



**Reserve Bank of India
Department of Corporate Services
Central Office**

**Tender for Supply and Delivery of
Stationery items to RBI**

THROUGH E-TENDERING PROCESS

**Last date for submission:
Of online Tenders**

1600 hrs on June 15, 2015

Tender Notice



भारतीय रिजर्व बैंक

RESERVE BANK OF INDIA

www.rbi.org.in

Tender notice for supply and delivery of Stationery items

Reserve Bank of India, Department of Corporate Services invites tenders from manufacturers/their authorised agents/distributors who have all India presence for fixing up of a corporate rate for supply and delivery of stationery items (as per the list indicated in the Annex) to all the central office departments and 29 regional offices of Reserve Bank of India. The tender document duly filled should be uploaded at the website <https://rbi.eproc.in> on or, before June 15, 2015. For detailed terms & conditions please refer to RBI's website www.rbi.org.in under the section 'tenders'.

Chief General Manager, Department of Corporate Services

Date of issue of tender document	May 11, 2015
Nature of the tender	Tender notice for supply and delivery of Stationery items at RBI, 2015-2016
Place & Address for submission of online tender. Details of the contact person/ telephone no./e-mail address and site name for online bidding process	<p>THROUGH E-TENDERING PROCESS</p> <p>M/s C1 India Pvt. Ltd.,</p> <p>Address: C1 India Pvt. Ltd., Coral Classic Commercial Complex Society Ltd., Unit No. 603, 6th Floor, Near Ambedkar Garden, 20th Road, Chembur (East), Mumbai – 400 071 Phone No. 022-66865600</p> <p>Contact person: Karthick Gurunathan Phone Number: 022- 66865632</p> <p>Email id: karthick.gurunathan@c1india.com</p> <p>Website address: https://rbi.eproc.in</p>
Last Date and Time for submission of e-tender	June 15, 2015 1600 hrs
Date of Pre-bid meeting (interested parties may join the pre bid meeting)	May 25, 2015 1400 hrs at Conference Room, 2nd Floor, Department of Corporate Services, Reserve Bank of India, Main Building, Shahid Bhagat Singh Marg, Fort, Mumbai- 400001.
Date, Time & Venue of Opening of vendors' application (Through e-tendering)	<p>June 16, 2015 at 1630 hrs at Conference Room, 2nd Floor, Department of Corporate Services, Reserve Bank of India, Main Building, Shahid Bhagat Singh Marg, Fort, Mumbai- 400001.</p> <p>Only one representative from each company/organisation shall be permitted during bid opening.</p>
Address of Communication	Shri J L Negi, Chief General Manager, Reserve Bank of India, Department of Corporate Services, Central Office, 2nd Floor, Main Building, S. B. Singh Marg, Fort, Mumbai- 400001
Contact Official Telephone Numbers (for tender related queries)	Shri Jai Nandan Kumar, 022-2260-3525
Contact Official Telephone Numbers (for system related queries)	M/s.C1 India Pvt. Ltd. at contact no. 022-66865632 followed with a e-mail to rbi-support@c1india.com

**Reserve Bank of India
Department of Corporate Services**

Notice inviting quotations from manufactures/their authorised agents/distributors with all India presence to provide Stationery items of Reserve Bank of India

The Reserve Bank of India, Department of Corporate Services invites quotations from the manufactures/their authorised agents/distributors of various stationery items (as per enclosed sheet – List of stationery items - Annex B) with national presence for providing stationery items to Reserve Bank's Central Office Departments located in Mumbai and all 29 branches/offices of Reserve Bank of India spread across India (the list of offices along with requirements is at Annex A). Bidders with the following pre-qualification criteria will only be considered.

Prequalification Criteria:

Serial No.	Criteria
a	Minimum experience in the field : 5 years (Certificate of Incorporation or, Memorandum/Articles of Association along with documentary proof to be enclosed)
b	Network: Should have distribution network at all locations indicated in Annex A
c	Should be empanelled with/have executed job as stationery items provider for at least three PSUs/Nationalised Banks/Private Banks during the last three financial years. (Documentary proof of empanelment/work order to be enclosed)
d	Should have turnover of minimum Rs. 150 lakh for each year during the last three financial years (Audited balance sheets have to be attached)
e	Should be able to provide service as and when required.

