



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

**TENDER FOR SUPPLY OF COMPUTER  
CONSUMABLE ITMES 2026-27 (April 01, 2026 to  
March 31, 2027) LISTED IN ANNEX-I**

Limited Tender: RBI/Nagpur Regional Office/HRMD/26-  
27/[Supply of Computer Consumables]

<b>Last Date of Submission</b>	03:00 PM of 18.03.2026
<b>Pre-Bid Meeting</b>	09.03.2026 @ 11.30 hrs

### SCHEDULE OF TENDER (SOT)

a. Tender No	RBI/Nagpur Regional Office/HRMD/26-27/[Supply of Computer Consumables]
b. Mode of Tender	Sealed quotation from empanelled vendors
c. Date of NIT available to parties for download	01 PM of 04.03.2026
d. Pre-Bid meeting	09.03.2026 @ 11.30 AM.  Venue: RBI, Main Office Building, Stationery Section (HRMD), Nagpur.
e. I) Earnest Money Deposit (2% of 40 lacs -Rs 80,000/-)	Rs.80,000/- (Rupees Eighty Thousand only) through NEFT
II) Tender Fees	NIL
f. Last date of submission of EMD	02:30 PM of 18.03.2026
g. Date of Starting of Tender	03.00 PM of 04.03.2026
h. Date of closing of tender	03:00 PM of 18.03.2026
i. Date & time of opening of Price Bid	04:00 PM of 20.03.2026
j. Transaction Fee	Nil

**NOTE:** This notice is being published for information only and is not an open invitation to quote in this limited tender. Participation in this tender is by invitation only and is limited to the empanelled vendors. Unsolicited offers are liable to be ignored. However, vendors who desire to participate in such tenders in future may apply for an empanelment with RBI as per procedure.

**RESERVE BANK OF INDIA, NAGPUR**

**REQUEST FOR QUOTATION (RFQ)**

<b>Bid Ending Date</b>	<b>18.03.2026 up to 3:00 P.M.</b>
<b>Bid Start Date</b>	<b>04.03.2026 at 3.00 P.M.</b>

Tender No: **RBI/Nagpur Regional Office/HRMD/26-27/[Supply of Computer Consumables]**

Date: **04.03.2026**

To,

**Sub: Request for Quotation for Annual Rate Contract (AC) for supply of Computer Consumable Items for the period (April 01, 2026 to March 31, 2027) listed in Annex-I**

Madam/ Dear Sir,

The Bank enlisted your firm name in its panel of approved vendors for supply of Computer Consumable Items after satisfying all the terms and conditions of Empanelment.

2. We are interested to enter into an Annual Contract (AC) for supply of Computer Consumable items for the period **April 01, 2026 to March 31, 2027**. You are requested to please submit your best possible rate for the tentative annual purchase of items as per list enclosed. An amount of Rs 80,000/- (Rupees Eighty Thousand only) towards EMD in favour of Reserve Bank of India, Nagpur may be credited to the following account through **NEFT** before **02.30 PM of 18.03.2026**.

**Beneficiary name: Reserve Bank of India, Nagpur**  
**IFSC: RBIS0NGPA01(5<sup>th</sup> and 10<sup>th</sup> digits are zero)**  
**Account no 8714295**

3. The quotations received as above will be opened at 04:00 PM of 20.03.2026.

4. The Bank reserves the right to reject any or all the quotations either whole or in part without assigning any reason there for.

Yours faithfully

(Saranya S)  
Manager  
Encls: as above

**Terms & Conditions: -**

Terms and conditions as specified in our Request for Empanelment Document and agreed by you shall apply.

1. Earnest Money Deposit (EMD) of **Rs. 80,000/- (Rupees Eighty Thousand only)** may be submitted along with their Bids through NEFT from a scheduled bank drawn in favour of **Reserve Bank of India, Nagpur on or before the date given in NIT. No interest will be paid on EMD.** Bids without EMD will be considered as unresponsive and rejected. EMD of unsuccessful bidders will be returned within 15 days of awarding the Annual Contract to successful bidder. EMD of the bidders not honouring their commitment /quotations may be forfeited at the discretion of the Regional Director, **Reserve Bank of India, Nagpur** who is not bound to assign any reasons for his action.
2. The successful bidder will enter into Rate Contract Agreement with the Bank as per format in Form-I. The Rate Contract will be valid till **March 31, 2027**.
3. No alteration in quality of the goods tendered or in the period of execution and no enhancement in the rates of articles shall be accepted unless previously ratified by the Bank in writing.
4. Time is the essence of the contract, if a supplier fails to deliver the goods on or before the date specified, the bank will be at liberty to purchase the articles from elsewhere and the supplier will have to make good any loss or damage that the Bank suffers thereby.
5. **The quoted price should be inclusive of GST.** It should be noted that liability to pay any duties, levies or taxes liveable under the law would be that of the Vendor. The Vendor will also have to bear all the expenses etc. connected with proper packaging, carting, transportation etc. in connection with supply to the Bank's premises.
6. Quotation (Bids) received without EMD will be summarily rejected. Any conditional quotations / offers will not be accepted.
7. The quotation should be submitted by the due date and time. Quotations will be opened on the due date and time as specified in this document.
8. Unless otherwise mentioned, all offers will be considered for immediate delivery ex-stock. If after the supply is delivered, it is discovered that the materials supplied are not exactly according to the specifications accepted, such supply will be rejected at the supplier's cost.
9. The Regional Director, **Reserve Bank of India, Nagpur** reserves the right to accept any or reject any or all the offers received without assigning any reason thereof. The Regional Director also reserves the right to relax or alter any clauses mentioned in this document as seem appropriate to him/her in interest of the Bank
10. The Regional Director, **Reserve Bank of India, Nagpur** reserves the right to terminate the Annual Contract at any point of time by giving one month's notice period without

