

### SCHEDULE OF TENDER (SOT)

1	E-Tender No. / Event No.	RBI/HRMD-CO Central Office Departments/Others/4/26-27/ET/30 [Printing of WR Magazine]
2	Name of Tender	Printing and Supply of Bank's inhouse magazine "Without Reserve" - Empanelment for the period 2026-2029 and price bid for printing four issues of the said magazine for the period April 01, 2026 - March 31, 2027
3	Mode of Tender	e-Procurement System (online submission of bid through <a href="https://www.mstcecommerce.com/eprocn">https://www.mstcecommerce.com/eprocn</a> ) The bidders, who intend to bid, are required to submit their offer electronically through this e-tendering portal. No physical bid would be accepted by RBI.
4	Date of publication of e-Tender through Procurement Portal and Bank's website	12:00 hrs on April 21, 2026
5	Date of availability of NIT and tenders to the bidders for downloading	12:00 hrs on April 21, 2026
6	Date of Starting of e-Tender for submission of Online bids at <a href="https://www.mstcecommerce.com/epr&lt;br/&gt;ocn">https://www.mstcecommerce.com/epr ocn</a>	12:00 hrs on April 21, 2026
7	Date and time of closing of Online e-tender for submission of Technical Bid and price Bid	12:00 hrs on May 12, 2026
8	Date and time of opening of Part-I (Technical Bid)	16:00 hrs on May 12, 2026
9	Date and time of opening of Part-II (Price Bid)	Price bids of only those bidder (s) whose Technical Bid is found acceptable will be

		opened electronically. Price bids would be opened, after giving advance intimation, to eligible bidders, regarding the date of opening.
10	Earnest Money Deposit (EMD)	<p>An amount of ₹5,00,000/- (Rupees Five lakh only) may be transferred by NEFT on or before closing of the tender submission time i.e., 12:00 hrs on May 12, 2026.</p> <p>The NEFT details are as below: Name of beneficiary: Reserve Bank of India. IFSC Code: RBIS0COD001 (the 5<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> characters are zero, 7<sup>th</sup> character is alphabet O) Account Number: 41869229904</p> <p>Once the amount is transferred, the UTR details may be shared. EMD of unsuccessful bidders would be returned within 15 days of bid opening. No interest would be payable on the EMD.</p> <p>Non-Payment of EMD will render the bids concerned non-responsive and such bids will be rejected.</p>

## Important instructions for e-tender

This is an e-procurement event of RBI. The e-procurement Service Provider/ Contractor is the MSTC Limited. Bidders are requested to read and understand the Notice Inviting Tender and subsequent corrigenda if any, before submitting your online tender.

S.No	Process
1	<p><b>Process of e-tender:</b></p> <p>A) Registration: The process involves bidder's registration with MSTC e-procurement portal which is free of cost. Only after registration, the bidder(s) can submit his/ her/ their bids electronically. Electronic Bidding for submission of bids (Technical bid and Price bid) over the internet will be done. The vendor should possess Class III signing and encryption type digital certificate. Vendors are to make their own arrangements for bidding from a PC connected with Internet. RBI/ MSTC is not responsible for making such arrangements. (Bids will not be recorded without Digital Signature).</p> <p>SPECIAL NOTE: THE BID HAS TO BE SUBMITTED ON-LINE AT <a href="http://www.mstcecommerce.com/eprocn/">www.mstcecommerce.com/eprocn/</a> (Version 3)</p> <p>1). Vendors are required to register themselves online with <a href="http://www.mstcecommerce.com/eprocn/">www.mstcecommerce.com/eprocn/</a></p> <p>Register as Vendor -- Filling up details and creating own user id and password Submit. For further details, go to Download Guide / Video / Registration.</p> <p>2). Vendors will receive a system generated mail confirming his/ her/ their registration through email which has/ have been provided during filling the registration form. In case of any clarification, please contact RBI/ MSTC (before the scheduled time of the e- tender).</p> <p><b><u>Contact person (MSTC) for Vendors:</u></b></p> <p><i>HO Central Help Desk: (For vendors):</i> Contact Number: 07969066600; Email id: <a href="mailto:helpdeskho@mstcindia.in">helpdeskho@mstcindia.in</a> (Please mention "HO Helpdesk" as subject while</p>

sending emails)

*WRO Helpdesk: Contact No.: 7651915418 / 022-69856817 / 022-69856800*

Availability: 9:30 AM to 5:00 PM on all working days for all technical issues e-Tenders, System settings, etc.

