



**Reserve Bank of India**

**Issue Department**

**Patna**

**Web Notice**

June 09, 2022

**Application for empanelment of dealers/suppliers for supply of item for issue department Store**

The Reserve Bank of India, Patna invites Application for Empanelment of suppliers for supply of Issue Department store items. The vendors intending to empanel for the above work may **submit their application to Issue Department, Reserve Bank of India, South Gandhi Maidan, Patna**. The last date and time for submission of the Application is **June 30, 2022 up to 14:00 Hrs.**

The details of Notice Inviting Application are as follows:

<b>S. No.</b>	<b>Item</b>	<b>Schedule</b>
1.	Name of Work	Application for empanelment of dealers/suppliers for supply of item for issue department Store
2.	Mode of Submission	Manual submission
3.	Estimated value of store items to be supplied	Rs. 5-7 Lakh (approx.) for 12 months
4.	Date of advertisement	June 09, 2022
5.	Date of uploading application document on RBI website	June 09, 2022 (11:00 hrs.)
6.	Last date of submission of Application	June 30, 2022 (14:00 hrs.)
7.	Application Form & other details	Downloaded from Bank's website <a href="https://www.rbi.org.in/Scripts/BS_ViewTenders.aspx">https://www.rbi.org.in/Scripts/BS_ViewTenders.aspx</a>

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to this application notice, if any, issued in future will be notified only on the RBI Website and the same will not be published in newspapers.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



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**SCHEDULE OF EMPANELMENT**

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**Empanelment of suppliers for supply of Issue Department store items**

Reserve Bank of India, Patna invites applications in the prescribed format for empanelment of suppliers for Issue Department Stores items. The panel is expected to remain operational for a period of 09 months initially from **July 2022 to March 2023** and extendable up to two more years, one year at a time at the discretion of Bank subject to satisfactory performance of empanelled suppliers. The suppliers who are registered with Government/Semi-government undertakings/Banks/Financial Institutions, etc. as approved suppliers or having experience of at least 3 years in supplying similar items to different institutions may apply in a closed cover **addressed to the General Manager, Issue Department, Reserve Bank of India, Patna** by giving details of their entity and supporting documents relating to their experience etc., as asked in the application document so as to reach **on or before June 30, 2022 up to 14:00 hrs** in a sealed envelope super scribed as “**Application for Empanelment of Suppliers for Supply of Issue Department Store Items**”. Application form and other details can be downloaded from Bank’s website [https://www.rbi.org.in/Scripts/BS\\_ViewTenders.aspx](https://www.rbi.org.in/Scripts/BS_ViewTenders.aspx). For any queries regarding the application, please contact Issue Department, Reserve Bank of India, South Gandhi Maidan, Patna-800 001 in person Shri Prosenjit Bhattacharya, Manager on no. 8240402935 or email to [issuepatna@rbi.org.in](mailto:issuepatna@rbi.org.in).



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**Pre-qualification or Eligibility criteria:**

1. Suppliers having full-fledged service setup either at Patna or nearby place with capacity to provide the required supplies/services.
2. The agency should be a sole proprietary concern, partnership firm or company and registered with Registrar of Firms/ Registrar of Companies wherever applicable and should have been in existence/ operation for **not less than 5 (five) years**.
3. The agency should preferably have supplied stationery/ computer consumables for reputed institutions like Government/Semi-government undertakings/Banks/Financial Institutions, etc.
4. The agency should be an income tax assessee and have filed income tax return for the last three years.
5. The agency should be capable of supplying the items at the Bank's Office with no additional cost and **even at short notice of even 03 day whenever necessary**. A confirmation (on his letter head) in this regard has to be submitted by the supplier.
6. The agency should have GST registration.
7. Suppliers should have an annual turnover of Rs.5 lakh or more.
8. The application shall be liable for rejection if the information furnished are found incomplete and or false.



