



**RESERVE BANK OF INDIA
HUMAN RESOURCE MANAGEMENT DEPARTMENT
KOCHI**

**EMPANELMENT OF SUPPLIERS UNDER MULTIPLE TRADES IN
RESERVE BANK OF INDIA, KOCHI (2022-2025)**

Applicant's Name:	
Address:	
Contact Telephone Number	
Contact Email Address	

Issue of Applications forms:	Available for download from the Bank's website www.rbi.org.in under the link ' <i>Tenders</i> ' from April 27, 2022 onwards Also available at the Office of the General Manager (O-i-C), Reserve Bank of India, HRMD General, Near Lissie Jn, Ernakulam North, Kochi – 682 018 in physical form
Last date of submission of Application forms:	May 16, 2022, up to 14.00 hours
Contact details:	Telephone 0484-2402911 Extn 214



**RESERVE BANK OF INDIA
HUMAN RESOURCE MANAGEMENT DEPARTMENT
KOCHI**

**Empanelment Of Suppliers Under Multiple Trades in Reserve
Bank of India, Kochi (2022-2025)**

Reserve Bank of India, Kochi, invites applications for **Empanelment of reputed Suppliers / Dealers for the following trades.**

- (i) Suppliers/ Dealers in General Office Stationery Articles
- (ii) Printers of Forms, Registers, Envelops, Rubber Stamps, Visiting Cards, etc.

1. ELIGIBILITY CRITERIA

- 1.1. The applicant shall have adequate experience in providing similar supplies / works to Government / Semi Government Organisations / RBI / Banks / PSUs and other reputed establishments during the past three years. i.e., from April 2019 onwards.
- 1.2. Applicant shall furnish their clients' list as per '**Enclosure-2**' showing the details of supply of similar works carried out by them during the last 3 years. The list shall include details such as nature of service rendered, name of the client, value of work executed, period of work etc. Applicant shall also furnish the Income Tax Returns for the past 3 years.
- 1.3. The Applicant shall also submit documentary evidence in support of minimum experience of 3 years (i.e. from April 2019 onwards). The Applicant shall submit copies of Purchase orders for works undertaken from April 2019 till date along with client certificates or completion certificates and relevant documents of having successfully completed the qualifying works based on the following criteria, in Government / Semi Government organisation / RBI / Banks / PSUs / other reputed Establishments during last 3 years.
 - i. Three similar completed works each costing not less than ₹20,000/- or
 - ii. Two similar completed works each costing not less than ₹30,000/- or
 - iii. One similar completed work costing not less than ₹40,000/-
- 1.4. The Applicant shall submit valid licenses/ registration for the trade. The Applicant shall have PAN and GST registration issued by respective registering authorities. They shall furnish the copies of relevant certificate / licenses, issued by the respective authority.

- 1.5. The service provider shall submit a Banker's Certificate, as per '[Annex – II](#)', from its banker for an amount not less than ₹50,000/-. The date of issue of this certificate should not be before January 01, 2022.
- 1.6. The Bank, based on its discretion, may undertake visits to the applicant's establishment to assess the suitability and competence of the applicant to undertake similar works. The Applicant shall permit such visits of the Bank's Officers. The Bank shall not consider the application for empanelment in the following cases, even if the applicant possesses all other eligibility criteria:
- i. The printer/ dealers of stationary articles fail to permit the visit of the Bank's Officers to visit their Establishment to verify the suitability and competence of the applicant.
 - ii. The Bank's Officer(s), after their visit, find the infrastructure of the applicant inadequate for undertaking the Bank's works.
 - iii. The Bank finds the applicant incompetent to undertake similar works.