**Contact person (MSTC. WRO):**

Shri Tanmoy Sarkar, Deputy Manager, Mobile:8349894664

**Contact person (RBI):**

1. Smt. Priya Rane, Deputy General Manager at 022-22601000 (Extn:2823)  
([priyarane@rbi.org.in](mailto:priyarane@rbi.org.in))

2. Kum. Shobana Priyadharshini T, Manager at 022-22601000 (Extn:6365)  
([sobhanapt@rbi.org.in](mailto:sobhanapt@rbi.org.in))

3. Shri Lalit Chavan, Assistant at 022-22601000 (Extn:6365)  
([lalitchavan@rbi.org.in](mailto:lalitchavan@rbi.org.in))

B) **System Requirement:** For details, vendor may refer to the DOWNLOAD SYSTEM SETTING GUIDE available <https://www.mstcecommerce.com/eprocn/>

2 **Special Note towards Transaction Fee:**

The bidders shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the bidder login. The bidders have to select the particular tender from the event dropdown box. The bidder shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the bidder shall generate a challan by filling up a form. The bidder shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the bidder shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC’s designated bank account, the transaction fee shall be auto authorized, and the bidder shall be receiving a system generated mail.

A bidder will not have the access to online e-tender without making the payment towards transaction fee.

	<p><b>Transaction fee is non-refundable.</b></p> <p><b>NOTE:</b> Bidders are advised to remit the transaction fee well in advance, before the closing time of the event, so as to give themselves sufficient time to submit the bid.</p>
3	<p>Information about tenders/ corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence, the vendors are required to ensure that their corporate email id provided is valid and updated at the time of registration of vendor with MSTC Ltd. Vendors are also requested to ensure validity of their Class III signing and encryption type of DSC (Digital Signature Certificate).</p>
4	<p>E-tender cannot be accessed after the due date and time mentioned in NIT (Notice Inviting Tender).</p>
5	<p><b>Bidding in e-tender:</b></p> <p><b>Note:</b> Vendors are instructed to use <b>Upload Documents</b> link in My menu to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB.</p> <p>Once documents are uploaded in the library, vendors can attach documents through <b>Attach Document</b> link against the particular e-Tender. Please note that if the documents are not attached to any e-Tender, the same cannot be downloaded by RBI and it will be deemed that the vendor has not submitted the documents. For further assistance please follow instructions of vendor guide.</p> <p>a) Bidder(s) need to submit necessary EMD, E-tender fees (if any) and Transaction fees separately for the e-tender. Transaction fees, if any are non-refundable. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by RBI.</p> <p>b) The process involves Electronic Bidding for submission of the bids.</p> <p>The bidder(s) who have submitted the above fees can only submit their bids (Technical bid and Price bid) through internet in MSTC website - <a href="http://www.mstcecommerce.com">www.mstcecommerce.com</a> → e-procurement → New Common Portal →</p>

Bid Floor Manager→ live event →Selection of the live event→ Transaction fee->Common terms->Attach Documents->Price Bid.

**Please Note:** The vendor after successful remittance of the transaction fees and EMD details, will get the attach documents and common terms tab enabled in their login. Post successful completion of this step, the vendors will be allowed to save the lot specific terms and submit their price bid against the lot through the portal or download and upload the excel file for submitting price bids, as the case may be. In case the attach documents and/or saving common terms, step is unsuccessful, the tabs for saving lot specific terms and submitting price bid would be disabled. The status of whether the same is successful/pending would be displayed in the bid status button.

c) First the vendor needs to fill up the Commercial specification if any and save it. Then the vendor should fill up the Techno-commercial bid. After filling the Techno-Commercial Bid, bidder should click 'save' for recording their Techno-Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to be filled up and then bidder should click on "save" to record their price bid. Then once both the Techno-Commercial bid & price bid has been saved, the bidder can click on the "Final Submission" button to register their bid.

