



भारतीय रिजर्व बैंक | Reserve Bank of India
चेन्नै | Chennai
मानव संसाधन प्रबंध विभाग | Human Resource Management Department



Date: September 01, 2023

Empanelment of Vendors for Supply of Stationery Items, Rubber Stamps and Printed Materials to Reserve Bank of India, Chennai

The Reserve Bank of India, Chennai invites Application for Empanelment of vendors for Supply of Stationery Items, Rubber stamps and Printed Materials. The vendors intending to empanel for the above may **submit their application to The Regional Director, Reserve Bank of India, Fort Glacis, Rajaji Salai, Chennai – 600 001.**

The details of Notice Inviting Application are as follows:

S. No.	Item	Schedule	
1.	Name of Work	Empanelment of Vendors/Suppliers for Supply of Stationery Items, Rubber Stamps and Printed Materials to Reserve Bank of India, Chennai under various categories and different panel limits	
2.	Mode of Submission	Manual submission	
3.	Estimated value of items to be supplied	Category	Annual estimated cost (Approx.) (in ₹)
		Stationery Items	10,00,000
		Printed Materials	7,00,000
		Rubber Stamps	3,00,000
4.	Date of Advertisement	September 01, 2023	
5.	Date of uploading application document on RBI website www.rbi.org.in	September 01, 2023 (10:00 hrs.)	
6.	Last date for submission of filled-in Application	September 29, 2023 (14:00 hrs.)	
7.	Application Form & other details	Download from Bank's website https://www.rbi.org.in/Scripts/BS_ViewTenders.aspx	

Note: Amendment / Corrigendum to this application notice, if any, issued in future will be notified only on the RBI Website and the same will not be published in newspapers.

Regional Director for Tamilnadu and Puducherry



RESERVE BANK OF INDIA
Human Resource Management Department
Chennai

**NOTICE INVITING APPLICATION FOR EMPANELMENT – STATIONERY
ITEMS/PRINTED MATERIALS/RUBBER STAMPS**

Reserve Bank of India, Chennai, invites applications for Empanelment of Vendors/ Suppliers/ Service Providers for a period of three years for supply of stationery items, providing printing services and supply of rubber stamps, to RBI Chennai, under various categories with different panel limits.

2. Empanelment shall be carried out based on the estimated cost of works / supplies. Detailed category-wise list is given in [Annexure - A](#). The pre-qualification criteria and the requisite documents for Empanelment of Vendors/ Suppliers/ Service Providers are detailed in [Annexure - B](#).

3. Applicants fulfilling the pre-qualification criteria mentioned in [Annexure - B](#), can download the application form under the link “**Notice for Empanelment of Vendors for supply of Stationery Items/Printed Materials/Rubber Stamps to RBI, Chennai**” in the **Tenders** tab of the Bank’s website www.rbi.org.in or collect it from Human Resource Management Department, Reserve Bank of India, Fort Glacis, Rajaji Salai, Chennai – 600 001 between 10:00 a.m. and 05:00 p.m. on working days from September 01, 2023 to September 29, 2023. The detailed schedule of activities of the empanelment process is given [Annexure - C](#).

4. Existing empanelled vendors are also required to apply afresh for the proposed empanelment.

5. Filled-in application form along with the documentary proof in support of the applicant’s possessing the required pre-qualification criteria for Empanelment, as specified in [Annexure-B](#), will have to be submitted in a sealed cover superscribing “Application for Empanelment for Supply of Stationery Items/Printed Materials/Rubber Stamps” addressed to ‘The Regional Director for Tamil Nadu and Puducherry, Reserve Bank of India, Human Resource Management Department, 2nd Floor, Rajaji

Salai, Fort Glacis, Chennai – 600 001' **on or before 2.00 p.m. of September 29, 2023.**

6. Intending applicants who have their office/establishment in **Chennai**, are only eligible to apply and are required to furnish details about their organisation, work experience, yearly turnover and evidence of their financial standing (solvency) as per the enclosed proforma, which will be kept confidential.

7. While deciding upon the selection of the vendors, emphasis will be given on the ability, experience, performance, value of works executed and competence to do good quality work in accordance with the specifications and within the time schedule.

