



**Reserve Bank of India
Human Resource Management Department
Jammu**

Notice Inviting applications for Empanelment

Empanelment of Vendors for Supply of Office Stationery Articles, Computer Consumables, Printed materials (Registers, Booklets & Visiting Cards) & Rubber Stamps etc. to RBI, Jammu

1. Applications are invited from suppliers having permanent establishment or agency at Jammu, who are engaged in supply of stationery items, computer consumables, printed materials and rubber stamps etc. for a period of not less than 5 years. The applicant should have valid GSTIN and PAN etc.
2. Application form can be obtained from Central Receipt and Dispatch Section, HRMD, Reserve Bank of India, Railhead Complex, Jammu-180012 from 10.00 am to 4.00 pm on week days (Monday to Friday). It can also be downloaded from the Bank's website www.rbi.org.in under the link 'Tenders'.
3. Applications may be submitted in the prescribed format in sealed covers titled **"Empanelment for supply and Printing of stationery- 2021-2024"** to The Regional Director, Reserve Bank of India, Railhead Complex, Jammu. **Last date of submission of application is 23.03.2021 up to 04.00 pm.**
4. Corrigenda or clarifications, if any, shall be hosted on the above-mentioned website only. RBI reserves the right to accept or reject any/all the applications without assigning any reason.

**Regional Director
Reserve Bank of India
Jammu**



Reserve Bank of India
Human Resource Management Department
Jammu

Empanelment of Vendors for Supply of Office Stationery Articles, Computer Consumables, Printed materials (Registers, Booklets & Visiting Cards) & Rubber Stamps etc. to RBI, Jammu (hereinafter referred to as the Bank)

1. Reserve Bank of India, Jammu intends to prepare a panel of vendors / suppliers for supply of Office Stationery Articles, Computer Consumables, Printed materials (Registers, Booklets & Visiting Cards) & Rubber Stamps, etc.
2. Application form can be obtained from Reserve Bank of India, Central Receipt and Dispatch Section, Railhead Complex, Jammu-180012 from 10.00 am to 4.00 pm on week days (Monday to Friday). It can also be downloaded from the Bank's website www.rbi.org.in under the link 'Tenders'.
3. Last date for submission of duly filled application form is **March 23, 2021 (should reach the office by 04.00 PM)** and it should be addressed to The Regional Director, Reserve Bank of India, Railhead Complex, Jammu-180012.
4. All applications will be scrutinized purely on the basis of documents submitted. The applications meeting our specifications will be included in the panel valid for three years starting from April 01, 2021 to March 31, 2024.
5. The Indicative list of Office Stationery Articles, Computer Consumables, Printed materials (Registers, Booklets & Visiting Cards) and Rubber Stamps is given in [Annex 3](#). The annual quotations will be asked for each item mentioned in the [Annex 3](#) from empaneled vendors/suppliers which will be valid for one year. Besides items mentioned at [Annex 3](#), quotations will be asked separately as per requirement.
6. For any other information or query please contact us (**on working days from 10:00 AM to 4:00 PM**).

Assistant Manager
Central Receipt and Dispatch Section
Human Resource Management Department
Reserve Bank of India
Railhead Complex, Jammu
Phone: 0191 2474670, 6006768764, 9419123566

Manager
Human Resource Management Department
Reserve Bank of India
Railhead Complex, Jammu
Phone: 0191-2474886

The Regional Director
Reserve Bank of India
Railhead Complex, Jammu-180012

Dear Sir,

Application for Empanelment of Vendors

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 –

Office Stationery

Computer Consumables

Printed Material (Register/Forms/Visiting Cards)

Rubber Stamps

(Applicant may please ‘tick’ the items to be supplied)

1.	Name of the Applicant/Organization Address of the Registered Office Address of the office/agency at Jammu Telephone No./ Mobile No: E-mail ID:	
2.	Type of Organization (Proprietorship / Partnership firm/ Public or Private Limited Company etc.) Date of Establishment	
3.	Name of Proprietor/Partners/Directors of the Organization/Firm	

4.	<p>Details of Registration</p> <p>Name of Registration Authority,</p> <p>Date with Registration Number</p>																																			
5.	<p>TIN no. /Sales Tax No.</p> <p>PAN/TAN</p> <p>GST Registration No.</p>																																			
6.	<p>In operation since (years)</p>																																			
7.	<p>Annual turnover of the organization for the last three financial years @</p> <p>2017-18</p> <p>2018-19</p> <p>2019-20</p>																																			
8.	<p>Experience in the field of supply-List of major clients (Enclose documentary proof for the last five years)</p>																																			
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9.	<p>Adequate and satisfactory evidence to indicate financial capacity of the organization to undertake the said work with names of Bankers, their full addresses and Telephone No. etc. (as per specimen given in Annex - 2)</p>																																			

10.	Bank's Account No: Type of account: IFSC No:	
11.	Information regarding any civil suit pending	

Note:

- @ Please attach copies of the last three years Income Tax Returns and audited accounts statements (Profit & Loss Accounts and Balance Sheet).
- Intending Applicant is required to submit duly filled declaration form given in [Annex 1](#).
- Application along with covering letter and supporting documents shall be submitted in a sealed cover titled **“Application for Empanelment of Vendors for Supply of Office Stationery Articles, Computer Consumables, Printed materials (Registers, Booklets & Visiting Cards) & Rubber Stamps, etc.”**
- Each page of the application must be signed with seal at the bottom by the authorized person.
- Applicants should be those who are already having supply arrangements of stationery item with large Corporate/ Entities/ PSUs/ Government/ Semi-Government/ Undertakings/ Other reputed Departments. Relevant records/documentary evidence in this regard shall be submitted along with application.
- Banker's certificate should be on letterhead of the Bank, sealed in cover and addressed to Regional Director, Reserve Bank of India, Railhead Complex, Jammu-180012.
- A copy of cancelled cheque/ photocopy of your passbook or bank Statement (to verify your NEFT details).
- The supplier should not have been debarred/black-listed by any Government/Semi-Government/PSUs.
- The supplier should have valid GSTIN and PAN Number.
- The Bank may ask additional information, if required.

