 20% of the approximate annual procurement i.e. Rs.2,00,000/-each Or • Two similar works individually costing not less than the amount equal to 25% of the approximate annual procurement i.e., Rs.2,50,000/- each Or • One similar work costing not less than the amount equal to 40% of the approximate annual procurement i.e., Rs.4,00,000/-. <p>Note: Agency is advised to submit documentary evidences in anyone of the three ways as suggested above.</p>
iii	Yearly turnover	Should have a minimum annual turnover of an amount equal to 100% of the estimated work, i.e. Rs. 10,00,000/- per year, during the last 3 years i.e., up to March 31, 2020
iv	Solvency	Should furnish solvency certificate issued by the Applicant's banker, specifically for the purpose of the empanelment/work, for an amount equal to 100% of the estimated work, i.e. Rs. 10,00,000/-.
v	Others	<p>a) The Agency should mandatorily have an office (Registered/ corporate/ branch/ Zonal representative/ liaison) at Chennai. Documentary proof for the same to be submitted.</p> <p>b) Should be able to provide service as and when required.</p>

6. Each bidder may deposit an Earnest Money Deposit amount of Rs. 20,000/- for participating in the bidding. The vendors will have to pay the EMD via NEFT/RTGS only. The EMD of unsuccessful vendors shall be returned within 30 days from the completion of the empanelment process. The EMD of the successful vendors shall be returned on receipt of Security deposit @ 5% of the

contract value i.e. Rs. 50,000/-. The successful vendors shall submit a security deposit in the form of Demand Draft (DD) or Performance Bank Guarantee (as per format in ANNEX VII) or online transfer (NEFT) to RBI A/c. It may be noted that no interest shall be paid on EMD/Security Deposit.

7. Enclosures/ Mandatory Documents required with the Application format specified at Annex I

- i. All supporting documents in respect of qualification criteria as mentioned in the tender document.
- ii. Authorization letter duly signed and stamped.
- iii. Terms and conditions duly signed and stamped on each page
- iv. Copy of certificate of incorporation (in case of companies registered under the Companies Act, 1956)/ Registration Certificate (in case of partnership firms and proprietary concerns)
- v. Copy of Memorandum and Articles of Association (in case of companies registered under the Companies Act, 1956)/Partnership Deed (in case of partnership firms)
- vi. Copies of the balance sheets for the last three financial years, duly certified by a Chartered Accountant.
- vii. A copy of the GST registration certificate.
- viii. A copy of PAN allotted to the supplier.
- ix. Micro or Small Enterprise Registration Certificate, if applicable.
- x. Declaration form as per Annex II
- xi. Declaration form for non-conviction as per Annex III
- xii. Banker's certificate from the supplier's banker as per the format in Annex IV.
- xiii. Client's certificate as per the format in Annex V.
- xiv. Details of works and supplies of last three years as per Annex VI
- xv. Documentary Evidence (Like supply / Purchase Orders /Delivery Challans) for supply made to organizations to support your experience details as mentioned under 5(ii) of the Notice Inviting Tenders (NIT).

8. Tenderers falling under the Micro and Small Enterprises (MSEs) category and holding a valid Udyog Aadhar Certificate shall be exempted from paying Earnest Money Deposit and meeting the minimum prior work experience and turnover clauses. To avail these benefits, the tenderer will have to upload along with a valid Udyog Aadhar certificate, necessary proof to the effect that it is a MSE with

the Technical Bid Form. However, no exemption is granted for paying the tender (MSTC) fees, security deposit, etc.

9. Technical bid (Part I of the tender) will be opened at 3.00 pm on September 21, 2020, in the presence of authorized representative of the tenderers who choose to be present. Financial 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.

10. L1 bidder will be decided based on the uniform highest discount rate (%) offered on MRP.

11. The Bank reserves the right to accept any or reject any or all the applications received without assigning any reasons.

SMN Swamy
Regional Director
Reserve Bank of India
Chennai



Reserve Bank of India
No.16, Rajaji Salai, Fort Glacis
Chennai – 600 001

**NOTICE OF EMPANELMENT OF VENDORS FOR SUPPLY OF STATIONERY ITEMS TO
RESERVE BANK OF INDIA, CHENNAI**

Period of Empanelment: - (October 01, 2020 – September 30, 2023)

Reserve Bank of India, Chennai invites applications from reputed suppliers for 'Empanelment of vendors for supply of stationery items to Reserve Bank of India, Chennai'. The tendering will be done under the two – bid system (technical & financial bid) through the e-Tendering portal of MSTC Ltd (<https://mstcecommerce.com/eprochome/rbi/>). All interested companies/agencies/firms must register themselves with MSTC Ltd. through the above-mentioned website to participate in the tendering process.

2. For more details please visit *TENDERS* link on our website https://www.rbi.org.in/Scripts/BS_ViewTenders.aspx. The last date for submission of e-tender on MSTC portal is September 21, 2020 before 2.00 PM (1400 hours IST). The Bank reserves the right to reject any or all the tenders without assigning any reason thereof.

3. Any amendments / corrigendum to the tenders, if any, issued in future will only be notified on the RBI Website (https://www.rbi.org.in/Scripts/BS_ViewTenders.aspx) and MSTC Website as given above and will not be published in the newspaper.

S M N Swamy
Regional Director
Reserve Bank of India
Chennai

DISCLAIMER

Reserve Bank of India, Human Resource Management Department, Chennai has prepared this document to give background information on the Agreement to the interested parties. While Reserve Bank of India has taken due care in the preparation of the information contained herein and believe it to be in order, neither Reserve Bank of India nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make 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 the Tender. The information is provided on the basis that it is non-binding on Reserve Bank of India or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

Reserve Bank of India reserves the right not to proceed with the Agreement or to change the configuration of the Agreement, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of the cost of any type will be paid to person or entities expressing interest.



