



**Reserve Bank of India / भारतीय रिजर्व बैंक**  
**Issue Department / निर्गम विभाग**  
**Kolkata / कोलकाता**

Reserve Bank of India, Kolkata invites application for empanelment of vendors for supplying Issue Department Stores items.

Intending Firms/Vendors/Suppliers may apply in the prescribed form which can be obtained from the Reserve Bank of India, Issue Department, 4<sup>th</sup> Floor, 15, N. S. Road, Kolkata - 700001 during office hours. Prescribed application form with terms and conditions can also be downloaded from the Bank's website [www.rbi.org.in](http://www.rbi.org.in) i.e 'Tenders' section under 'More Links'. Application form duly filled in with necessary particulars and documents enclosed in a sealed cover superscripted "**Application for Empanelment for Supply of Issue Department Stores Items**" addressed to **The GM-in-Charge (Issue Dept), Reserve Bank of India, 4<sup>th</sup> Floor, 15, N. S. Road, Kolkata – 700001** may be submitted **up to 3.00 p.m. on or before March 19, 2021**

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

**Date: 27.02.2021**

**Place: Kolkata**

**Regional Director**



### SCHEDULE OF TENDER (SOT)

S. No.	Item	Schedule
1.	Name of Work	Empanelment of vendors for supply of store items
2.	Mode of Tender	Manual submission
3.	Estimated value of store items to be supplied	Rs. 7-10 Lakh (approx.) for 12 months
4.	Date of advertisement	February 27, 2021
5.	Date of uploading tender document on RBI website	February 27, 2021
6.	Date of Starting of Tender	February 27, 2021 (11:00 hrs.)
7.	Last date of submission of Tender	March 19, 2021 (14:00 hrs.)



**Reserve Bank of India / भारतीय रिजर्व बैंक**  
**Issue Department / निर्गम विभाग**  
**Kolkata / कोलकाता**

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

Reserve Bank of India, Kolkata invites applications in the prescribed format for empanelment of suppliers for Issue department Stores items.

**Pre-qualification or Eligibility criteria:**

1. Suppliers having full-fledged service setup either at **Kolkata** or nearby place with capacity to provide the required supplies/services up to **Rs.2 lakhs** in one instance.
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 Public Sector Banks, Govt./ Public Undertakings.
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 whenever necessary.
6. The agency should have **GST registration**.
7. Suppliers should have an annual turnover of **Rs.10 lakh** or more.
8. The applicant should have a valid **Email ID** which is in operation.



**Reserve Bank of India / भारतीय रिजर्व बैंक**  
**Issue Department / निर्गम विभाग**  
**Kolkata / कोलकाता**

**General Terms and Conditions**

1. Tenderers 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**.
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 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 empaneled 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. **Tender information** as well as **purchase order** may be sent through email.

16. 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



**Reserve Bank of India / भारतीय रिजर्व बैंक**  
**Issue Department / निर्गम विभाग**  
**Kolkata / कोलकाता**

**Annexure – I**

**Detail Information/Declaration of Vendor/Firm/Company**

1. Name of the Firm / Company.....
2. Type of the Firm .....
3. Proprietorship/Partnership/Company .....
4. Permanent Address of Proprietor/Partner/company (if Office address is different).....  
.....  
.....
5. Phone no (O).....Mobile no.....
6. Fax no (if any).....
7. Registration Details/Status .....
8. Business since (in years) .....
9. Business activities .....
10. Income Tax Registration (Y/N) status and PAN No.....
11. Proof of Financial Status, Name of Bankers and their addresses.....  
.....

12. Bank account details...**A/c No.**.....**IFSC**.....

**Bank name**.....**Branch name**.....

13. **GST No.**.....

14. Permanent Address of Firm's Registered Office.....

.....

15. Name of the Office-in-charge with contact no.....

.....

16. Average Annual Turn-over of the Firm during last **3 years**.....

17. The Legal Status in respect of the Business/Details, if any legal case continues.....

.....

18. Valid **Email ID**

.....

19. I/We wish to supply the following items [Please provide the **Sl. no.** of the **items** as per [Annexure – II](#).....

.....

.....

Place \_\_\_\_\_

Date \_\_\_\_\_

Signature with Seal



**Reserve Bank of India / भारतीय रिजर्व बैंक**  
**Issue Department / निर्गम विभाग**  
**Kolkata / कोलकाता**

**Annexure – II**

**List of Store Items**

SI No	Name of Store Item	Appx. Avg. Qty required in a year	Max time for submission of quotation from date of issue of Tender	Max time for supply of items after issue of work order	Remarks
1	2" Iron nail	100 kg	15 days	7 days	
2	Steel Strap Roll 5/8" (Painted and waxed)	1000 kg	15 days	10 days	ITW Signode Brand
3	Tin Seal 5/8"	20,000 pieces	15 days	10 - 15 days	Outside green color with "Reserve Bank of India" imprinted in black
4	Polythene Pouch (21cm by 16 cm)	20,000 pieces	7 days	5 days	
5	Gunny bags(jute) (20" by 16")	5,000 pieces	7 days	7 days	
6	Self-Adhesive note stickers (Big & Small)	4,00,000 pieces	15 days	10 - 15 days	With 'R.B.I, Issue, Kolkata' printed on it in English and Hindi with RBI logo.
7	Calculators – ORPAT 10 digit (For use in ID and CVPS, SBS)	20-30 pieces	5 days	5 days	
8	Room freshener	30 pieces	5 days	5 days	
9	HIT (Red and Black)	30 piece	5 days	5 days	
10	Godrej Navtal locks (8L, 7L,6L and 5L)	As and when required	5 days	5 days	
11	Plastic Garbage Bags [125 cm X 75 cm (40 micron)]	10,000 pieces	15 days	10 days	



<b>12</b>	P P Woven Bags <b>(40"X 28")</b>	60,000 pieces	<b>15 days</b>	<b>10 days</b>	
<b>13</b>	Cloth Aprons (customized)	200 pieces	<b>7 days</b>	<b>10 days</b>	
<b>14</b>	Cloth Mask	200 pieces	<b>7 days</b>	<b>10 days</b>	
<b>15</b>	Polyolefin Shrink Film	3 to 5 rolls	<b>15 days</b>	<b>10 days</b>	
<b>16</b>	P. P. Strap (9mm)	10 rolls	<b>15 days</b>	<b>10 days</b>	
<b>17</b>	Cloth Dusters 36" by 36"	100 – 150 pieces	<b>5 days</b>	<b>5 days</b>	
<b>18</b>	Synthetic rubber band 2"	500 – 600 kg	<b>7 days</b>	<b>7 days</b>	
<b>19</b>	Cotton cloth waste for cleaning machinery	100 kg	<b>10 days</b>	<b>10 days</b>	
<b>20</b>	Some <b>Misc</b> items like Seal ink, Sealing Wax, Presto Stamp etc.	As and when required			Need base
<b>21</b>	Banding paper roll (40 mm and 30 mm)	200 rolls	<b>10 days</b>	<b>10 days</b>	

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

**The signed declaration given by the tenderer**

1. I/we read the Tender Form/format and the relevant instructions and I/we understand the 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, Kolkata 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



Annexure – IV

**Reserve Bank of India / भारतीय रिजर्व बैंक**  
**Issue Department / निर्गम विभाग**  
**Kolkata / कोलकाता**

**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**).

Sr No	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.

**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 10.00 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, 4<sup>th</sup> Floor,  
15, N S Road, Kolkata- 700001**

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