2. GENERAL INSTRUCTIONS & TERMS AND CONDITIONS

- 2.1. Interested applicants may download the application form from the Bank's website at 'www.rbi.org.in' under the link 'Tenders' or collect the Application Form from the office of the General Manager (O-i-C), Reserve Bank of India, HRMD General, Near Lissie Jn, Ernakulam North, Kochi – 682 018, on any working day from April 27, 2022. For more details, please contact on telephone: 0484-2402911 Extn 219.
- 2.2. Already empanelled contractors are also required to apply afresh for empanelment.
- 2.3. Interested applicants are mandatorily required to superscribe "Empanelment of Suppliers under Multiple Trades (2022-2025) – HRMD GENERAL" as per '[Annex-III](#)' on the sealed cover containing the duly filled application and requisite documents and submit to the Bank, addressed to the General Manager (O-i-C), Reserve Bank of India, HRMD General, Near Lissie Jn, Ernakulam North, Kochi – 682 018 on or before 14.00 hrs of May 16, 2022.
- 2.4. During scrutiny, if any of the applicant is found not to possess the required qualification criteria or to have submitted false/ incorrect information, his/her application will be liable for rejection. Applications of only those applicants who fulfil the specified qualification criteria and submit the required documents shall be processed further. The applicants who fulfil the eligibility criteria as mentioned in the Empanelment Notice will be considered for empanelment. However, the Bank shall arrange a visit by its Officer(s) to visit the applicant's establishment for ascertaining the location, staff strength, spare capacity, competence, etc.

- 2.5. A format of Client Certificate to be issued by Clients and format of Banker's Certificate are enclosed with this blank application form as per '[Annex – I](#)' and '[Annex – II](#)' respectively.
- 2.6. The applicants shall submit the Client certificates of the qualifying works issued by their clients for whom they have carried out eligible works in terms of qualification criteria described in the empanelment notice. The Bank reserves the right to independently verify the client's reports.
- 2.7. Client certificate issued by those clients other than Government / Semi Government organisation / RBI / Banks / PSUs must be supported by adequate proof of payments received by the applicant for the work done by them.
- 2.8. The Bank shall have the right to independently verify the submitted certificates.
- 2.9. Satisfactory client certificates for works done for different employers should preferably be furnished along with the application.
- 2.10. 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.
- 2.11. If the space in the application form is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed and sealed stating therein the part of the statement, serial number and page number.
- 2.12. While deciding upon the selection of the contractors, emphasis will be on the ability, experience of successfully completed similar works, performance, value of works executed and competence to do good quality work in accordance with the specifications.
- 2.13. The panel shall remain valid till March 31, 2025, from the date of coming into existence subject to periodical review of performance at the end of March every year. The name (s) of the suppliers / dealers shall be removed from the panel in the event of occurrence of any one or more of the failures on their part as detailed below:
 - i. Fails to respond to the call notice inviting tenders / quotations consecutively on three occasions in a period of one year or fails to execute contracts awarded.
 - ii. Persistently violates any important conditions of the contracts like maintaining time schedule and business dealing, etc.
 - iii. Fails to abide by the condition of empanelment or is found to have given false information at the time of empanelment.
 - iv. Is declared or is in the process of being declared bankrupt / insolvent, wound up, dissolved or partitioned.
 - v. Persistently violates labour regulation / rules.

- 2.14. Application containing false or inadequate information is liable for rejection.
- 2.15. The Bank reserves the right to reject any or all the applications without assigning any reason thereof.
- 2.16. Clarifications, if any, required may be obtained from the General Manager (O-i-C), Reserve Bank of India, HRMD General, Near Lissie Jn, Ernakulam North, Kochi – 682 018.
- 2.17. The suppliers and printers should have complete information on the delivery persons engaged by them and ensure that only persons having clean police records are deployed for RBI duty.
- 2.18. The suppliers/ printers shall be responsible for and make good any loss or damage, caused by any act or default, on their part or on the part of their employees /agents to the Bank's property.
- 2.19. The bank reserves the right to avail of the services of one or more suppliers / printers for the same item of the supply.
- 2.20. The stationery articles/ printing materials should be delivered in full at our office.