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**General Terms and Conditions**

1. Applicants will have to provide detailed information to the Bank in respect of their firms, work experience, financial position in the format enclosed so that same may be considered for empanelment.
2. While considering empanelment, the suppliers' eligibility to execute the stipulated job and punctuality will be given priority.
3. The suppliers will have to supply the items of **high quality**. Suppliers will have capacity to provide the required supplies/services **up to Rs.2 lakhs in one instance**.
4. During participation in a Tender, when called for, it is desirable that each vendor will quote for highest quality product/s.
5. The Bank's decision will be final and binding in respect of empanelment.
6. The information given in the enclosed format will be kept confidential.
7. One or more authorized persons of the concerned firm have to sign in every section in respect of information furnished in the format.
8. A separate form can be used in case of insufficient space in the format.
9. The application will have to be submitted in **duplicate**.
10. The application will be liable to be rejected if the information furnished are found incomplete and false.
11. Intending applicants are required to furnish details about their Organizations, experience, competence and evidence of their financial standing as per the enclosed pro forma. Their bank



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account details are also required to be furnished. Payment will be credited to their accounts directly through NEFT only.

12. Quotations will be called for from all empanelled vendors as and when required and the order will normally be placed with the firm having lowest price bid (**L1**) provided that the sample quality of the **L1 bidder** is of high quality/ considered satisfactory by the Bank.

13. Once a firm/company is empanelled with the Bank, the said firm/company is bound to participate in the tender when called for. If it is observed that a firm is not bidding/responding in two consecutive Tender, the Firm/Company may be either delisted from the empanelled vendor list or debarred from participating in next three Tender.

14. The application form shall be signed by a person on behalf of the Organization, who is duly authorized to do so along with Organisation's seal.

15. The supplier shall not be entitled to claim any rise in price on account of any circumstances whatsoever or rise in any incidental expenses for packing, freight, cartage, taxes, rent, dues, duties, levies, cess, insurance etc. after submission of quotations to the Bank.

16. In case the materials are supplied on instalments/periodical basis the supplier shall strictly adhere to the delivery schedule as indicated by the Bank. Any delay in the supply of goods as per the time schedule indicated would entitle the Bank to cancel the order. In such an event, the supplier shall not be entitled to recover from the Bank any amount by the way of damages, loss or otherwise. However, the Bank shall be entitled to recover the loss which it may incur on account of the non-delivery/late delivery or on account of placing order with other supplier and recover the difference between the price by the Bank by placing fresh orders with other Supplier/s.

17. The Bank reserve the rights to accept or reject any quotations without assigning any reasons therefor.



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18. Photocopy of the following documents should be attached along with this application form otherwise application will be rejected:

- (A) PAN Card
- (B) Audited Balance Sheet (Last Three Years)
- (C) GSTN Certificate
- (D) Firm/Company Registration certificate
- (E) Trade Licence
- (F) Cancelled Cheque
- (G) Office Address proof

I/We agree to supply Issue Department Store items on the above terms and conditions.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature with Seal:

Name:

Firm's Name:



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Annexure – I

**Application for Empanelment of suppliers for supply of Issue Department store**  
**items**

Sr. No.	Particulars	To be submitted by applicant
1	Name of the Firm / Company	
2	Year of Establishment	
3	Constitution of the suppliers (Proprietorship/Partnership/Company)	
4	Name/s & Permanent Address of Proprietor/Partner/company (if Office address is different)	
5	Phone no (O)/ Mobile no	
6	Email ID	
7	Registration No./Trade License No. (Along with copy of the same)	
8	Business activities	
9	Income Tax Registration (Y/N) status and PAN No./TAN No.	
10	GST Registration No.	
11	Name of Bankers and their addresses	
12	Bank account details... <b>A/c No., IFSC Code, Bank name &amp; Branch name</b>	
13	Permanent Address of Firm's Registered Office	
14	Annual Turn-over of the Firm during last <b>3 years (Along with attested copy of the same)</b>	





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15	The Legal Status in respect of the Business/Details, if any legal case continues	
16	Are you associated with RBI in any other contract at present or in the past? If yes, give details	
17	Whether applicant or any person associated with the firm is a near/close relative of any staff of RBI? If yes, give details	
18	I/We wish to supply the following items [Please provide the <b>Sl. no.</b> of the <b>items</b> as per <a href="#">Annexure – II</a> ]	