8. Application form as per the format in [Annexure II](#) should be submitted along with a covering letter as prescribed in [Annexure I](#). The application form shall be signed by a person on behalf of the organization, who is duly authorised to do so. Each page of application shall be properly signed. Further, all the supporting documents submitted by the applicant shall be self-attested.

9. If the space in the application form is insufficient for furnishing full details, such information may be supplemented on an additional sheet of paper duly signed stating therein the part of the statement and serial number.

10. Applicants have to attach Client's Certificate as per the format given in [Annexure - III](#).

11. Applicant should have a current account in any Scheduled Bank and Banker's Certificate / Solvency Certificate as given in [Annexure – IV](#) should be submitted along with the application form.

12. The Bank shall obtain the confidential reports from the clients of the applicants and inspect the works to verify the various details and credentials.

13. The intending applicants shall have to satisfy the Bank with documentary evidence in support of their possessing required eligibility (as specified above) and in the event of their failure to do so, the Bank reserves the right not to process their application even though application form has been issued to the applicants.

14. The applicant should not have been disqualified / debarred / terminated previously on account of poor or unsatisfactory performance / blacklisted from any Governments, Semi-governments, PSUs, Banks or any other organisations including any of the

Offices / Branches of Reserve Bank of India. The applications received from such applicants will not be considered for Empanelment and will be rejected.

15. Application containing false / incorrect or inadequate information is liable to be rejected.

16. The panel shall remain valid for three years from the date of coming into existence subject to an annual review of performance.

17. All legal suits, actions or proceedings relating to or arising out of the agreement shall be subject to jurisdiction of courts/tribunals at Chennai only.

18. The Bank reserves the right to reject any or all the applications without assigning any reasons thereof.

19. Decision of the Bank with regard to empanelment of the vendors shall be final and binding.

20. Bank will give no guarantee about the definite volume of purchase from empanelled supplier at any given time or throughout the tenure of the empanelment.

21. Applicants should ensure that copy of all relevant documents are enclosed with the application. Vendors are required to preserve the originals of documents ready for verification by the Bank at any point of time.

22. The Suppliers shall be solely responsible for full compliance with the provisions of "The Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the suppliers and the supplier shall ensure appropriate action under the said Act in respect to the complaint.

23. 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.

24. The supplier shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the contractor, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the supplier is proved.

25. The supplier shall be responsible for educating its employees about prevention of

sexual harassment at work place and related issues.

26. The terms and conditions mentioned in the empanelment notice shall form the part and parcel of this agreement.

27. All the expenses towards applying for empanelment shall be borne by the vendors. The above terms and conditions are considered during selection of empanelment.

28. Post formation of panel, quotations from the empanelled vendors/suppliers will be sought as and when requirement arises. In case of indent for a specific brand, the brand shall not be substituted.

29. An indicative list of items that may be required to be supplied during the period of empanelment is furnished in [Annexure – V](#).

30. In case of stationery items, the Bank may, if required, float e-tender through MSTC portal.

31. Clarifications, if any, required may be obtained from the office of HRMD, Stationery Section, RBI, 2nd floor, Rajaji Salai, Chennai 600001. Phone: 044 2539 9017 and e-mail: savithap@rbi.org.in/ karthigab@rbi.org.in/ sreejith@rbi.org.in/ shivanathanm@rbi.org.in.

Regional Director for Tamilnadu and Puducherry

Annexure - A

S. No.	Category	Panel Limit
1	Supply of Stationery Items.	• Up to ₹1 lakh • Up to ₹2 lakh • Up to ₹3 lakh • Up to ₹5 lakh • Up to ₹10 lakh
2	Printing Services	• Up to ₹1 lakh • Up to ₹2 lakh • Up to ₹3 lakh
3	Supply of rubber stamps	• Up to ₹1 lakh • Up to ₹2 lakh • Up to ₹3 lakh