**NOTE:** After clicking the final submission "Delete bid" option would be shown. If the vendor wants to delete the bid after final submission and re-submit the bid, then he/she should click delete bid and resubmit the same and again click final submission.

d) In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.

e) During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.

	<p>f) The e-tender floor shall remain open from the pre-announced date &amp; time and for as much duration as mentioned in the SOT.</p> <p>g) All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the RBI will form a binding contract between RBI and the Bidder for execution of the work. Such successful tenderer shall be called hereafter SUPPLIER/ CONTRACTOR.</p> <p>h) It is mandatory that all the bids are submitted with Class III signing and encryption type of digital signature certificate, otherwise the same will not be accepted by the system.</p> <p>i) RBI reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.</p> <p>j) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his/her acceptance of terms &amp; conditions for the e-Tender.</p> <p>k) Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/ tender document.</p>
6	Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
7	No deviation from the commercial terms & conditions is permitted.
8	The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
9	Bidders are requested to read the bidder guide and see the video available on the MSTC website.

**Printing and Supply of Bank's inhouse magazine "Without Reserve" - Empanelment for the period 2026-2029 and price bids for printing four issues of the said magazine for the period April 01, 2026 - March 31, 2027**

Reserve Bank of India (RBI), Human Resource Management Department (HRMD), Central Office, 20<sup>th</sup> floor, Central Office Building, Shahid Bhagat Singh Marg, Fort, Mumbai – 400 001 invites through e-Tendering process:

- i) bids for empanelment from eligible, reputed Printers located in Mumbai Metropolitan Region and Navi Mumbai for Printing and Supply of Bank's inhouse magazine "Without Reserve" for the period 2026-2029 and;
- ii) price bids for printing four issues of the said magazine for the period April 01, 2026 - March 31, 2027.

**2. Tender Document:** The vendors intending to bid for the above job of printing of "Without Reserve" shall submit bids online as per this tender document. The tender document may be downloaded from the RBI website (<https://www.rbi.org.in>) and MSTC website (<https://www.mstcecommerce.com/eprocn>). The tender document shall not be issued by any other means under any circumstances whatsoever.

**A. Eligibility criteria:**

- a) The bidder should be a firm/ concern/ company registered and located within the Mumbai Metropolitan Region and Navi Mumbai.
- b) The bidder should have a valid Factory License.
- c) The bidder should have, as on March 31, 2026, an experience of at least three years in the work of printing inhouse journals containing text write-up, photographs of high quality, etc.
- d) The annual revenue of the bidder should be atleast ₹1 crore per year during atleast two of the three preceding financial years (i.e. FY 2024-25, FY 2023-24 and FY 2022-23).
- e) The bidder should have made profit in at least two of the last three financial years ending March 31, 2025.
- f) The bidder should have executed, since April 01, 2024 at least two tenders of similar nature (printing of magazines/ journals) with each of them amounting ₹10 lakh or above.
- g) The bidder should have full in-house Desk Top Publishing (DTP) set-up. The bidder

should have latest version of Computers along with laser-jet colour printers and complete in-house printing facilities, to handle the job independently besides high-speed Internet connectivity.

**h) Printing in English and other languages:**

The bidder should have the capability to print publications in English, Hindi as also other major Indian languages. For this, the bidder is required to have appropriate latest software and computer capability. The bidder would also have to ensure that computer operators adequately proficient in both Hindi and English are available with the bidder for speedy and timely completion of the work.

i) The bidder should not have been blacklisted/ delisted by RBI/ any Government/ private organisation at any time since April 01, 2023.

j) Owner/ Proprietor/ Director of the firm should not be related to erstwhile Owner/ Proprietor/ Director of a firm blacklisted/ delisted by RBI/ any Government/ private organisation at any time since April 01, 2023.

Suitable documentary evidence should be submitted with the application in support of the above, such as copy of work orders executed, CA certificate/ audited annual accounts, certificate on company/ firm letter head certifying that firm has not been blacklisted/ debarred, etc.

**B. General Instructions, terms and conditions**

The panel will remain in force for the period 2026-29 i.e., from the date of empanelment till March 31, 2029. All terms and conditions under this section will be binding on the bidders.