**Reserve Bank of India
No.16, Rajaji Salai, Fort Glacis
Chennai – 600 001**

Empanelment for Supply of Stationery items to Reserve Bank of India, Chennai

Period of Empanelment: - (October 01, 2020 – September 30, 2023)

E-tender No: RBI/Chennai/HRMD/19/20-21/ET/100

Part I – Technical Bid

Name of the bidder : _____
Address : _____

Last Date of Submission : September 21, 2020, till 1400 hours (IST)

Date of Opening Part-I Tender : September 21, 2020, at 1500 hours (IST)

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SMN Swamy
Regional Director
Reserve Bank of India
Chennai

SCHEDULE OF TENDER (SOT)

1.	E-Tender No. / Event No.									
2.	Mode of Tender	<p>e-Procurement System</p> <p>Online submission of Part I - Technical Bid and</p> <p>Part II - Financial Bid through www.mstcecommerce.com/eprochome/rbi</p> <p>The intending bidders are required to submit their offer electronically through this e-tendering portal.</p> <p>No physical technical/ Financial Bid would be accepted by RBI.</p>								
3.	Date of publication of e-Tender through Procurement Portal	August 27, 2020								
4.	Date of availability of NIT to the Vendors for downloading	1.00 pm on August 27, 2020								
5.	Date of Starting of e-Tender for submission of Online Technical and Financial Bid at https://www.mstcecommerce.com/eprochome/mstc	5.00 pm on September 04, 2020								
6.	Date, time and venue of pre-bid meeting	11.00 am on September 02, 2020 at Conference Room, HRMD, Reserve Bank of India, Chennai								
7.	Date of closing of Online e-tender for submission of Technical Bid & Financial Bid	2.00 pm on September 21, 2020								
8.	Earnest Money Deposit (EMD)	<p>Earnest Money Deposit shall be remitted to the Bank Account of Reserve Bank of India via NEFT only on or before 1:00 pm of September 21, 2020. Applicants who have registered as Micro or Small Enterprise are exempted from depositing EMD.</p> <table border="1"> <tr> <td>Beneficiary Name</td> <td>Reserve Bank of India, Chennai</td> </tr> <tr> <td>IFSC</td> <td>RBIS0CNPA01 (Fifth and tenth digits are "zero" and not the English letter "o")</td> </tr> <tr> <td>Account No.</td> <td>186003001</td> </tr> <tr> <td>Remarks</td> <td>HRMD, Stationery</td> </tr> </table>	Beneficiary Name	Reserve Bank of India, Chennai	IFSC	RBIS0CNPA01 (Fifth and tenth digits are "zero" and not the English letter "o")	Account No.	186003001	Remarks	HRMD, Stationery
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IFSC	RBIS0CNPA01 (Fifth and tenth digits are "zero" and not the English letter "o")									
Account No.	186003001									
Remarks	HRMD, Stationery									

9.	Date & time of opening of Technical Bids	3.00 pm on September 21, 2020
10.	Date & time of opening of Financial Bids	Date of opening of Financial bid shall be informed separately to qualified bidders
11.	Transaction Fees (to be paid to MSTC)	Payment of Transaction fee as mentioned in the MSTC portal through MSTC payment gateway / NEFT/ RTGS in favour of MSTC Ltd.

Note:

1. In the event of any unforeseen closure of work/ holiday on any of the above days, the same shall 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 Regional Director, Reserve Bank of India, Chennai, shall be final and binding on all the 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 Financial 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 to the Internet. RBI/ MSTC is not responsible for making such arrangements. (Bids will not be recorded without Digital Signature).</p> <p>SPECIAL NOTE: THE FINANCIAL 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 email 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> <ol style="list-style-type: none">1. Smt. Amiruthavalli B (Manager): (abalasubramani@rbi.org.in) Mob: 944548866452. Shri. Tej Kankaria (Manager): (tejkankaria@rbi.org.in) Mob: 89395010203. Smt. Gayathri Krishnan (AM): (gayathrikrishnan@rbi.org.in) Mob: 8921432354 <p>Contact person (MSTC Ltd):</p> <ol style="list-style-type: none">1. Shri. V Ganesh Moorthy – 91766164102. Customer Help Desk : 09499054101/02/03/04

	<p>Google hangout ID- (for text chat)- mstceproc@gmail.com</p> <p>B) System Requirement:</p> <ol 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> <ul style="list-style-type: none"> • Tools =>Internet Options =>Security => Disable protected Mode If enabled- i.e., Remove the tick from the tick box mentioning “Enable Protected Mode”. • Other Settings : Tools => Internet Options => General => Click On Settings under “browsing history/ Delete Browsing History” => Temporary Internet Files => Activate “Every time I Visit the Webpage”. <p>To enable ALL activeX 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 Financial 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 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 email.</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</p> <p>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 Financial Bid.</p> <p>c) The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Financial 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 Financial Bid link becomes active and the same has to be filled up and then vendor should click on "save" to record their Financial Bid. Then once both the Technical bid & Financial 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.

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

The Regional Director
Reserve Bank of India
Stationery Section
Human Resource Management Department
Fort Glacis,
No. 16,
Rajaji Salai, Chennai – 600 001
Email: hcmdchennai@rbi.org.in

Terms and conditions for Empanelment of Vendors/Suppliers of Stationery items
Panel year 2020-2023

1. Scope of Work –

- a. The vendors have to submit the Part I – Technical Bid and Part II - Financial Bid on www.mstcecommerce.com/eprochome/rbi. The Part-II Financial Bid of the eligible vendors qualified in Part-I will be opened on MSTC portal (online only) on a subsequent date after intimation to all the bidders.
- b. Vendors must register themselves with MSTC portal for submission of Part I -Technical Bid and Part II - Financial Bid on www.mstcecommerce.com/eprochome/rbi.
- c. The Bank will enter into an annual purchase contract with one or more suppliers who offer the highest uniform discount rate on the lot of specified items.
- d. The suppliers will supply the stationery items after deducting agreed discount on MRP in the stipulated time and at the specified place based on the indents issued by the Bank.
- e. It may be noted that the Bank is not bound to procure all its requirements of stationery items only from the supplier offering the highest discount.