Annexure – B

Pre-qualification criteria		
Sl. No	Criteria	Requirement
i	Past experience	The Vendor should have a Minimum of 5 Years of experience as on July 31, 2023 in respective fields for which application is made. Applicant should furnish their Client list showing the details of work carried out by them during the last 5 years. The list shall include details such as Name of the Client, Value of work executed, Date of Start and Finish of the work, Reasons of delay, if any, etc.
ii	Minimum value of each completed work (qualifying)	Experience of having successfully completed similar works during last 5 years ending July 31, 2023 should be either of the following: - Three similar completed works each costing not less than the amount equal to 40% of the upper band of the panel for which application is being made. For example, for empanelment of vendors for supply costing up to ₹1 lakh, cost of each work executed shall be minimum ₹40, 000/- (40% of ₹1 lakh). <u>Or</u> - Two similar completed works each costing not less than the amount equal to 50% of the upper band of the panel for which application is being made. For example, for empanelment of vendors for works costing up to ₹1 lakh, cost of each work executed shall be minimum ₹50,000/- (50% of ₹1 lakh). <u>Or</u> - One similar work costing not less than the amount equal to 80% of the upper band of the panel for which application is being made.

		For example, for empanelment of vendors for works costing up to ₹1 lakh, cost of each work executed shall be minimum ₹80,000/- (80% of ₹1 lakh). Note: Applicant is advised to submit documentary evidences for anyone of the options above.
iii	Yearly turnover	The annual turnover shall not be less than 100% of the upper band of the panel category applied for. For example, for empanelment of vendors for supply costing up to ₹2 lakh, the required annual turnover shall not be less than ₹2 lakh for each of last 3 financial years 2020-21, 2021-22 and 2022-23.
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 upper band of the panel category applied for.
v	Others	a) The Vendor should mandatorily have an office (Registered/ corporate/ branch/ Zonal representative/ liaison) at Chennai. Documentary proof for the same to be submitted. b) Should be able to provide service as and when required. c) The vendor should preferably have supplied Office Stationery Articles/ Printed materials (Registers, Forms & Visiting Cards)/ Rubber Stamps for reputed institutions like Public Sector Banks, Govt./Public Undertakings etc. d) The vendor should be an income tax assessee and have filed income tax returns for the last 3 years. e) The vendor should not have been debarred/delisted by any Govt./ Semi Govt./PSUs etc.

Annexure – C

Schedule of Empanelment Process

S. No.	Particulars	Date
1.	Date of publication of notice inviting application	September 01, 2023
2.	Date of issue of application from RBI, Chennai / Date of availability of application for download from RBI website	September 01, 2023 to September 29, 2023
3.	Last date for submission of filled-in application along with the supporting documents to RBI, Chennai	September 29, 2023, by 02:00 p.m.

To
Regional Director for Tamil Nadu and Puducherry,
Reserve Bank of India,
Human Resource Management Department, 2nd floor,
Rajaji Salai, Chennai - 600 001.

Annexure - I

Madam,

Empanelment of Vendors/ Suppliers/ Service Providers for a period of three years at Main Office premises of the Bank at Chennai

- a) **Stationery Items**
- b) **Printed Materials**
- c) **Rubber Stamps**

- i. With reference to your advertisement dated _____ displayed in Local Daily _____, we request you to empanel us as "Vendor/Supplier" for under noted items of work;

(A) Office Stationery ☐ in panel up to ₹___ lakh

(B) Printed Materials (Register/Forms/Visiting Cards etc.,) ☐ in panel up to ₹___ lakh

(C) Rubber Stamps ☐ in panel up to ₹___ lakh

(Applicant may please 'tick' the items and also fill the limit for which **application is being made**)

- ii. I / We have read and understood the Empanelment Notice and Instructions appended to the application proforma and I/We understand that if any false information is detected at a later date, any future contract made between ourselves and the Reserve Bank of India, Chennai on the basis of the information given by me/us will be treated as invalid by the Reserve Bank of India.
- iii. I / We agree that the decision of the Reserve Bank of India in selection of the vendors will be final and binding on me/us and the empanelment would be valid for three years. All the information furnished are correct to the best of my / our knowledge and belief.
- iv. I / We also agree that I/We have no objection if enquiries are made about the works listed by me/us in the accompanying sheets or any other inquiry on the information furnished herewith in the accompanying sheets.