**1. The following criteria will be binding on all the bidders:**

a) Bidders are required to comply with the standard KYC Norms and should upload copies of the registered Address Proof, Proof of Incorporation etc. and other details required as detailed in [Annex I](#).

b) Each part of the bid viz. (i) Bidder Information, (ii) Terms and Conditions of the Tender and (iii) Certificate of Acceptance, should be signed by the Authorised signatory on behalf of the bidder. The application shall be signed by a person on behalf of the organisation, who is duly authorized to do so.

c) As time is the essence of a contract, the ability, availability and competence of the bidders to render required service within the specified time frame, will be a major factor while deciding the selection of the bidders for preparation of a panel of vendors.

d) Bid containing false or incomplete information/ supporting documents is liable for rejection. Decision of the Bank to call for additional information or reject the bid would be final and not subject to any correspondence in the matter.

e) Decision of the Bank in regard to selection of bidders for empanelment will be final and binding.

f) Information furnished in the prescribed application form and supporting documents will be kept confidential.

### 1. Specifications of the publication:

The details of publication for which the tender relates are as given below:

<b>Size</b>	8.00" x 10.50" (closed)
<b>Count of pages</b>	128 pages (+/- 16 pages) not including cover page
<b>Inner Pages - Paper</b>	80 GSM Light Weight Coated Paper
<b>Inner Pages - Colour</b>	4 + 4
<b>Cover page - Paper</b>	210 GSM Sinarmas Art Card
<b>Cover page - Colour</b>	4 + 4
<b>Lamination</b>	Matt
<b>Binding</b>	Perfect
<b>No. of Copies</b>	14,000 (with a margin of +/- 25%)
<b>Frequency</b>	Quarterly
<b>Delivery of copies</b>	Advance copies (50) shall be delivered by the vendor within five working days of issue of final strike order by the Bank and the rest within two days of delivery of advance copies.

**Note:** These are the numbers required for the printing of four issues of Without Reserve magazine for the period April 01, 2026 to March 31, 2027. The Bank reserves the right to change the numbers each year, depending upon its requirements.

### 2. Earnest Money Deposit

Payment of an amount of ₹5,00,000/- (Rupees Five Lakh only) towards EMD may be made by NEFT as per details given in Sr no. 9 of Schedule of Tender (SOT).

a) The EMD of bidders who have not been empaneled, will be returned without any interest within 15 working days from the date of opening of the Technical Bids. No

interest shall be paid on the EMD.

- b) The EMD of empaneled bidders, who have not been finally selected for the printing work, shall be returned within 15 working days from the date of opening of the price bids. No interest will be paid on the EMD.
  - c) In the case of the successful bidder, the EMD shall be treated as Security Deposit and will be retained till satisfactory completion of the contract. No interest shall be payable on Security Deposit.
  - d) **Forfeiture of Security Deposit:** In case the selected vendor is not able to execute the assigned job of printing, supply and distribution of copies in full or part thereof or withdraws before termination of the contract period, the Security Deposit may be forfeited in full. The decision of the Bank in this regard will be final.
  - e) Bids of printers who have not submitted EMD will be treated as unresponsive and will be summarily rejected.
3. **Technical Bid Opening:** The Technical Bid ([Annex I](#)) of only those bidders, whose EMD has been received by NEFT, will be opened at 16:00 hrs. on May 12, 2026.
4. **Price Bid Opening:** The Price Bid of only empanelled bidder/(s) will be opened. The date and time of opening of price bids of empanelled vendors will be intimated at a later date by email. Price Bids, which are not as per [Annex-II](#) or incomplete in any respect, shall be summarily rejected.
5. In the event of any unforeseen closure of work/ holiday on the above tender opening day, the tender will be opened on the next working day.
6. **Filling up the tender:** The Tender should be filled carefully and strictly as per instructions. Tenders that do not contain all the information/ documents as called for in [Annexes I and II](#) are liable to be rejected.
7. **Bidder's Terms and Conditions - Non-Applicability:** Any terms and conditions stipulated by the bidders in the Tender shall **not** be considered as forming part of their tender offer.
8. The bidder should ensure that they meet all the eligibility/ pre-qualification criteria given in **the tender document** before submitting the tender. Selection of the bidder will be strictly on the basis of competence and previous experience in executing similar kind of printing work of prescribed volume.