assigning any reason and without prejudice to any other remedies available to the Bank.

**Evaluation of Price Bid:**

- i. L1 vendor for each of Computer Consumable items (as indicated in Annex III) shall be decided.
- ii. A vendor can submit bids for one or more items.

(Sachin Shende)  
Regional Director.  
Date:04.03.2026

**ANNUAL CONTRACT FORM**

THIS AGREEMENT made on the \_\_\_\_\_ day of \_\_\_\_\_, 2026

Between

\_\_\_\_\_  
(Name and address of purchaser)

Hereinafter "the Purchaser" of the one part and

\_\_\_\_\_  
(Name and address of vendor)

Hereinafter called "the Supplier" of the other part:

WHEREAS the Purchaser is desirous of purchasing certain computer consumable and has accepted a bid by the Vendor for the supply of those goods.

NOW THIS AGREEMENT WITNESS AS FOLLOWS:

1. In this agreement words and expressions shall have the same meanings as are respectively assigned to them in the conditions of contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this agreement, viz.:

2.1 Empanelment document dated \_\_\_\_\_ submitted by the Vendor;

2.2 The Request for Quotation document \_\_\_\_\_ submitted by the Vendor; terms and conditions of the bid.

3. In consideration of the payments to be made by the Purchaser to the Vendor as hereinafter mentioned, the Vendor hereby covenants with the Purchaser to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the contract.

4. The Purchaser hereby covenants to pay the Vendor in consideration of the provision of the goods and services and the remedying of defects therein, the contract price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed in the contract.

5. The Rate Contract will be valid till **March 31, 2027**.

6. Particulars of the goods and services which shall be supplied / provided by the Vendor are as enlisted in tender document condition.

7. Earnest Money Deposit (EMD) of Rs. 80,000/- (Rupees Eighty Thousand only) submitted by you has been retained by bank as Security Deposit till the completion of the contract or till the final settlement of the last bill, whichever is later (i.e. for the period of the contract till March 2027) No interest will be paid on Security Deposit amount of Rs. 80,000/-.

8. No alteration in quality of the goods tendered or in the period of execution and no enhancement in the rates of articles shall be accepted unless previously ratified by the Bank in writing.

9. Time is the essence of the contract, if a supplier fails to deliver the goods on or before the date specified, the bank will be at liberty to purchase the articles from elsewhere and the supplier will have to make good any loss or damage that the Bank suffers thereby.

10. The quoted price should be inclusive of GST. It should be noted that liability to pay any duties, levies or taxes leviable under the law would be that of the Vendor. The Vendor will also have to bear all the expenses etc. connected with proper packaging, carting, transportation etc. in connection with supply to the Bank's premises.

11. Unless otherwise mentioned, all offers will be considered for immediate delivery ex-stock. If after the supply is delivered, it is discovered that the materials supplied are not exactly according to the specifications accepted, such supply will be rejected at the supplier's cost.

12. The Regional Director, **Reserve Bank of India, Nagpur** reserves the right to terminate the Annual Contract at any point of time by giving one month's notice period without assigning any reason and without prejudice to any other remedies available to the Bank.

13. The Vendor shall be solely responsible for full compliance with the provision of the "the sexual harassment of women at the workplace (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 complaint committee constituted by the vendor/supplier and the vendor/supplier shall ensure appropriate action under the said Act in respect of the complaint.

14. Any complaint of sexual harassment from any aggrieved employee of the Vendor against any employee of the Bank shall be taken cognizance of by the Regional Complaint Committee constituted by the Bank.

15. The Vendor shall be responsible for any monetary compensation that may need be paid in case the incident involves the employee of the Vendor for instance any monetary relief to Bank's employee, if sexual violence by the employee of the Vendor is proved.