2. Tenders from Micro, Small and Medium Enterprises will be considered as per Government of India guidelines.

3. Tender forms can be downloaded from RBI website www.rbi.org.in .

4. Eligible vendors may submit their online applications at the website <https://rbi.eproc.in> by June 15, 2015, 1600 hrs. They may ensure that all relevant documents are uploaded while submitting the tender online. Vendors are required to preserve the originals of uploaded documents ready for verification by the Bank at any point of time. The bidders may please note that online submission cannot be made after the cut-off date and time. No extension of time will normally be permitted for online submission of tenders and/or documents.

The vendors must upload all the supporting documents in Portable Document Format (pdf) along with their applications online.

Technical bid (Part I of the tender) will be opened at 1630 hrs on June 16, 2015, in the presence of authorised representative of the tenderers who chose to be present. Price bid (part II of the tender) would be opened only for those tenders who are found eligible after scrutiny of their part I tenders on any subsequent working day, which would be intimated to all the eligible tenderers.

Quality and specification (as mentioned in Annex B) of stationery items will be taken in account while opening Technical bid. Vendors are required to show the sample of the item/items at the time of Technical bid.

For Price (commercial) Bid, Lowest (L1) bidder for each stationery items will be awarded the rate contract.

FORMAT OF APPLICATION FORM

From

To
The Chief General Manager
Reserve Bank of India
Department of Corporate Services
Main Building
Shahid Bhagat Singh Marg
Mumbai- 400 001.

Dear Sir,

QUOTATION FROM STATIONERY ITEMS MANUFACTURERS/ THEIR AUTHORISED AGENTS/DISTRIBUTERS

Ref: Advertisement in

We wish to introduce ourselves as stationery items (indicate name of the item/s here or in Annex) manufactures/authorized agents/distributors and request you to consider our quotation for providing stationery items (name of the item) in all your branches in India. We furnish hereby the required information about our firm/company and business:

1. a) Name of the firm/company/proprietor (s) and full addresses of Head Office and branch office:

Name:

Address:

b) Telephone No./Mobile No.:

c) Constitution:

d) Date of establishment:

e) E-mail id of the firm:

2. a) Registration and License Number:

(Please provide relevant document)

b) Full name/s and addresses of Proprietor/
Partners/Directors:

3. Name and addresses of branches/associates
of the firm/company:

a)

b)

c)

(Separate list may be enclosed in case the space provided is not sufficient)

4. Annual Turnover of last three years (Rs. Lakh)

2011-12 –

2012-13 –

2013-14-

2014-15-

(upload annual audited balance sheet of F.Y. 2011-12 , 2012-13, 2013-14 and audited/unaudited balance sheet for the F.Y. 2014-15)

5. Number of Offices/outlets throughout India:

6. List the name of the RBI centres (refer to Annex A) where your office/outlets are present:

7. The details of at least three contracts which the firm/ proprietor (s)/ company had/has with Other Banks/Public Sector undertakings/ other Institution for providing stationery items in the preceding three financial years i.e. from FY 2011-12 to FY 2014-15/during the current financial year.

(Please provide name of the entity, period and value of the contract, geographical coverage of the entities)

8. Other information, if any:

(Please attach sheets, if necessary)

Note: In the event of dispute on any issue, the legal proceedings will be at Mumbai.

DECLARATION OF THE APPLICANT

We hereby confirm that the information furnished herein above is true to the best of our knowledge and belief. You are free to call for confidential opinion from any one as also from our Banker as you deem fit. We also certify that, we have understood all the terms and conditions indicated in the tender document and hereby accept the same completely

Yours faithfully,

Authorized signatory
Name

Place:

Date:

Documents required in Part I:

- i) Tender Document duly filled in
- ii) Supporting documents in respect of qualification criteria as mentioned in the tender documents.
- iii) Authorization letter.
- iv) Terms and conditions duly signed on each page
- v) Part II - Price Bid.