2. Pricing–

- a. In response to the Bank's Part-II Financial Bid, the supplier should quote the uniform discount rate on the retail price (MRP) printed on the lot of specified items, in percentage term in respect of all items of supplies to be made under the Contract irrespective of their brands or manufacturers.
- b. It should be noted that liability to pay any duties, levies or taxes leviable under the law would be that of the supplier.
- c. The supplier will also have to bear all the overheads & expenses etc. connected with proper packaging, carting, transportation etc. in connection with the supply to the Office or any other location as specified by the Bank.
- d. The supplier will also have to bear MSTC portal charges for participation in the bidding process.
- e. The Bank will only pay the labelled MRP minus agreed discount allowed thereon.
- f. The quoted offer shall remain valid for the entire duration of the contract.

3. Period of Contract –

- a. The period of empanelment shall be for three years subject to review of satisfactory performance on a yearly basis.
- b. In respect of the annual purchase contract, supply orders will be placed against the contract up to the last date of the contract.
- c. Orders received even on the closing date should be honoured in accordance with the terms of the contract even though the last date of the contract may have expired on the date of supply of the stationery items.

4. Pre-Bid meeting –

- a. Pre-bid meeting shall be held at Human Resource Management Department, Reserve Bank of India, Chennai on September 02, 2020 at 11.00 am.

5. Amendment to the tender document –

- a. At any time before the deadline for submission of tenders, the Bank may amend this document by issuing amendments/corrigendum on RBI website (www.rbi.org.in) / MSTC e-portal.
- b. Any amendments/corrigendum issued shall be a part of this document.
- c. To give prospective bidder(s) reasonable time in which to take any/all amendments/corrigendum into account in preparing their bids, the Bank may, at its discretion, extend the deadline for the submission of tenders.

- 6. Cost of tendering –** The bidder(s) shall bear all costs associated with the preparation and submission of tender, and the Bank shall not be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

- 7. Letter of Tender –** The bidder(s) shall submit the tender using the digital class 3 signature via the e-tendering process without any alterations. All blank spaces shall be filled in with the information requested.

- 8. Documents establishing the Qualifications of the Bidder(s) –** To establish its qualifications to perform the Agreement under Para 7 of Notice Inviting Tender, the bidder(s) shall provide the information in the format prescribed.

9. Period of Validity of Bids –

- a. The Bid validity period shall be 180 days from the last date of the submission of Bid.
- b. In exceptional circumstances, before the expiration of the tender validity period, the Bank may request bidder(s) to extend the period of validity of their tenders. The request and the responses shall be made in writing.

10. EMD as Bid Security –

- a. Bidder(s) need to submit necessary EMD and transaction fees to be eligible to bid online in the e-tender.
- b. Intending bidder(s) must deposit a sum of Rs. 20,000/- (Rupees Twenty Thousand only) with the Reserve Bank of India, Human Resource Management Department, Chennai by NEFT to following A/c:

Beneficiary Name	Reserve Bank of India, Chennai
IFSC	RBIS0CNPA01 (Fifth and tenth digits are “zero” and not the English letter “o”)
Account No.	186003001
Remarks	HRMD, Stationery

- c. No interest will be paid on the EMD.
- d. The EMD of the unsuccessful vendor(s) will be refunded by the tender inviting authority. Tenders without EMD will not be accepted under any circumstances.

- e. EMD shall be exempted for bidders falling under the Micro and Small Enterprises (MSEs) category and holding a valid Udyog Aadhar Certificate.

11. Procedure for application –

- a. All pages of the documents must be signed by an authorized person on behalf of the firm along with seal at the bottom and uploaded on the **MSTC portal**.
- b. Applicants should ensure that copies of all relevant documents are enclosed with the tender document. Vendors/Suppliers are required to preserve the originals of documents ready for verification by the Bank at any point of time.
- c. The application will have to satisfy the pre-qualification criteria as decided by the Bank with documentary evidence. In the event of their failure to do so, the Bank reserves the right to refuse to consider their application. Falsification/suppression of information shall lead to disqualification of the bidder/ cancellation of the contract even after the award of work/during the currency of the contract.
- d. The **Technical Bid** along with the Annexures and the **Financial Bid** should be **uploaded** on the MSTC portal **separately**.
- e. Eligible suppliers may submit applications online by not later than September 21, 2020, till 2.00 pm (1400 hours IST).
- f. The Bank is not responsible for non-submission of application within the specified date and time due to any reasons. No bid after the deadline shall be allowed on the portal.
- g. The Bank may, at its discretion, extend the deadline for the submission of tenders by amending the tender Document.
- h. All costs in connection with the submission of the tender documents shall be borne by the applicant.
- i. No deviations/ conditions shall be stipulated by the bidder in either technical or financial bids. Conditional tenders will not be accepted and will be summarily rejected.
- j. The items mentioned in the financial offer are tentative for evaluation of tender only. Actual requirement may vary.
- k. The Bank does not accept any conditional bids. If there are any conditions in the bid submitted by the vendor, the bid shall be rejected without assigning any reason thereof.

12. Tender opening – The Bank shall open the tender (Part-I Technical Bid) electronically on the notified date and time i.e. on September 21, 2020 at 3.00 pm (1500 hours IST).

13. Confidentiality – Information relating to the evaluation of tenders shall not be disclosed to bidder(s) or any other person not officially concerned with such process until information on the award of the contract is communicated to all bidder(s).

14. Clarification of Tenders –

- a. To assist in the examination, evaluation, comparison of the bids and qualification of the bidder (s), the Bank may, at its discretion, ask any bidder (s) for a clarification of its tender, allowing a reasonable time for response. Any clarification submitted by a bidder(s) that is not in response to a request by the Bank shall not be considered. The Bank's request for clarification and the response shall be in writing. No change in the prices or substance of the bid shall be sought,

offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Bank in the evaluation of the tenders.

- b. If a bidder(s) does not provide clarifications of its bid by the date and time set in the Bank's request for clarification, the bid shall be liable to be rejected.