Signature _____

Name _____ Designation _____

Address _____

Place _____

Date _____

Seal



RESERVE BANK OF INDIA
Human Resource Management Department, Chennai

BASIC INFORMATION

Sl. No	Description	Details
1.	Name and Address of the organisation / applicant	
2.	Type of Organisation (Whether Proprietorship, Partnership /Private Limited /Limited or Body Corporate etc.) Please enclose related documents.	
3.	Name of the Proprietor / Partners /Directors of the organisation	
4.	Registration (firm, company etc) /Registration Authority, Date of Registration, Registration Number etc. (Please enclose relevant documents)	
5.	Whether the organization falls under the category of Micro, Small and Medium Enterprises (MSME). If so, enclose the MSME Registration Certificate	
6.	Experience in the respective field of work. Kindly enclose documents in support thereof.	----- Years
7.	Whether financially sound to undertake works costing up to ₹1 lakh / ₹2 lakh / ₹3 lakh / ₹5 lakh / ₹10 lakh, if so, enclose Banker's Certificate and Income Tax Clearance Certificate / Income Tax Assessment Order / other IT documents of last 3 financial years.	
8.	Name and address of the bank / bankers Bank Account No. Type of account IFSC	
9.	Yearly turnover of the firm for the last three financial years i.e., 2020-21, 2021-22 and 2022-23, (Kindly enclose copies of income tax returns/ financial statements of last three financial years)	
10.	PAN Number (copy of PAN card should be enclosed)	
11.	TIN and GSTIN (if applicable), copy of registration certificate should be enclosed.	
12.	Registered office address, telephone / Mobile Numbers and E-mail IDs	

13.	Office address through which the work will be handled	
14.	Whether empanelled with any of the Government / Semi-Government Undertaking(s), and if so, furnish details	
15.	Please indicate, if involved in any litigation/disputes	
16.	Information regarding any civil suit pending	

Kindly write 'YES' for categories and the panel limit applied for, below the asterisk mark.

Kindly note that there are different panel limits for each category. No change in this regard will be entertained later.

Name of the category		Up to ₹1 lakh	Up to ₹2 lakh	Up to ₹3 lakh	Up to ₹5 lakh	Up to ₹10 lakh
1.	Stationery items	*	*	*	*	*
2.	Providing printing services	*	*	*		
3.	Supply of rubber stamps	*	*	*		

*** - indicated above are only the eligible limits for the prescribed panel of categories.**

Kindly mention the above applied category (s) in the following table, specifying the panel limits indicating whether requisite documents have been attached for satisfying eligibility criteria for respective categories. Attach additional sheet, if necessary.

Applicant applying for higher panel category will also be considered for lower panel categories automatically. If applicants are unwilling to be empanelled in lower panel categories, same may be indicated clearly by writing 'NO' below the asterisk mark in the table above.

S. No.	Name of the category(s)	Limit up to which applied for	Whether requisite documents satisfying the eligibility are attached

WORK EXPERIENCE

List of similar works executed by the vendor during the last five years

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

* Documentary evidence of having carried out said works (such as work order, bill etc.) should be submitted.

Date:

Place:

Signature of the vendor / firm with name, address and seal

CLIENT's CERTIFICATE REGARDING PERFORMANCE OF APPLICANT

(To be given by client on its letterhead)

Name and Address of the Client:

Details of Works executed by Shri /M/s _____

S. No.	Particulars	Comments
1.	Nature of supply/service with brief particulars	
2.	Contract/Agreement No. and date	
3.	Contract/Agreement amount	
4.	Date of commencement of contract	
5.	Date of expiry of contract	
6.	Duration of relationship with the Vendor	
7.	Details (Date of levy of penalty, Amount of penalty and reasons) of penalty levied for deficiencies in services rendered/quality of items supplied, if any	
8.	Details of disputes with the vendor during the contract, if any	
9.	General Feedback on the quality of items supplied/service provided by the Vendor	
10.	Overall Performance of the Vendor (Please tick any one)	Outstanding/Very Good/ Good/Satisfactory/ poor
11.	Recommendation, if any or any other feedback	

Signature and Seal of the Authorised Official

Contact Number:

Contact E-mail address:

Place:

Date:

FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK

To

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

This is to certify that to the best of our knowledge and information Ms/Shri/
Smt..... having the noted address at

.....
....., is a respectable customer
of our bank and can be trusted for any engagement up to a limit of ₹
(Rupees... ..).