9. **Validity:** The panel shall remain valid for the period 2026-29 i.e., from the date of empanelment till March 31, 2029, subject to periodical review of performance as specified. Successful bidders shall be intimated once the empanelment process is completed duly indicating period of validity.
10. For subsequent years i.e., for the year 2027 and 2028, the order for supply of “Without Reserve” will be placed with one of the empaneled vendors after inviting price bids from all the empaneled vendors.
11. **Removal from the Panel:** Names of the vendors may be removed from the approved panel in the event of occurrence of any one or more of the failures on their part, as detailed below:
- Failure to respond to the call notice inviting quotes for printing of magazine for any year covered under the present tender.
  - Failure to perform as per the requirements of any awarded work/ contract, persistently violates any of the important conditions of the contract/ work like maintaining time schedule and business dealings, etc.
  - Failure to abide by the condition of registration/ empanelment or found to have given false particulars at the time of registration/ empanelment.
  - Is declared or is in process of being declared bankrupt/ insolvent, wound up, dissolved or partitioned.

## 12. Size of Publications

The vendor should ensure that the specification regarding the size of the Publication is strictly adhered to. Failure to do so may attract a **penalty up to 3 per cent of the total bill amount of the publication concerned.**

## 13. Quality of Paper

The vendor is required to certify separately in the bill that the paper used for printing the journal is as per the Bank’s Tender specifications. In case it is found that the paper quality used, even for a single copy, is not as per specifications prescribed in the tender, **5 per cent of the total bill amount** shall be deducted from the bill as penalty.

## 14. Defective/ Inferior Quality Copies-Rejection

Printed copies, with defective printing or of inferior quality cover page/paper/impressions/binding, or not as per approved design shall be rejected and shall have to be replaced immediately by the vendor at his own cost.

### **15. Supply of Digital Proof and Advance Copies**

After receiving the design of the Magazine from the Bank, the Vendor should **submit digital proof of the Magazine (two copies) in bound condition on the next working day**. Changes, if any, in the digital proof, as suggested by the Bank, should be carried out expeditiously and confirmation thereof forwarded to the Bank. Thereafter, once the final strike order is given by the Bank, printing should commence, and advance copies of the publication (50 in number) should be delivered **within five working days. Rest of the copies should be delivered within two working days from the delivery of the advance copies.**

### **16. Time Schedule**

Strict adherence to time schedule in respect of publication of the inhouse Journal may be maintained by the vendor. In case of failure to adhere to the time schedule indicated, the Bank will have the option **to impose penalty at the rate of 2.5 per cent of the total bill amount for each week's delay or part thereof, subject to a maximum of 10 per cent of the total bill.** The amount of penalty so imposed will be deducted from the bill presented by the vendor. The decision of the Bank in this regard will be final.

### **17. Recovery towards short supplies/damaged supplies**

In case of short supplies/ damaged supplies, recovery towards such short supplies / damaged supplies will be made from the payment due to the vendor. Recovery will be calculated as per the quoted price of the journal. In addition, the vendor shall also be liable to pay damages and compensation, as decided by the Bank, for the loss of image and goodwill of the Bank, which would be a sum up to 10% of the total order value. Further, the Bank, after providing reasonable opportunity to the vendor to present his case, may decide to delist the vendor concerned from the panel and the decision of the Bank shall be final and binding on the vendor.

### **18. Distribution of Copies among Bank's Offices in Mumbai and Navi Mumbai**

It shall be the responsibility of the vendor to distribute the bulk copies of the publications to all the Bank's Offices in Mumbai and Navi Mumbai as per list given by the Bank. Delivery in Mumbai and Navi Mumbai will have to be made free of cost.

### **19. Dispatch of Publications to Bank's centres other than Mumbai and Navi Mumbai**

The vendor shall arrange for dispatch of bulk copies to all other centres of the Bank as per the list ([Annex IV](#)) supplied by the Bank. **Courier charges for Bank's centres**

**other than Mumbai and Navi Mumbai will be reimbursed on actual basis only on production of Proof of delivery in support of the same.** Reputed courier service should be used by the vendor in consultation with the Bank for dispatch of bulk copies of the publications to other centres. **No other charges such as forwarding fees, handling charges, etc. will be paid by the Bank.**

## **20. Confidentiality**

All the material sent to the vendor shall be treated as confidential and should not be disclosed in any manner to any unauthorised person under any circumstances during or after the expiry of the contract.