15. Process of Empanelment –

- a. The vendor is required to register with the MSTC e-procurement portal (www.mstcecommerce.com). The Vendor should possess Class III signing type digital certificate from MSTC and shall submit the Technical bid online.
- b. Opening of the technical bid will be done online at the specified date and time.
- c. The Bank will empanel the vendors who qualify in Technical bid.
- d. The financial bids of the vendors qualifying in Technical Bid will be opened online at a later specified date and time.
- e. The Bank will enter into an annual purchase contract with one or more suppliers who offer the highest uniform discount rate on the lot of specified items.
- f. Bank's decision in this regard will be final and binding.

16. Notification of acceptance–

- a. The Reserve Bank of India, Chennai, shall use the evaluation criteria indicated above at para 15.
- b. The Bank will communicate acceptance of the application by letter.
- c. The Bank reserves the right to accept any or reject any or all the application without assigning any reason.
- d. The Bank reserves the right to avail of the services of one or more Vendors/Suppliers for the same item of supply.

17. Notification of Award –

- a. The bidder(s) who qualifies the Technical Evaluation and is 'L1' in Financial Bid shall be awarded the tender.
- b. Until a formal agreement is prepared and executed, the notification of award shall constitute a binding agreement. The successful bidder(s) shall take over entire work within 7 days of notification of award of work.

18. **Signing of Agreement –** The successful bidder(s) shall execute an agreement with the Bank on Non-Judicial stamp paper of value (as applicable) within 15 days of award of work. The stamp duty shall be borne and paid by the bidder. However, the issue of work order by the Bank shall be considered as binding Agreement, as though such an agreement has been executed and all the terms and conditions shall apply on this Agreement. The agreement and rates will be valid for a period of 1 year.

19. Performance Security –

- a. The successful bidder shall submit a Demand Draft (DD) or Performance Bank Guarantee or through NEFT/RTGS, a security deposit of Rs. 50,000/- (Rupees Fifty Thousand Only).

- b. Failure of the successful bidder to submit the security deposit of Rs. 50,000/- or to sign the agreement shall constitute sufficient grounds for the annulment of the award, forfeiture of the EMD and delisting of such bidder.
- c. The security deposit shall be released without interest after 2 months of satisfactory completion of the agreement period. No claim shall be made against the Bank in respect of interest on the Security Deposit.
- d. The amount of Security Deposit shall be liable to be forfeited if the provisions indented by the Bank are not supplied or the provisions/items provided by the supplier/vendor against the indents placed on them in pursuance of this contract are subsequently found to be not conforming to adequate quality or up to the mark.

20. Indent and delivery of supplies –

- a. On receipt of indent for supply from the Bank, the delivery of supplies in full shall be made at the indicated premises of the Bank, during the working hours, as soon as possible but not later than seven days.
- b. In case, the brands specified for the stationery items in the indicative list are not available, the brand shall be substituted only after prior written (e-mail/letter) confirmation from the Bank.
- c. The supplier should ensure that any person appointed by him for any purpose is not under the age of 18 years. The suppliers should have complete information on the delivery persons engaged and ensure that only persons having a clean police record are deployed for RBI duty. The supplier shall arrange to provide the Bank with copies of the photographs of the delivery persons along with their Government issued Photo identity card (PAN, AADHAAR, Bank Passbook, Voter ID) with their Names and Addresses and Contact Numbers. The supplier shall arrange to provide the Bank with details of the delivery persons (with photographs) and RC Copy of vehicle entering the Bank premises for delivering the order.
- d. Bank reserves the right to demand change of delivery staff if warranted. In case of leave taken by any delivery staff, it will be the responsibility of the vendor to ensure uninterrupted service/substitute arrangement. However, frequent change in the personnel may be avoided.

21. **Penalty** – The Bank reserves the right to levy a penalty if there is deterioration in the service provided or poor/deficient service, insolvency, irregular activities, unsatisfactory/ deficiency in the quality of material, hygiene, etc. 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 up to three days and 100% cut in charges payable for delay of more than seven days except in case of “force majeure”. In case of any dispute in this regard, the decision of the Bank shall be final and binding. In such a scenario, the security deposit made by the supplier will be forfeited. In the scenario of vendors not responding to the orders by RBI on three occasions, they may be delisted by the Bank.

22. **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 minimize 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.

23. Termination Policy –

- a. The Bank also reserves the right to terminate the contract by giving a notice of 15 days without assigning any reasons thereof.
- b. The Bank reserves the right to levy penalty and even remove the vendor from empanelment with a notice of 10 days for reasons such as poor/ deficient service, fraudulent activities, deficiency in the quality of items, material, hygiene, etc. In case of any dispute in this regard, the decision of the Bank shall be final and binding. In such a scenario, the security deposit made will be forfeited.
- c. Mutual Termination: The supplier who wishes to terminate the contract by mutual agreement shall give notice by assigning the reason(s) thereof. On acceptance by the Bank, the contract may be mutually terminated after a period of 30 days from the day of acceptance by the Bank.

24. Non-Disclosure clause - The agency shall not disclose directly or indirectly any information or materials and details of the Bank's structure/systems/equipment etc. which may come to possession or knowledge of the agency while discharging its contractual obligations in connection with this agreement to any third party and shall at all times hold the same in the strictest confidence. The agency shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The agency shall not publish, permit to be published or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Bank. The agency shall indemnify the Bank for any loss suffered by the employer as a result of the disclosure of any confidential information. Failure to observe the above shall be treated as a breach of contract on the part of the agency, the Bank shall be entitled to claim damages and pursue legal remedies. The agency shall take all appropriate actions concerning its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The agency's obligation for non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

25. Presentation of bills –

- a. The supplier shall present the bill to the office for the supplies made. The bill should clearly indicate the details of the supplies made such as the name of the item, quantity, rate, discount amount, name of the manufacturer, batch number, indent no. with date etc. and any other information required by the Bank.
- b. The bill shall be supported by the original indent along with the certificate from the authorized official of the Bank receiving the delivery under his/her signature, with date, seal of the office for receipt of the items indented.
- c. Incomplete bills not accompanied by any of the particulars mentioned in (a) & (b) above will not be entertained.

26. Payment Terms - Payment of the bills presented, will normally be arranged within 15 working days from the date of presentation of the bill subject to the correctness of the bill. However, the supplier shall make no claim from the Bank in respect of interest or damages in case the payment is delayed for any unforeseen reason. The payment will be made through NEFT/RTGS for which the supplier

needs to submit the requisite details such as bank address, account number, IFSC Code, PAN details, etc.