PART - I - Technical bid

To,

The Chief General Manager
Reserve Bank of India
Department of Corporate Services
Main Building
Shahid Bhagat Singh Marg
Mumbai- 400 001.

Dear Sir,

QUOTATION FROM STATIONERY ITEMS MANUFACTURERS/ THEIR AUTHORISED AGENTS/DISTRIBUTERS

Having examined the conditions specified in the memorandum herein set out and acquired the requisite information relating thereto as affecting the tender, we hereby offer to provide stationery items specified in the said memorandum while strictly adhering to the time specified in it, at the rates mentioned in Part II of the quotations, and in all other respects in accordance with such conditions as may be applicable.

MEMORANDUM

(a)	Description of work	To supply and deliver stationery items to all RBI locations across 29 cities in India & any other location where new offices may be opened in future.
(b)	Estimated Cost	Around Rs. 200 lakh annually.
(c)	Tenure	The Contract is up to 30 June 2016 and renewable annually for a further period of two years with an annual increase of 5% in the existing rates and as per the existing terms and conditions subject to providing satisfactory services.
(d)	Delivery schedule	The quarterly/monthly indent as required would be given by 10 th of the previous month and supply and delivery has to be made within 7 days.

2. Should this tender be accepted, we hereby agree to abide by and fulfil all the terms and provisions of the said Contract annexed hereto in so far as they may be applicable or in default thereof to forfeit and pay to the Reserve Bank of India the amount mentioned in the said conditions.

3. We have deposited a sum of Rs.2,00,000/- (Rupees two lakh only) by Demand Draft / submitted a Bank Guarantee issued by a Scheduled Bank drawn in favour of the Reserve Bank of India, in the proforma enclosed for an equal amount initially valid for a period of three months. No interest is payable on the above EMD amount. Should we fail to execute the Contract when called upon to do so, we do hereby agree that this sum shall be forfeited by the Reserve Bank of India.

4. The details of our bankers are as under:-

Sr. No.	Name of Bank	Branch and its complete address	Name of the contact person/s	Telephone, mobile and FAX number/s

5. We are enclosing herewith list of our clients along with full details like names, postal addresses, e-mail ids, telephone (landline and mobile) Nos., Fax Nos., etc, of the contact executives (i.e. the persons who can be contacted by the Reserve Bank of India, if required).

6. The Tender is submitted in two parts. Part I contains all commercial terms and conditions and Part II contains only the price bid in the Bank's Proforma.

Name of the Director of the company authorised to sign (or)

Name of person having Power of Attorney to sign the contract.
(Certified true copy of the Power of Attorney should be attached.)

Yours faithfully

Signature of authorised signatory

With seal

Part-II

PRICE BID

(FOR STATIONERY ITEMS)

To
The Chief General Manager
Reserve Bank of India
Department of Corporate Services
Main Building
Shahid Bhagat Singh Marg
Mumbai- 400 001.

SUB: PRICE BID FOR STATIONERY ITEMS

Dear Sir,

I/We have carefully read your office tender dt. _____ on the above subject and agree to the terms and conditions stated therein and hereby quote my/our rates as under:

- i. Name and address of the Stationery items provider/s:-----

Proforma of Schedule of Rate for stationery items

Particulars	Product specification (brand, make, size, etc.)	Rate (Rs.)

Certified that:

- a) The above rates are inclusive of packing material, courier charges and all applicable taxes.
- b) Above offer is valid for 90 days from the last date of submission of the quotations.
- c) We will provide stationery items as per the time-schedule to be prescribed by the Reserve Bank from time to time.

Signature of the Authorised signatory
Name of the Firm.....
Place:.....
Date:.....
Address.....
(with rubber stamp of the firm)



**Reserve Bank of India
Department of Corporate Services
Mumbai**

**QUOTATION FOR STATIONERY ITEMS FROM MANUFACTURERS/
THEIR AUTHORISED AGENTS/DISTRIBUTERS**

Terms and Conditions of the contract

Tenders are invited from reputed manufacturers/distributors/authorised dealers with relevant experience and having wide network and necessary infrastructure across the country for appointment as national supplier of stationery items to Bank's Central Office and Branches/ Offices spread across the country & any other office that may be opened in future by the Reserve Bank.

