



## RESERVE BANK OF INDIA, HYDERABAD

### **Notice for Empanelment of Vendors For Supply Of Stationery items, Computer consumables and Registers/Forms etc.**

Reserve Bank of India (the Bank), Hyderabad invites applications for the empanelment of vendors for supply of

- i) Office Stationery Articles
- ii) Computer Consumables
- iii) Printed Materials (Registers/Forms /Visiting Cards etc.)
- iv) Rubber stamps as per Bank's requirements.

2. The empanelment will be for 3 years i.e., from July 01, 2022 to June 30, 2025 subject to satisfactory performance.

3. Documents containing detailed eligibility criteria, terms & conditions, application form and declaration are enclosed. Applicants are advised to submit duly completed application form and declaration along with copies of supporting documents. They are also advised to put signature and stamp on each page of the documents.

4. The sealed envelopes should be addressed to The Regional Director, Reserve Bank of India, Human Resource Management Department, Secretariat Road, Saifabad, Hyderabad – 500004 superscripted by "**Empanelment for supply and printing of stationery - 2022-2025**". The applications should reach us on or before June 03, 2022 by 4pm.

5. The Bank reserves the right to reject any or all applications for being included in its approved list without assigning any reasons thereof.

**Regional Director  
Reserve Bank of India  
Hyderabad**



**Terms & Conditions and Eligibility Criteria for Empanelment of Vendors For Supply Of Stationery items, Computer Consumables and Registers/Forms etc.**

1. The applicant should have own office / establishment in Hyderabad.
2. The applicant should have minimum experience of three years of supplying the above mentioned items. The documents in support of the same may be furnished.
3. The applicant should have undertaken a similar business arrangement, i.e., empanelment for supply of aforementioned items with large Corporate/ Entities/ PSUs/ Government/ Semi Government/ Undertakings/ Other reputed Departments. Relevant records shall be submitted along with the application.
4. The applicant should not have been debarred/black-listed by any Government/Semi-Government/PSUs/Regulatory Bodies.
5. The applicant should have valid PAN and GST Registration Certificate.
6. The applicant should have current account in a Scheduled Bank.
7. Applications containing false, inadequate & incomplete information are liable to rejection.
8. The Bank also reserves the right to reject any or all the applications without assigning any reason thereof.
9. Decision of the Bank with regard to empanelment of the vendors will be final and binding.
10. Empanelment of the eligible suppliers will be valid till June 30, 2025 subject to review thereof every year based on their Performance.
11. Application should be signed and stamped on each page.
12. Last date for submission of application is **June 03, 2022 (should reach the office by 4 pm)** and it should be addressed to **The Regional Director, Reserve Bank of India, Human Resource Management Department, Secretariat Road, Saifabad, Hyderabad – 500004.**

To  
Regional Director,  
Reserve Bank of India,  
Hyderabad

Dear Sir/ Madam,

### Application for Empanelment

With reference to your advertisement dated \_\_\_\_\_ displayed in Local Daily \_\_\_\_\_, we request you to empanel us as "Supplier" for under noted items of work

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- 1) Office Stationery
- 2) Computer Consumables
- 3) Printed Material(Register/Forms/Visiting Cards.)
- 4) Rubber Stamps

S. No	Information required to be submitted	
1	Name and Address of the Vendor	
2	Date of Commencement of Business / Date of Registration / Registration No. (copy of registration certificated should be attached)	
3	Contact numbers	1) 2)
4	Experience in the field of providing service. (Supplying stationery / computer consumables / printing of forms for reputed organizations)	
5	Name and address of the existing clients along with full details.	
6	Annual Turnover for the last 3 years	2018-19: 2019-20: 2020-21:
7	Details of PAN.(A copy of the PAN card may be furnished)	
8	GSTIN Registration Number	
9	<b>Bank Account Details</b> Name and Address of the Bank : Account Number: IFSC Code :	

(10) Details of work / supplies for last Three Years –

Sr. No.	Details of Work	Name of the Organization	Year	Cost (Rs)
(1)				
(2)				
(3)				
(4)				
(5)				
(6)				

**Copies of Documents to be submitted :**

1. 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)
2. A copy of shop license
3. GST registration certificate copy
4. Copy of PAN / TAN
5. A copy of cancelled cheque
6. Documentary Evidence (Like supply / Purchase Orders /Delivery Challans) for supply made to organisations to support experience details.
7. Income Tax Clearance Certificate.
8. Copies of last three years Income Tax returns/audited Accounts statements (Profit & Loss and Balance Sheet).

**DECLARATION**

1. I/We have carefully read 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 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.
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 upto three years.
5. No other firm / company from our business group has applied for empanelment in the segment applied for with RBI Hyderabad.
6. I/We have not been debarred / Black listed by any Govt. / Semi Govt. / PSU Organizations/ Regulatory Bodies.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

Signature

Name and Seal of the Applicant