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature with Seal



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**Annexure – II**

**List of Store Items**

<b>SI No</b>	<b>Name of Store Item</b>	<b>Max time for supply of items after issue of work order</b>	<b>Remarks</b>
1	Strap Seal Clip-Printed with R.B.I-5/8"	<b>10-15 days</b>	With 'R.B.I, Issue, Patna' printed on it in
2	Steel Strapping 5/8" Width	<b>10-15 days</b>	Outside green color with "Reserve Bank of India" imprinted in black
3	Strapping Sealer Machine	<b>10 days</b>	
4	Hammer with Nail puller	<b>7 days</b>	
5	Good Quality Tin Cutter	<b>7 days</b>	
6	Plastic strapping strip	<b>10-15 days</b>	Need base
7	Plastic Strapping Sealer Machine	<b>7 days</b>	Need base
8	Nails- 2"	<b>5 days</b>	
9	Hammer with Ball point	<b>5 days</b>	
10	Good Quality Screwdriver (24")	<b>5 days</b>	
11	Seal for Plastic Strapping	<b>10 days</b>	Need base
12	Padlocks (Godrej) – 8 Levers	<b>3 days</b>	
13	Padlock (Godrej) – 07 Lever	<b>3 days</b>	
14	Padlocks (Godrej) – 6 Levers	<b>3 days</b>	
15	Transparent small size Plastic Bag along with sealer for storing Coins	<b>7 days</b>	



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16	Good Quality Scissor-Big Size	<b>3 days</b>	
17	Transparent Plastic Bag for storing Coins (30"W X 50"L)	<b>5 days</b>	
18	Good Quality Hand Gloves	<b>5 days</b>	
19	Plastic Bag (Transparent) (30"W X 50"L)	<b>10 days</b>	
20	Cloth Apron (As specified by Bank)	<b>10 days</b>	
21	Jute Twine	<b>10 days</b>	
22	Good Quality Disposable Face Mask (Three Layer)	<b>3 days</b>	
23	Rubber Bands 2" (Oddy)	<b>5 days</b>	
24	Insect Repellent (Odonil- 75gm)	<b>3 days</b>	
25	Brown Tape	<b>3 days</b>	
26	Good Quality Room Freshener (Godrej/Odonil)	<b>3 days</b>	



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Annexure - III

**(This declaration should be typed in the company's Letter head)**

**The signed declaration given by the applicant**

1. I/we read the Application Form/format and the relevant instructions, and I/We understand that my/our agreement/contract entered into with Reserve Bank of India will stand invalid if any information is found false at any time in future.
2. I/we agree that the decision of Reserve Bank of India, Patna will be binding in respect of final selection of suppliers.
3. To the best of my/our knowledge, the information furnished in sections I, II and III are fully true and correct.
4. I/we agree that I/we will have no objection if any verification is carried out in respect of the work done by me/us.

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature with Seal:

Name:

Firm's Name:



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**Annexure – IV**

**Past Experience**

The work experience of last 5 years in respect of assignments in other organizations (extra page may be added to furnish **Past experience**).

Nature of assignment	Organisation Name	Address of Organisation	Phone on of the Organisation	Amount of contract	Work Status - Complete (Y/N)	Whether the work had been carried out in time (Y/N)

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature with Seal:

Name:

Firm's Name:



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**Annexure V**

**FORM OF BANKERS CERTIFICATE FROM A SCHEDULED BANK**

This is to certify that to the best of our knowledge and information M/s / Shri -  
-----

----- having their 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 5.00 lakh (Rupees-----).

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

(Signature)

For the Bank with name & seal

**Note:**

a) Bankers certificate should be on letter head of the bank, sealed in cover addressed to:

**The Regional Director, Reserve Bank of India, Issue Department, South Gandhi  
Maidan, Patna- 800001**

b) In case of partnership firm, certificate should include names of all partners as recorded  
with the bank.