Form of Application

The General Manager (O-i-C)
Reserve Bank of India
HRMD General
Ernakulam North
Kochi – 682 018

Sir,

Having read and understood the Eligibility Criteria and General Instructions to the applicants and all other relevant information, I/we hereby apply for the following empanelment in the Bank.

Trade Name	Applying for (Please tick '✓')
Suppliers / Dealers in General Office Stationery Articles.	
Printers of Forms, Registers, Envelops, Rubber Stamps, Visiting Cards etc.	

ii) I/We declare that all the information furnished are correct to the best of my/our knowledge and belief.

iii) 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, Kochi on the basis of the information given by me/us will be treated as invalid by the Reserve Bank of India.

iv) I/We have provided the Basic Details, details of Past experience, details of Qualifying works and applicable client's certificates in the prescribed proforma.

v) I/We have provided my/our Banker's Certificate in the prescribed proforma.

vi) 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 in the accompanying sheets.

vii) I/We agree that the decision of the Reserve Bank of India with respect to the empanelment shall be final and binding on me/us.

Signature and Seal of the Applicant:

Name & Designation:

Address:

Email ID (mandatory field):

Mobile / Landline No. (mandatory field):

Place:

Date:

(Please Note: All fields are to be mandatorily filled)

Enclosure 1 - Basic Details of the Applicant		
Sl. No.	Particulars of Applicant	Details to be filled by the Applicant
1	Name of the Applicant	
2	Type of Registration of the Applicant	
3	Name and Address of the Proprietor/ Partners/ Directors of the Company	
4	Registration with Date, of the Applicant along with all details of documents viz. Certificate of Incorporation, Memorandum of Association, Partnership Registration, etc.	
5	Indicate if involved in any litigation / disputes	
7	PAN Number	
8	GSTIN	
9	Name of the Authorized Signature along with documentary proof of authorization	
10	Bank Account Details Account Name: Account Number: IFSC: Bank and Branch:	

Enclosure 2: Details of Experience and Qualification for undertaking Similar Works					
Sl.No.	Nature of Work / Supply rendered	Name, Address, Email address and Telephone number of the client (Govt. / Semi-Govt/ PSU / RBI / Reputed Establishments)	Value of Work / Supply (inclusive of taxes) in Rupees	Period of Work / Supply	

Format for Client's Certificate for Empanelment of Printers/ Dealers of Stationery Articles for Reserve Bank of India, Kochi (2022-2025)

Name and address of the Client: -

Details of Service (s) availed from M/s _____

Sl. No.	Particulars	Comments
1	Nature of Work and Location	
2	Work / Supply Order No. and date	
3	Work / Supply Amount in Rupees	
4	Date of Commencement of Work / Supply	
5	Date of Completion of Work / Supply	
6	Comments regarding adherence of terms and conditions of contract	
7	Any penalty imposed for non-adherence of terms and conditions of contract	
8	Any other information	
9	Overall Performance of the Contractor (Please tick anyone)	Outstanding / Very Good / Good / Satisfactory / Poor

Signature and Seal of the Authorised Official

Contact Number (mandatory field):

Contact Email Address (mandatory field):

Place:

Date:

Form of Banker's Certificate from a Scheduled bank

This is to certify that to the best of our knowledge and information M/s _____ having marginally noted address, a customer of our bank, are/is respectable and can be treated as good 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.

(Signature and Seal)

For the Bank

Contact Number (mandatory field):

Contact Email Address (mandatory field):

Place:

Date:

Format for Super scribing the sealed envelope

**“EMPANELMENT OF SUPPLIERS UNDER MULTIPLE TRADES (2022-2025)
HRMD GENERAL”**

From:

Applicant's Name
Address
Contact No. (mandatory field)

To

The General Manager (O-iC)
Reserve Bank of India
HRMD General
Ernakulam North
Kochi – 682 018