1. Pre-Qualification criteria:

Serial No.	Criteria
a	Minimum experience in the field : 5 years (Certificate of Incorporation or, Memorandum/Articles of Association along with documentary proof to be enclosed)
b	Network: Should have distribution network at all locations indicated in Annex A
c	Should be empanelled with/have executed job as stationery item provider for at least three PSUs/Nationalised Banks/Private Banks during the last three financial years. (Documentary proof of empanelment/work order to be enclosed)
d	Should have turnover of minimum Rs.150 lakh for each year during the last three financial years (Audited balance sheets have to be attached)
e	Should be able to provide service as and when required.

2. Procedure for tenders

The tenders for the stationery items will be submitted in two parts i.e.

- a) Technical Bid - Part-I – This will contain the Bank's terms and conditions for the services (Rates and amounts of items shall not appear anywhere in this part) with tenders' covering letter and the EMD of Rs. 3 lakh/-in the form of a Demand Draft payable at Mumbai or Bank Guarantee issued by a Scheduled Bank drawn in favour of the Reserve Bank of India, in the Bank's standard proforma which is available in the tender form. All the columns in the proforma should be duly filled and supporting documents, e.g., DD towards EMD/bank guarantee, audited balance sheet, proof of date of commencement of Business, Photostat copies of the job award letters from at least three customers being provided stationery items along with list of such customers etc. Each page of the tender document including attachments should be duly signed by the authorized signatory (who has signed the Bid), and enclosed with the Technical Bid in token of bidder's confirmation to accept the terms and conditions and other provisions contained in it. Incomplete Bid shall not be considered and will be summarily rejected.

Quality and specification (as mentioned in Annex B) of stationery items will be taken in account while opening Technical bid. Vendors are required to show the sample of the item/items at the time of Technical bid.

- b) Price Bid - Part-II – This will contain only rates in Indian Rupees in figures and words. No other enclosure is permitted in Part II. Change in the terms and conditions and technical deviations, if any, found in Part II of the tender will not be taken into account and will be treated as null and void. Any information and enclosure other than prices against the items appearing in Part II shall not be considered for evaluation.

For Price (commercial) Bid, Lowest (L1) bidder for each stationery item will be awarded the rate contract.

Part I and Part II of the bid should be uploaded at the website <https://rbi.eproc.in> by June 15, 2015, 1600 hrs.

The tenderer must use only the forms downloaded / issued by the Bank to fill in the rates. The tender form must be filled in Hindi/English. If any of the documents is missing or unsigned, the tender may be considered invalid by the Bank in its discretion. All erasures and alterations made while filling the tender must be attested by initials of the tenderer. Overwriting of figures is not permitted. Failure to comply with any of these conditions will render the tender void at the Bank's option. No request for any change in terms and conditions after the opening of the part II tender will be entertained. The rates quoted shall be binding without any escalation whatsoever till June 2016.

3. Schedule of opening of tenders

Part I of the tenders will be opened at 1630 hrs on June 16, 2015, in the presence of the authorized representative of the tenderers who choose to be present. Price bid (Part II) of only such of those tenderers who are found eligible after scrutiny of their Part I of the tenders will be opened on any subsequent working day which will be intimated to all the eligible tenderers.

4. EMD

A sum of Rs. 2,00,000/- (Rupees two lakh only) shall be paid as earnest money by a Demand Draft payable at Mumbai or submit an Unconditional Bank Guarantee issued by a Scheduled Bank in favour of the Reserve Bank of India in the proforma enclosed initially valid for a period of three months. No interest is payable on EMD amount. While the amount deposited by the unsuccessful bidders would be refunded after the suitable stationery items provider is / are finalized, the amount in respect of successful bidders shall be refunded after a Demand Draft / Bank Guarantee from a scheduled bank towards the security deposit is received.