27. Corrupt, fraudulent or unethical practices –

- a. The Bank requires that the supplier observes the highest standards of ethics during the procurement and execution of the contract for supply of stationery items. The stationery items to be supplied in terms of this tender should be of the best quality and as per the brands indicated. In pursuance thereof, the following provisions are set forth:
 - i. The supplier shall not resort to offering, giving, receiving or soliciting of anything of value to influence the action of any official of the Bank in the empanelment process or contract execution.
 - ii. The supplier shall not resort to misrepresentation of facts, any act or omission that knowingly or recklessly misleads, or attempts to mislead, to influence the empanelment process or execution of a contract to the detriment of the Bank.
 - iii. The supplier shall not resort to coercive practice i.e. impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
 - iv. The supplier shall not indulge in collusive practice wherein an arrangement between two or more parties is designed to achieve an improper purpose, including influencing improperly the actions of another party.
 - v. The Bank will declare a supplier ineligible, either indefinitely or for a specified period of time, for the award of contract, if at any time, it determines that the supplier has engaged in corrupt and fraudulent practices in executing the contract.
- b. The Bank may, without prejudice to any other remedy for breach of contract, at its sole discretion, terminate the contract in whole or part in respect of any supplier for any of the following reasons –
 - i. supply of sub-standard/spurious/substitute stationery items;
 - ii. delay in supply /refusal to supply/non-supply of materials;
 - iii. overcharging in the bill;
 - iv. in case it is found that for any particular item in the indent, the date has expired or is near the date of expiry;
 - v. if the supplier fails to perform any other obligation(s) under the contract;
 - vi. in the judgement of the Bank, it has engaged in corrupt and fraudulent practices; and
 - vii. poor/deficient service in terms of on-time delivery.
- c. If any such case indicated in (b) above is noticed during subsequent scrutiny after or before the payment, then the supplier shall refund the disputed/excess amount already paid by the Bank, replace the materials in question. The Bank may stop payments due or recover the cost of such supplies from the amounts due to the supplier.
- d. The arrangements with the vendors/suppliers shall also stand terminated in the case of their insolvency or them entering into any arrangement/compensation with their creditors.

- e. The Supplier shall be solely responsible for full compliance with the provisions of “the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013”. In case of any complaint of sexual harassment against the supplier’s employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Bank and the Supplier shall ensure appropriate action under the said Act in respect to the complaint”. Any complaint of sexual harassment from any aggrieved employee of the supplier against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank. The supplier shall be responsible for any monetary compensation that may need to be paid in case the incident involving the employees of the supplier, for instance, any monetary relief to Bank’s employee, if sexual harassment by the employee of the supplier is proved by the Committee. The supplier shall be responsible for educating its employees about the prevention of sexual harassment at workplace and related issues.
28. **Indemnity** – The supplier shall indemnify the Bank against all actions, suits, claims and demands brought or made against the Bank in respect of anything done or committed to be done by the supplier in the execution of or in connection with the work of this contract and against any loss or damage to the Bank in consequence to any action or suit being brought against the supplier for anything done or committed to be done in the execution of this contract.
29. **Compliance to Statutory Obligations -**
- a. 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.
30. **Sub-contracting and Intermediaries–**
- a. The supplier shall not engage any agent or enter into sub-contract with any other supplier for executing the supply order.
- b. Each bidder (each member in the case of partnership firm / joint venture/ consortium) is required to confirm and declare with the bid that no agent, middlemen or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the tender price will not include any such amount. If the Bank subsequently finds to the contrary, it reserves the right to declare the bidder as non-compliant and declare the contract, if already awarded to the bidder, to be null and void.
31. **Dispute Resolution and Arbitration –**
- a. In the event of any question, dispute/ difference arising under the agreement or in connection therewith (except as to matters the decision of which is specially provided under the

agreement), the same shall be referred to the sole arbitrator appointed by the Regional Director, RBI, Chennai or his/ her nominee.

- b. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred is being transferred or vacating his office or resigning or refusing to work or being unable to act for any reason whatsoever, the Regional Director, RBI, Chennai shall appoint another person to act as arbitrator in place of the out-going arbitrator and the persons so appointed shall be entitled to proceed with the reference from the stage at which it was left by its predecessor.
- c. The arbitrator shall give interim awards and / or directions, as may be required.
- d. The aforesaid provisions of the Arbitration and Conciliation Act, 1996 and the rules made thereunder and any modification thereof, from time to time being in force, shall be deemed to apply to the arbitration proceedings under this clause.

Jurisdiction: This agreement shall be subject to the jurisdiction of the courts at Chennai only.

**Part – I: Application format for Technical Bid
Panel year 2020-2023**

Sl.No.	Particulars	Details
1	Registered Name of the Firm (in Bold)	
2	Nature of Firm (Individual, proprietorship, Partnership etc.) Attested copy of Partnership Deed/Certificate of Incorporation may be furnished.	
3	Registration details (attach Xerox copy of the certificate that should clearly mention Registration Authority, Number, Date and validity, please mention NOT APPLICABLE in case of Sole Proprietorship).	
4	Date of Establishment	
5	Name and Address of the Owner/Proprietor/Partner/Director (attach any approved Govt. ID proof like PAN, Voter ID, Aadhar etc. for the names mentioned)	
6	GST Registration Number (copy of the certificate to be given)	
7	Registered Office Postal Address (Including Phone No. /Mobile, Fax etc.)	
8	E-mail id of the firm	
9	Complete Office postal Address/ Address for communication (Including Phone No./Mobile, Fax etc.) through which work for RBI, Chennai will be handled (if different from No. 7 above, otherwise write SAME AS ABOVE)	
10	Name & Telephone/Mobile No. of the Contact person	
11	Total Experience in undertaking similar supplies to other firms (mention only relevant experience in years/months, produce photocopies of work orders for the last three years)	
12	Annual business Turnover during the last 3 years (Attested Profit and Loss Statement for the last three years)	
13	Whether supplying to any of the government/semi-government/undertaking/s or any other major institution (if yes, please furnish supporting	