16. The Vendor shall be responsible for educating its employee about prevention of sexual harassment at workplace and related issues. The vendor shall provide a complete and updated list of its employee who are deployed within the Bank's premises.

17. **Submission of a consolidated invoice every fortnight:** The contractor is required to submit a single consolidated invoice covering all purchase orders during a fortnight. Payment may be processed for the total payable amount against the single invoice issued against all the supplies during the fortnight (considering the provisions of MSMED Act, 2006, etc.) upon satisfactory evidence of supply and the receipt/acceptance of the invoice.

18. Payment of bills shall be made within 45 days on acceptance of payment invoice/ Delivery of the good/services. In case of delay in payment of bill, interest payment at the rate of Simple Interest at 3% per annum shall be paid from the date upon which such sum ought to have been paid by the bank until the payment date.

19. The contractor has read and hereby agrees to abide by the Information Security Policy guidelines of the Bank. In case of any act of non-compliance with the IS Policy guidelines of the Bank, by the company, the Bank shall have absolute right to terminate the Contract forthwith, besides any other remedy / action that the Bank may decide to pursue, including legal recourse.

20. The contractor shall not sublet any portion of the contract / work order except with the written consent of the Bank. In case of breach of these conditions, the Bank may serve a notice in writing to the contractor rescinding the Contract / work order whereupon the earnest money deposit shall stand forfeited to the Bank, without prejudice to its other remedies.

**Non-Disclosure:**

The Vendor shall not disclose directly or indirectly any information, material and details of the Bank's infrastructure/system/equipment etc., which may come to the possession or knowledge of the Vendor during the course of discharging its contractual obligation in connection with this agreement, to any third party and shall at all-time hold the same strictest confidence. The Vendor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligation under it or comply with applicable laws. The Vendor shall not publish, permit to be publish, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Bank. The Vendor shall indemnify the Bank for any loss suffered by the Bank as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Vendor and the Bank shall be entitled to claim the damages and pursue legal remedies.

The Vendor shall take all appropriate actions with respect to its employees to ensure the obligations of non-disclosure confidential information under this agreement is fully satisfied.

The Vendors obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reasons.

**DECLARATION**

I/we hereby declare that I/we have read and understood all the above instructions/ conditions and the same will remain binding upon me/us of the contract if interested to me/us.

This letter will form part of contract documents and contents of this letter shall be supplemental to the conditions in the tender and not in derogation thereof except to the extent specifically provided herein.

IN WITNESSES THEREOF, the Reserve Bank of India has set its hands to these presents through its duly authorised official and the vendor has caused these presents and the said duplicate thereof, to be executed on its behalf, the day and year first herein above written.

SIGNED AND DELIVERED BY

For the Vendor / Seller

For Reserve Bank of India

( )

Assistant General Manager  
Human Resource Management  
Department

IN WITNESS WHEREOFF the Parties have duly affixed their signatures under hand and seal on this \_\_\_\_\_.

Witness

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Witness

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## Annexure – I

### Quotation for Rate Contract for supply of Computer Consumable items

Sr. No.	Name of the item	Rate Qty
1	HP CE278AC	1
2	HP CC388AC	1
3	HP 55A (CE255A)	1
4	Canon 337	1
5	Canon 051	1
6	Brother TN2260	1
7	Cannon 055-Magenta	1
8	Cannon 055-Cyan	1
9	Cannon 055-Black	1
10	Cannon 055-Yellow	1
11	HP 416A Black Toner	1
12	HP 416A Cyan Toner	1
13	HP 416A Magenta Toner	1
14	HP 416A Yellow Toner	1
15	Canon 057 – Black Toner Cartridge	1
16	HP 507A	1
17	HP 230A	1
18	Canon 069 Black	1
19	Canon 069 Magenta	1
20	Canon 069 Cyan	1
21	Canon 069 Yellow	1
22	HP 950 Black	1

23	HP 951 Cyan	1
24	HP 951 Magenta	1
25	HP 951 Yellow	1
26	RICOH toner MP 2014S	1
27	Epson T11H1	1
28	Epson T11G2; Epson T11G3; Epson T11G4	1
29*	All other HP Printer Cartridges not mentioned above	1
30*	All other HP Printer Ink Cartridges not mentioned above	1
31*	All other Canon Printer Cartridges not mentioned above	1
32*	All other Brother Printer Cartridges not mentioned above	1

\*For Sr no's 29,30,31,32 quotations may be given in the form of Discount Percentage on MRP. Highest discount will be considered as L1.

Note:

1. Estimated value of all Toner Cartridges (Sr No. 1 to 28) to be procured in a specified period is Rs.40,00,000/- which may vary as per actual requirements.