**21. Advance Payment:** No advance payment shall be made for the printing job. Payments shall be made only after compliance with the terms and conditions specified in tender document and delivery of all copies of the Publication to the Bank in good condition and to the complete satisfaction of the Bank.

## **22. GST**

No additional payment, other than GST and transport charges as stipulated at para 19 above, will be payable by the Bank for printing and supply of the magazine.

## **23. Applicability of Income Tax**

In pursuance of the provisions of Section 194C of Income Tax Act, it is obligatory upon the Bank to deduct tax at the applicable rate on the amount payable under contract to any person providing service to the Bank. If the applicable tax is not payable by the vendor, he may produce the required certificate of exemption from the ITO of the circle for each publication separately. The Bank shall also deduct any other taxes from the bill as may be applicable at the time of making payment.

## **24. Acceptance of Terms and Conditions**

The bidder should specifically mention (as per format in [Annex III](#)) that all the terms and conditions described in this tender document, including the penalty clauses, are unconditionally acceptable. The certificate of acceptance should be signed by the authorised signatory on behalf of the bidder.

## **25. Rejection of bids**

The Bank shall be under no obligation to accept the lowest or any other bid received in response to this tender notice and shall be entitled to reject any or all bids received without assigning any reason whatsoever.

## **26. Incomplete Quotations/Tender Bids**

Tenders that do not contain all the information called for are liable to be rejected.

## **27. Price Escalation**

All prices quoted by the bidder should be in Indian Rupees. These would be final and binding on the bidder and not subject to any price escalation.

## **28. Contract Termination/ Splitting/ Rejection**

The Bank reserves the right to terminate the contract, split orders, accept or reject any quotation, alter any or all of the terms and conditions any time if the execution of work is unsatisfactory or if the time schedule is not strictly adhered to. The decision of the Bank in respect of evaluation of bids and/or award of contract shall be final.

## **29. Authorized Officer**

The Chief General Manager–in-Charge, Human Resource Management Department, Reserve Bank of India, Central Office, Mumbai shall be the authorized officer with regard to the contract. The decision of the authorized officer shall be final and binding on the bidders. The authorized officer shall hold all the meetings at Mumbai only.

## **30. Exclusion of Quotation**

Any attempt to negotiate directly or indirectly on the part of bidder with any official of the Bank to influence the acceptance of quotation by any means shall render the quotation liable for exclusion from consideration.

## **31. The Bank reserves the right to reject any or all the bids without assigning any reason thereof.**

## **32. Force Majeure**

The vendor shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. For purposes of this Clause, 'Force Majeure' means an event beyond the control of the vendor and not involving the vendor's fault or negligence and not foreseeable. Such events may include, but are not limited to, Acts of God or of public enemy, acts of Government of India in their sovereign capacity, acts of war, fires, floods and freight embargoes. If a Force Majeure situation arises, the vendor shall promptly notify the Bank in writing of such conditions and the cause thereof. Unless otherwise directed by the Bank in writing, the vendor shall continue to perform its obligations

under the Contract as far as it is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of 45 days, Reserve Bank of India and the vendor shall hold consultations with each other in an endeavour to find a solution to the problem. Notwithstanding the above, the decision of the Bank shall be final and binding on the vendor.

### **33. Non-Disclosure Clause**

All the material sent to the vendor shall be treated as confidential and should not be disclosed in any manner to any unauthorised person under any circumstances. The vendor and their personnel shall not, either during the term or after expiration of this contract, disclose any information relating to the services, agreement or Bank's functions or operations without the prior written consent. The vendor acknowledges that all materials and information which has or will come into its possession or knowledge in connection with this Agreement or the performance hereof, whether consisting of confidential and proprietary data or not, whose disclosure to or use by third parties may be damaging or cause loss to the Bank, will at all times be held by it in the strictest confidence and it shall not make use thereof other than for the performance of its obligations described in the Agreement and to release it only to employees requiring such information for the purpose of performing obligations described herein and not to any other party. The vendor shall indemnify the Bank or 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 damages and pursue legal remedies.