	documents with Certificate in Annex V regarding the quality of articles and punctual execution from that organisation)	
14	Customer Profile – Details of contracts with reputed Govt./PSUs/Private Sector organization. (Please furnish complete name and address of the institution/s with Contract Person Name and his/her Contact Details like address, phone/mobile email etc.)	
15	Are you having any existing or past contract with RBI? If yes, give details	
16	Whether financially sound to undertake supplies to RBI Chennai (attach Banker's Certificate in the format as per Annex IV)	
17	Income Tax PAN/ TAN	
18	MSME registration certificate, if applicable	
19	Last three years' Income Tax Return (Attested photocopy)	
20	Name of Bankers with Full Address	
21	Any pending court case/s against the firm (pertaining to any of the orders executed, give necessary details)	
22	Any other relevant information	

(If the space is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed.)

I/We do hereby certify that the information as provided above is correct and true in all respects. In case of furnishing of any false information or suppression of any material information, the application shall be liable for rejection besides initiation of penal proceedings by the Board, if it deems fit.

Signature:

Name:

Designation:

Firm's Name:

Address:

(SEAL)

Date:

Enclosures/ Mandatory Documents required with the Application (Part-I): -

1. All supporting documents in respect of qualification criteria as mentioned in the tender document.
2. Authorization letter duly signed and stamped.
3. Terms and conditions duly signed and stamped on each page
4. Copy of certificate of incorporation (in case of companies registered under the Companies Act, 1956)/ Registration Certificate (in case of partnership firms and proprietary concerns)
5. Copy of Memorandum and Articles of Association (in case of companies registered under the Companies Act, 1956)/Partnership Deed (in case of partnership firms)
6. Copies of the balance sheets and profit and loss account for the last three financial years, duly certified by a Chartered Accountant.
7. A copy of the GST registration certificate.
8. A copy of PAN allotted to the supplier.
9. Micro or Small Enterprise Registration Certificate, if applicable.
10. Declaration form as per [Annex II](#)
11. Declaration form for non-conviction as per [Annex III](#)
12. Banker's certificate from the supplier's banker as per the format in [Annex IV](#).
13. Client's certificate as per the format in [Annex V](#).
14. Details of works and supplies of last three years as per [Annex VI](#)
15. Documentary Evidence (Like supply / Purchase Orders /Delivery Challans) for supply made to organizations to support your experience details as mentioned under 5(b) of the Notice Inviting Tenders (NIT).

(The Bank reserves the right to add/delete/modify any terms and conditions besides reserving the right to accept or reject the applications. Mere acceptance of the application will not guarantee the award of contract.)

Declaration Form to be filled in and signed by the Intending Applicant

1. I/We have carefully studied and understood the eligibility conditions and other terms and conditions and satisfied myself / ourselves that all the eligibility conditions are being met by me / us.
2. The above information furnished is true to the best of my/our knowledge and if any information is found untrue or false, I/we may be debarred from the empanelment process or if empanelled, I/we may be removed from the approved list of suppliers.
3. I/We understand that the Bank reserves the right to accept or reject any or all the applications for empanelment either in part or in full, without assigning any reason thereof. The decision of the Reserve Bank of India in selection of the supplier will be final and binding on me/us.
4. I/We understand that if empanelled, I/We may be removed from the approved list of suppliers if my / our performance is/are not found to be satisfactory and I/We may also be liable to be debarred from dealing with the Bank for a period extending up to three years.
5. No other firm / company from our business group has applied for empanelment in the segment applied for with RBI Chennai.
6. I/we have not been debarred / Blacklisted by any Govt. / Semi Govt. / PSU Organizations/ Regulatory Bodies.
7. I/we also agree that I/We have no objection if enquires are made about the works from our client/banker etc.

Place:

Date:

Signature of the Applicant/Applicants
(with seal)

(The Bank reserves the right to add/delete /modify any terms and conditions besides reserving the right to accept or reject the applications. Accepting the application by the Bank would not guarantee the award of contract.)

DECLARATION FOR NON – CONVICTION OF ANY OFFENSE/ PENDING CASE

This is to certify that I/We, _____ (Name of the applicant / office)

having registered office at _____

_____ (Address of the office),

have no pending administrative and/or criminal case before any court or authorized body. I/We, further, certify that I/We have never been found guilty/convicted of any administrative offense and/or crime. I/We understand that any misrepresentation as to the truth of the foregoing shall cause the disapproval of my application and/or outright revocation of the eligibility granted without prejudice to the filing of administrative and/or criminal case/s against me/us.

Signature:

Name:

Date:

Seal of the Vendor:

Bankers' Certificate

To
 The Regional Director
 Reserve Bank of India
 Fort Glacis, Rajaji Salai
 Chennai – 600001

Bankers' Certificate from a Scheduled Bank

This is to certify that to the best of our knowledge and information M/s/Shri/Smt.....having the noted address at , a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of Rs.....(Rupees.....).

The details of the account maintained by him/ her/ them are:

- Name of the Account Holder:
- Account Type:
- Account Number:
- Bank Name:
- Branch Address:
- MICR Code:
- IFSC Code:

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

For the bank

(Signature with seal)

Name & Designation:

Date:

Note:

1. Bankers' certificates should be on letterhead of the Bank, sealed in cover and addressed to the empanelment authority, in this case, Regional Director, Reserve Bank of India, Chennai.
2. In case of partnership firm, the certificate should include names of all partners as recorded with the Bank.

Client's Certificate regarding the performance of Vendor/Supplier
(to be filled and printed separately for each client)

Name & address of the Client: _____

Details of Works executed by Shri /M/s _____

SI. No.	Particulars	Details
1	Name of work with brief particulars and duration of relationship with the agency.	
2	Agreement No. and date	
3	Agreement amount	
4	Details of penalty levied (indicate amount), if any, due to non-performance or non-adherence to terms	
5	Name, address, telephone number and email id of the authority under whom works executed	Name: Address: Telephone Number: Email ID:
6	Comments on the capabilities of the supplier a) Technical proficiency b) Financial soundness c) Adherence to timelines d) Quality of work (indicate grading) (Outstanding/ Very good/ Good/ Satisfactory/ poor) e) General behaviour	

The undersigned is competent to issue this certificate.