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

For the bank

(Signature with seal)

Date:

Name & Designation:

Telephone No:

Note:

1. Banker's certificates should be on letterhead of the Bank, sealed in cover and addressed to the empanelment authority, in this case The Regional Director, Reserve Bank of India, Fort Glacis, No. 16, Rajaji Salai, Chennai – 600 001.
2. In case of partnership firm/LLP, certificate to include names of all partners as recorded with the Bank.

Annexure - V

List of items that may be required to be supplied (Actuals may vary and items may be added as per the Bank's requirement)

List of Stationery Items			
Sl. No.	Item Description	Sl. No.	Item Description
1.	A4 Paper (80 GSM and 75 GSM)	23.	Pens (with Reserve Bank of India printed in English and Hindi)
2.	Adhesive Tape (Brown) 2inch, 1-inch sizes	24.	White board marker
3.	Transparent Tape 2inch, 1 inch, ½ inch sizes	25.	White board duster
4.	Gum Paste	26.	Scissors
5.	Glue stick	27.	Gem Clips (Small)
6.	Correction Pen	28.	Gem Clips (Large)
7.	Sketch pen	29.	Binder clips (19,25,32, 44 mm)
8.	Highlighter	30.	Colour board pins
9.	Pencil	31.	Flag A to Z
10.	Eraser	32.	Self-Adhesive notes (Yellow)
11.	Pencil Sharpener	33.	Sponge Cups
12.	Foot Ruler	34.	Pin Cushion
13.	CD Marker	35.	Stamp Pad (Red)
14.	Stapler (Small)	36.	Stamp Pad (Blue)
15.	Stapler Pins (Small)	37.	Stamp Pad Ink (Red)
16.	Stapler (Large)	38.	Stamp Pad Ink (Blue)
17.	Stapler Pins (Large)	39.	Rubber Band
18.	Bell Pins	40.	Candle
19.	Self-Adhesive Stickers (Colour)	41.	Sealing wax
20.	Punching Machine – Big- DP800	42.	Twine country (Jute thread)
21.	Punching Machine – Big- DP500	43.	Twine thread (white)
22.	Punching Machine – Small- DP280	44.	Tape roll (cotton nada)

Sl. No.	Item Description	Sl. No.	Item Description
45.	80 pages ruled notebook	56.	Brown paper folder (with the RBI name and logo printed in Hindi and English, as per sample)
46.	Paper weight	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
47.	Square notebook (with the RBI name and logo printed in Hindi and English, as per sample)	58.	CD - RW
48.	Spiral Meeting Pad (with the RBI name and logo printed in Hindi and English, as per sample)	59.	CD-R
49.	Ordinary Meeting Pad (with the RBI name and logo printed in Hindi and English, as per sample)	60.	DVD - RW
50.	Era File (Box file)	61.	DVD -R
	F/C size - with good quality of clips and good quality of cardboard and steel switch lever.	62.	Legal Paper (80gsm)
51.	Spring file (with the RBI name and logo printed in Hindi and English, as per sample)	63.	Ruled Register -1 Quire (with 'RBI' printed on each page as per sample)
52.	File board (2 flaps) F/C size cardboard with a 40" lace securely fastened & 4" flap of any color except black	64.	Ruled Register -2 Quire (with 'RBI' printed on each page as per sample)
53.	Wastepaper basket	65.	Cloths for Parcel (in metre)
54.	Brown Sheet	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)
55.	Spring less folder (calico folder with the RBI name and logo printed in Hindi and English, as per sample)	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)

Sl. No.	Item Description	Sl. No.	Item Description
68.	Green cloth cover envelopes - File size (with the RBI name and logo printed in Hindi and English along with address of the office/department)	72.	A4 size plain white sticker
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)	73.	A3 paper
70.	A3 cut paper	74.	A5 paper
71.	Ruled paper		

	List of Printed Materials		List of Rubber Stamps
1.	Various Registers / Forms	1.	Self inking Rubber stamp
2.	Paper Folders	2.	Pre ink Rubber stamp
3.	Spring files	3.	Date Rubber Stamp
4.	Envelopes	4.	Ink Bottle – for Self inking and pre-inking
5.	Tablet Covers		
6.	Visiting Cards		

Note: This is an indicative list only. Items may be added/changed as per requirement.