### **34. Provisions pertaining to sexual harassment**

- a) The vendor shall be solely responsible for full compliance with the provisions of "The Sexual Harassment of Women at 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 Complaints Committee constituted by the vendor and the vendor shall ensure appropriate action under the said Act in respect to the complaint."
- b) 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 Complaints Committee constituted by the Bank.

- c) The vendor shall be responsible for any monetary compensation that may need to be paid in case that incident involves the employee of the vendor, for instance any monetary relief to the Bank's employee, if sexual violence by the employee of the vendor is proved.
- d) The vendor shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.
- e) The vendor shall provide a complete and updated list of its employees who are deployed within the Bank's premises.

### **35. Dispute Resolution**

The Bank and the vendor shall make every effort to resolve amicably, by direct informal negotiations, in case of any disagreement or dispute arising between them in connection with the contract. In case of any unsettled disputes, the same shall be referred to the sole Arbitrator appointed by the CGM-in-Charge, Reserve Bank of India, HRMD, CO, Mumbai – 400 001 and the provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time shall be applicable to such proceedings. The vendor has no objection to any such appointment to the effect that the Arbitrator so appointed is the Bank's own Officer or that he was a part to the Contract or that he had to deal with matters which relate to this arrangement or that in the course of this duties as such Officer he had expressed views on all or any of the matters in dispute or difference. The award of the Arbitrator so appointed shall be final and binding on both the parties in regard to such dispute or disputes. The arbitration proceedings shall take place at Mumbai only. The provision of Arbitration and Conciliation Act 1996 and the rules framed thereunder and in force shall be applicable to such proceedings.

### **36. Jurisdiction of Courts in case of dispute**

All matters and disputes arising from, relating to or concerning the contract shall be subject to the jurisdiction of the courts at Mumbai.

### **37. The clarifications/ interpretations provided by the Bank shall be final.**

**38.** If considered necessary, Bank shall depute an Officer/ team of Officers for inspection of the press/ Office of the bidders proposed to be empanelled.

**39.** Successful bidder would also have to sign a formal contract of agreement with the Bank on stamp paper of requisite denomination for undertaking the work.

**I/ We have read and understood all the above General instructions, Terms and Conditions, and shall comply with them.**

**Date:**

**Place:**

**Signature of authorised signatory with seal of the firm / company**

**Contact details for seeking clarifications**

1. Smt. Priya Avinash Rane, Deputy General Manager at 022-22601000 (Extn:2823)
2. Ms. Shobana Priyadharshini T, Manager at 022-22601000 (Extn:6365)
3. Shri Lalit Chavan, Assistant at 022-2260 1000 (Extn.: 6365)

## Annex I

### Part - I: Technical Bid

#### **Bidder Information:**

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information (All documents to be uploaded)

1	Organisation/ Company/ Firm Name	
2	Type of organization, whether Proprietorship, Partnership, public/private limited company, etc.	
3	Registration Number, Date of Registration and Registration Authority (Attach copy of certificate of registration)	
4	Address of the registered office, along with other contact like phone number (s) and email Id (Attach copy of address proof)	
5	Whether the organisation/ company/ firm is located within the Mumbai Metropolitan Region/ Navi Mumbai	
6	Factory License Number (Attach copy of valid factory license)	
7	GST Number (Attach copy of GST registration)	
8	Income Tax Number (PAN) (Attach copy of PAN Card)	
9	Name of Proprietor/ Partners/ Directors	

10	Annual Revenue of last three financial years to be minimum ₹1 crore per year (Tax returns/ CA certificate/ audited documents in support of the same to be attached)	FY 2024- 25	FY 2023- 24	FY 2022- 23
11	Profit of the company/ firm (Audited) (not of group) (Attach CA certified or audited copy of P/L statement for last three years)	FY 2024- 25	FY 2023- 24	FY 2022- 23
12	Experience (in years) of printing inhouse journals/magazines, etc. (should be minimum 3 years as on March 31, 2026) (Attach Self-certificate and copy of work orders evidencing the same)			
13	Details of two previous work orders regarding printing of inhouse journals/ magazines amounting to ₹10 lakh or more, each executed after April 01, 2024. (Attach copy of work orders/ service level agreements)			
14	Current Major Clients of the organisation/ company/ firm (Attach copy of work orders/ service level agreements)			
15	Whether full in-house Desk Top Publishing (DTP) set-up, latest version of Computers along with laser-jet colour printers and complete in-house printing facilities, lamination facilities besides high-speed Internet connectivity available			