(Signature with seal)

Name & Designation:

Contact No:

Date:

Details of work / supplies for last Three Years

SI. No.	Details of work	Cost (₹)	Year	Name of organization for which the supply was done

Proforma of Bank Guarantee for Security Deposit

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

No.

Date

To:

The Regional Director
Reserve Bank of India
Human Resource Management Department (HRMD)
Rajaji Salai, Fort Glacis
Chennai - 600001

Dear Sir

In consideration of your agreeing to accept the security deposit of Rs. _____ (in words) furnishable to you by M/s _____ (hereinafter referred to as "the Contractor") in terms of their contract with you for supply of stationery items to Reserve Bank of India, Chennai as per their Tender dated _____ and the Terms and Conditions of Contract and other tender documents relating thereto subject to the conditions and alterations mutually agreed upon the set forth or referred to in your Contract dated in the form of guarantee from us in the manner hereinafter contained, we, _____ (Name of the Bank) do hereby covenant and agree with you as follows :

1. We undertake to indemnify you and keep you indemnified from time to time to the extent of Rs. _____ (in words) against any loss or damage caused to or suffered by or that may be caused to or suffered by you by reason of any breach or breaches on the part of the Contractor of any of the terms and conditions contained in the said Contract and in the event of the Contractor making any default or default in carrying out any of the work under the said Contract or otherwise in the observance and performance of any of the terms and conditions relating thereto in accordance with the true intent and meaning thereof, we shall forthwith on demand pay to you such sum or sums not exceeding in total the said sum of Rs. _____ (in words) as may be claimed by you as your losses and/or damages, costs, charges or expenses by reason of such default on the part of the Contractor.
2. Notwithstanding anything to the contrary, your decision as to whether the Contractor has made any such default or defaults and the amount or amounts to which you are entitled by reasons thereof will be binding on us and we shall not be entitled to ask you to establish your claim or claims under this Guarantee but will pay the same forthwith on your demand without any protest or demur.
3. This guarantee shall continue and hold good until it is released by you on the application by the Contractor after expiry of the relative guarantee period of the said Contract and after the contractor had discharged all his obligations under the said Contract and produced a certificate of due completion of the work under the said contract and submitted a "No Demand Certificate", provided always that this guarantee shall in no event remain in force after the day of _____ without prejudice to your claim or claims arisen and demanded from or otherwise notified to us in writing before the expiry of six months from the said date which will be enforceable against us

notwithstanding that the same is or are enforced after the said date.

4. Should it be necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this Guarantee on your request till such time as may be required by you. Your decision in this respect shall be final and binding on us.
5. You will have the fullest liberty without effecting this guarantee from time to time to vary any of the terms and conditions of the said contract or extend the time of performance of the Contractor or to postpone for any time or from time to time any of your rights or powers against the Contractor and either to enforce or forbear to enforce any of the terms and conditions of the said Contract and we shall not be released from our liability under this guarantee by the exercise of your liberty with reference to matters aforesaid or by reason of any time being given to the Contractor or any other forbearance, act or omission on your part or any indulgence by you to the Contractor or by any variation or modification of the said contract or any other act, matter or things whatsoever, which under the law relating to sureties would but for the provisions hereof have the effect of so releasing us from our liability hereunder provided always that nothing herein contained will enlarge our liability hereunder beyond the limit of Rs. _____ (in words) as aforesaid.
6. This guarantee shall not in any way be affected by your taking or varying or giving up any securities from the Contractor or any other person, firm or company on its behalf or by the winding up, dissolution, insolvency or death as the case may be, of the Contractor.
7. In order to give full effect to the guarantee herein contained you shall be entitled to act as if we were your principal debtors in respect of all your claims against the Contractor hereby guaranteed by us as aforesaid and we hereby expressly waive all our rights of surety-ship and other rights, if any, which are in any way inconsistent with any of the provisions of this guarantee.
8. Subject to the maximum limit of our liability as aforesaid, this guarantee will cover all your claim or claims against the contractor from time to time arising out of or in relation to the said contract and in respect of which your claim in writing is lodged on us before expiry of six months from the date of expiry of this guarantee.
9. Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax or registered post to our local address as aforesaid and if sent by post, it shall be deemed to have been given when the same has been posted.
10. This guarantee and the powers and provisions herein contained are in addition to and not by way of limitation of or substitution for any other guarantee or guarantees heretofore given to you by us (whether jointly with others or alone) and now existing un cancelled and that this guarantee is not intended to and shall not revoke or limit such guarantee or guarantees.
11. This guarantee shall not be affected by any change in the constitution of the contractor or us nor shall it be affected by any change in your constitution or by any amalgamation or absorption thereof or therewith but will ensure to the benefit of and be available to and enforceable by the absorbing or amalgamated company or concern.
12. 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.

13. This guarantee is irrevocable during the period of its currency and shall not be revoked without your previous consent in writing.
14. We further agree and undertake to pay you without demur the amount demanded by you in writing notwithstanding any difference or dispute or controversy that may exist or arise between you and contractor or any other person.
15. Notwithstanding anything contained herein above our liability under this guarantee is restricted to Rs. _____ (in words). Unless a written claim is lodged on us for payment under this guarantee within six months from the date of expiry, including extensions if any, of this guarantee all your rights under the guarantee shall be forfeited and we shall be deemed to have been released and discharged from all liabilities there under, irrespective of whether or not the original guarantee is returned to us.
16. We have power to issue this guarantee in your favour under the Memorandum and Articles of Association of our Bank and the undersigned has full power to execute this Guarantee under the Power of Attorney granted to him by the Bank.