- Applications containing false or inadequate information are liable for rejection without assigning any reason thereof.
- The Bank also reserves the right to reject any or all the applications without assigning any reason thereof.
- Decision of the Bank regarding empanelment of the vendors shall be final and binding.
- Bank will give no guarantee about the definite volume of purchase from empaneled supplier at any given time or throughout the tenure of the empanelment.
- 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.
- 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 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.
- The supplier shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.
- All legal suits, actions or proceedings relating to or arising out of the process/during the empanelment period shall be subject to jurisdiction of courts/tribunals at Jammu only.
- The terms and conditions mentioned in the document shall be part and parcel of this empanelment process.

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

1. The information furnished by me/us 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 empaneled, I/we may be removed from the approved list of suppliers.
2. 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 Bank in selection of the supplier will be final and binding on me/us.
3. I/We understand that if empaneled, 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 upto three years.
4. No other firm / company from our business group has applied for the said empanelment with RBI, Jammu.
5. I/we have not been debarred / Black listed by any Govt. / Semi Govt. / PSU Organizations/ Regulatory Bodies.
6. I/we also agree that I/We have no objection if enquiries 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.]

Bankers' Certificate

The Regional Director
Reserve Bank of India
Railhead Complex
Jammu -180012

Bankers' Certificate from a Scheduled Bank

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 Rs.....(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. 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, Jammu.
2. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

Annex-3

INDICATIVE LIST OF OFFICE STATIONERY ITEMS, COMPUTER CONSUMABLES AND RUBBER STAMPS

Sr. No.	Description	Sr. No.	Description
(A)	Office stationery items	38	Meeting Pad Ordinary (10 pages)
1	Binder Clips (19 mm)	39	Meeting Pad - Executive
2	Binder Clips (32 mm)	40	Meeting Pad - Spiral
3	Binder Clips (51 mm)	41	Meeting Pen
4	Board Pins	42	Paper Cutter (L)
5	Bond Paper	43	Paper Cutter (S)
6	Borer	44	Paper Pins
7	Calculator	45	Paper Ream (A-4 size) 75 GSM
8	Candle	46	Pencil
9	Carbon Paper	47	Pencil Eraser
10	CD Mailer	48	Pencil Sharpener
11	CD Storage Pouch	49	Pin Box
12	Chalk Box	50	Punching Machine (large)
13	Colored Flags (tri-color)	51	Punching Machine (medium)
14	Colored Paper (Pink)	52	Punching Machine (small)
15	Colored Paper (Yellow)	53	Register
16	Colored Paper (Green)	54	Scale
17	Correction Pen (Ink White)	55	Scissor
18	Course Cloth	56	Sealing Wax Packet
19	Dak Pad	57	Sponge Cup
20	Dustbin	58	Stamp Pad (Blue)
21	Duster	59	Stamp Pad (Red)
22	Envelope (large)	60	Stamp Pad Ink
23	Envelope (medium)	61	Stapler (Large)
24	Envelope (small)	62	Stapler (Medium)
25	Flat File (Spring)	63	Stapler (Small)
26	Folders (Paper)	64	Stapler Pin Box (Medium)
27	Gem Clips	65	Stapler Pin Box (Small)
28	Glue Stick	66	Sticky Notes
29	Gum Bottle	67	Tape (Brown); 2"
30	Highlighter	68	Tape (Cello); 1"
31	Jute Rope	69	Tape (Cello); 2"
32	Keychain holders	70	Thread Ball
33	Keychains	71	Tray
34	Label Sheets	72	Desk Planners (Small and Big)
35	Marker (CD)	(B)	Computer Consumables
36	Marker (Permanent)	1	CD (R) & DVD
37	Marker (White Board)	2	Pen Drive 32 GB, 64 GB

Sr. No.	Description
(C)	Rubber Stamps
1.	Sun Self-Inking Stamp
2.	Ordinary Stamp
3.	Round Stamp
4.	Steel frame Inward Stamp
(D)	Printing of Stationery Articles
1.	Envelope 11 x 5
2.	Envelope 10 x 12
3.	Envelope 9 x 12
4.	Envelope 15 x 12
5.	Envelope 6 x 8
6.	Visiting Cards
(E)	Booklets
1.	Booklet - Duplicate copy with binders
2.	Booklet - Triplicate with binding
3.	Medical Cards with binding
4.	Bin Books with binding
(F)	Registers
1.	36 x 25
2.	50 x 37
3.	32 x 22
4.	32 x 22
5.	38 x 26
(H)	Canon Cartridges
1.	2700 XL (Black)
2.	2700 XL (Cyan)
3.	2700 XL (Yellow)
4.	2700 XL (Magenta)

1. It is to be noted that only good quality brands like Faber Castell, Kokuyo Camlin Ltd., ITC Class mates, Oddy or equivalent brand may be provided.
2. Further, pencil/Eraser/Sharpener of Apsara/Natraj or equivalent brand may be provided in addition to above brands.
3. For Staplers and stapler pins Kangaroo (Munix) or equivalent brand may be included in addition to above brands.
4. Option for change of brand or quality rests with the Bank.