	(Please indicate Yes/ No)	
16	Whether facilities/ arrangements for distributing copies of the publication in Mumbai city and Navi Mumbai available (Please indicate Yes / No)	
18	Solvency certificate for at least ₹50 lakh issued on or after date of tender notification (please attach copy)	
19	Whether the organization/ company/ firm or the Owner/ Proprietor/ Director has been de-barred/ delisted by RBI/ any Government/ Private Organisation at any time since April 01, 2023 (Attach copy of CA certificate/ certificate on company's letter head certifying that the organization has not been blacklisted/ debarred)	
20	An amount of ₹5,00,000/- (Rupees Five lakh only) transferred by NEFT towards EMD (Please indicate Yes / No; if Yes, mention UTR No.)	
21	Bank details for EMD return	Account No. - Account Type (SB / CC / OD / Others) - IFSC Code - Bank name - Branch name and address -

## Annex II

### Price Bid

<b>Sr. No.</b>	<b>Rate per copy in ₹* (exclusive of GST) (A)</b>	<b>Total cost for 14000 copies in ₹** (exclusive of GST) (A x 14000)</b>
1		

\*Rate for printing 128+/- 16 pages including cost of Paper (80 GSM Light Weight Coated Paper) + Cover with Perfect Binding (210 GSM Sinarmas Art Card) + Other charges, if any.

\*\*Number of copies can vary between 14,000 +/- 25%. Payment to be made depends upon actual number of copies printed in this range.

#### **Note:**

- a) All figures to be in Indian rupees.
- b) The rates quoted should be exclusive of GST.
- c) Any deviation in furnishing the quotes, as directed, would make the bid liable for rejection by the Bank and the Bank's decision in this regard shall be final and binding on the bidder.
- d) In case of arithmetic error in quotation submitted by the bidder, the rate per copy quoted will be considered as the basis for calculating total cost.
- e) The rate per copy should be indicated after taking into account all costs and all discounts. Any discounts indicated separately may not be considered while evaluating the tender. The decision of the Bank in this regard will be final.
- f) Courier charges for centres outside Mumbai and Navi Mumbai will be paid separately as per actuals.
- g) No charges shall be made towards delivery in Mumbai and Navi Mumbai.



### **Annex III**

#### **Certificate of Acceptance of terms and conditions**

***(on Company/firm letterhead)***

“Certified that we have read and understood all the terms and conditions in the Tender Document titled *‘Printing and Supply of Bank’s inhouse magazine “Without Reserve” - Empanelment for the period 2026-2029 and price bids for printing four issues of the said magazine for the period April 01, 2026 - March 31, 2027’* and that our company/ firm, namely, ..... do hereby unconditionally accept all the Term and Conditions set out in the Tender Document including the penalty clauses therein.

It is further certified that no employee of the Reserve Bank of India or any of his / her family member(s) holds / hold interest in the Company.”

Date:

Place:

Signature of Authorised Signatory

(Name of Company/ firm)

Seal of Company/ firm



## Annex IV

### Outstation Centres (i.e., centres other than Mumbai and Navi Mumbai)

<b>Sr. No.</b>	<b>Regional Office / location</b>
1.	Ahmedabad
2.	Agartala
3.	Aizawl
4.	Andhra Pradesh RO (Vijaywada)
5.	Bengaluru
6.	Bhopal
7.	Bhubaneswar
8.	Chandigarh
9.	Chennai
10.	RBSC, Chennai
11.	Dehradun
12.	Guwahati
13.	Gangtok
14.	Hyderabad
15.	IDRBT, Hyderabad
16.	Imphal
17.	Itanagar
18.	Jaipur
19.	Jammu
20.	Kanpur
21.	Kochi
22.	Kohima
23.	Kolkata
24.	Lucknow
25.	New Delhi
26.	Nagpur



27.	Panaji
28.	Patna
29.	CAB, Pune
30.	Raipur
31.	Ranchi
32.	Shimla
33.	Shillong
34.	Srinagar
35.	Thiruvananthapuram