SIGNED AND DELIVERED

(For & on behalf of the above-named Bank)

For & on behalf of (Banker's Name & Seal)

BRANCH MANAGER

(Banker's Seal)

Address

List of stationery items to be supplied (Actuals may vary)

Sl. No.	Item Description	Specification
1.	A4 Paper	JK copier, TNPL or equivalent (80 GSM and 75 GSM)
2.	Adhesive Tape (Brown)	2inch, 1-inch sizes
3.	Transparent Tape	2inch, 1 inch, ½ inch sizes
4.	Gum Paste	Camel or equivalent
5.	Fevi stick	Kores or equivalent
6.	Correction Pen	Kores, cello or equivalent
7.	Sketch pen	Faber castell or equivalent
8.	Highlighter	Faber castell or equivalent
9.	Pencil	Faber castell/ apsara/ Nataraj or equivalent
10.	Eraser	Apsara or equivalent
11.	Pencil Sharpner	Apsara or equivalent
12.	Foot Scale	Nataraj or equivalent
13.	CD Marker	Luxor or equivalent
14.	Stapler (Small)	Kangaroo or equivalent
15.	Stapler Pins (Small)	Kangaroo or equivalent
16.	Stapler (Large)	Kangaroo or equivalent
17.	Stapler Pins (Large)	Kangaroo or equivalent
18.	Bell Pins	Bell Pins or equivalent
19.	Self-Adhesive Stickers (Colour)	As specified at the time of purchase
20.	Punching Machine – Big-DP800	Kangaroo or equivalent
21.	Punching Machine – Big-DP500	Kangaroo or equivalent
22.	Punching Machine – Small-DP280	Kangaroo or equivalent
23.	Pens	Rorito or equivalent (with Reserve Bank of India printed in English and Hindi)
24.	White board marker	Camlin or equivalent
25.	White board duster	As specified at the time of purchase
26.	Scissors	
27.	Gem Clips (Small)	Bell clips or equivalent
28.	Gem Clips (Large)	Bell clips or equivalent
29.	Binder clips (19,25,32, 44 mm)	
30.	Colour board pins	Good quality
31.	Flag A to Z	As specified at the time of purchase
32.	Self-Adhesive notes (Yellow)	As specified at the time of purchase
33.	Sponge Cups	Good quality
34.	Pin Cushion	Good quality
35.	Stamp Pad (Red)	Faber castell or equivalent
36.	Stamp Pad (Blue)	Faber castell or equivalent
37.	Stamp Pad Ink (Red)	Camlin or equivalent

38.	Stamp Pad Ink (Blue)	Camlin or equivalent
39.	Rubber Band	Good quality
40.	Candle	As specified at the time of purchase
41.	Sealing wax	As specified at the time of purchase
42.	Twine country (Jute thread)	As specified at the time of purchase
43.	Twine thread (white)	As specified at the time of purchase
44.	Tape roll (cotton nada)	As specified at the time of purchase
45.	80 pages ruled notebook	TNPL or equivalent
46.	Paper weight	As specified at the time of purchase
47.	Square notebook	With the RBI name and logo printed in Hindi and English, as per sample
48.	Spiral Meeting Pad	With the RBI name and logo printed in Hindi and English, as per sample
49.	Ordinary Meeting Pad	With the RBI name and logo printed in Hindi and English, as per sample
50.	Era File (Box file)	F/C size - (equivalent to classic brand) with good quality of clips and good quality of cardboard and steel switch lever.
51.	Spring file	With the RBI name and logo printed in Hindi and English, as per sample
52.	File board (2 flaps)	F/C size of good quality cardboard with a 40" lace securely fastened & 4" flap of any color except black
53.	Wastepaper basket	As specified at the time of purchase
54.	Brown Sheet	As specified at the time of purchase
55.	Spring less folder (calico folder)	With the RBI name and logo printed in Hindi and English, as per sample
56.	Brown paper folder	With the RBI name and logo printed in Hindi and English, as per sample
57.	File board (4 Flaps)	Foolscap size of good quality cardboard with a 40 inches white and good quality lace fitted from within the full flap - any colour other than black - in packets of 10 each
58.	CD - RW	Sony or equivalent
59.	CD-R	Sony or equivalent
60.	DVD - RW	Sony or equivalent
61.	DVD -R	Sony or equivalent
62.	Legal Paper	80gsm, Ledger Paper JK Copier
63.	Ruled Register -1 Quire	Good quality with RBI printing on each page as per sample
64.	Ruled Register -2 Quire	Good quality with RBI printing on each page as per sample
65.	Cloths for Parcel (in metre)	As per Sample
66.	White Envelopes A4 size with self-gum – window type	70 gsm, With the RBI name and logo printed in Hindi and English along with address of the office/department
67.	White Envelopes A4 size with self-gum – non-window type	70 gsm, With the RBI name and logo printed in Hindi and English along with address of the office/department
68.	Green cloth cover envelopes	With the RBI name and logo printed in

	-File size	Hindi and English along with address of the office/department
69.	Green cloth cover envelopes - A4 size	With the RBI name and logo printed in Hindi and English along with address of the office/department
70.	A3 cut paper	As specified at the time of purchase
71.	Ruled paper	Good Quality
72.	A4 size plain white sticker	As specified at the time of purchase
73.	A3 paper	JK copier, TNPL or equivalent

*** Please note that this is an indicative list only, items may be added/changed as per requirement**

UPLOAD THE FINANCIAL BID SEPARATELY



Reserve Bank of India

No.16, Rajaji Salai, Fort Glacis

Chennai – 600 001

Empanelment for Supply of Stationery items to Reserve Bank of India, Chennai

Panel year 2020-2023

E-tender No: RBI/Chennai/HRMD/19/20-21/100

Part II – Financial Bid

Name of the bidder : _____

Address : _____

Last Date of Submission : September 21, 2020, till 1400 hrs. IST

Date of Opening Part-II Tender : Will be intimated after opening of Part-I

UPLOAD THE FINANCIAL BID SEPARATELY

Part II – Financial Bid

Sr. No.	Particulars	Uniform Discount Rate Offered in Percentage on MRP for the entire lot mentioned in ANNEX VIII
1	Supply of stationery items to the Reserve Bank of India, Chennai	

Note: The annual contract shall be given to the empaneled vendor who offers the highest uniform discount percentage or in other words the lowest Total cost.