5. Security Deposit

A Performance Bank Guarantee of Rs. 2,00,000/- (Rupees two lakh only) equal to the amount of earnest money should be furnished by the successful tenderer valid for a period of sixty days beyond the date of completion of all contractual obligations. The EMD furnished by the tenderer at the time of submission of the tenders will be retained as Security Deposit and returned on submission of the Performance Bank guarantee for the security deposit

stated above. The Performance Bank Guarantee will be renewed for a further period as stated above upon renewal of the contract for this work by the Reserve Bank. Failure of the bidder to submit the above-mentioned Security Deposit shall constitute sufficient grounds for the annulment of the contract award.

Terms of Payment

6. The successful tenderer shall execute an agreement with the Bank on stamped paper within fourteen days of receipt of letter of acceptance. However, the issue of letter of acceptance by the Bank shall be construed as a binding contract, as though such an agreement has been executed and all the terms and conditions shall apply on this contract.

7. 100% payment of the stationery item Provider shall be released within 30 (thirty) working days from the date of the submission of the bills duly supported by the relevant documents as proof of delivery in good condition. Bank will pay the agreed amount on the basis of bills submitted by the agency. No other charges shall be payable. The rate should be inclusive of all cost of materials, transportation, labour, etc. Applicable tax subject to documentary proof will be paid separately.

8. The stationery items Provider should submit their bills to the respective offices of RBI where the consignment was delivered along with proof of delivery on or after 10th day of every month for all the stationery items supplied during the immediate preceding month/quarter as applicable.

9. The stationery items should be delivered in good condition. In case of any damage, the responsibility shall be that of the Service Provider. The cost of the material and loss of time shall be recovered from them.

Duties and Responsibilities of the Service Provider

10. The Authorized representative of the service providers would collect the indent from the offices as and when desired or, requirement would be mailed/faxed/sent by post.

11. The service providers will acknowledge the receipt of indent by mail and will arrange to deliver the requirements within a maximum period of seven days.

12. In case of delay in delivering the requirements within the specified period, the Bank may, without prejudice to any other steps it may take in this regard, impose penalty of 50% cut in charges payable for delay upto five days and 100% cut in charges payable for delay of more than seven days except in case of "force majeure".

FORCE MAJEURE: Neither party shall be liable for any delay in performing obligations or for failure to perform obligations if the delay or failure results from any of the following (whether happening in India or elsewhere) FORCE MAJEURE, Act of God or any governmental Act, fire, earthquake, explosion, accident, industrial dispute, civil commotion or anything beyond the control of either party. The parties hereto shall make all reasonable endeavours to minimise any such delay. Upon cessation of the event giving rise to the delay, the parties shall, in so far as may be practicable under the circumstances, complete performance of their respective obligations as described in these terms and conditions.

13. The service providers would ensure delivery to the concerned offices only.
14. Bank shall make claims, if any, in writing – (a) within 30 days from the date of payment of the relative bill, if the claim relates to shortage, damage or delay, (b) Any such claim lodged by the Bank shall be settled by the service provider within a period of one month.
15. The Bank may for any reasons whatsoever or without assigning any reason discontinue the arrangement before the expiry of the period mentioned in this agreement by issuing a notice of 30 days to the service providers.
16. The quantities mentioned in the financial offer are tentative for evaluation of tender only. Actual quantities may vary.
17. The offer should be valid for a minimum period of three months from the date of opening of technical bid.
18. The service provider shall be solely responsible for compliance with the provisions of all central and state laws, various taxes (Income tax, sales tax, service tax, etc), labour and industrial laws, such as minimum wages, compensation, EPF, Bonus, Gratuity, etc. relating to persons deployed for providing services to RBI.

19. Assignment

The whole of the works included in the contract shall be executed by the bidder and the bidder shall not directly or indirectly transfer, assign or sublet the contract or any part, share or interest therein without written consent of the Bank. Notwithstanding the above, the decision of the Reserve Bank to grant such permission shall be final and binding on the bidder.

20. Miscellaneous:

- i. Interested tenderers can attend tender opening process.
- ii. All pages of the bid including all enclosures should be numbered (except printed leaflets/catalogue) and must be duly filled in, signed and stamped by the bidder or by his authorized representative. Offers received without signature and seal on all pages are liable to be rejected.
- iii. Bidders are requested to see the tender site www.rbi.org.in regularly before the due date of submission for changes if any which may be uploaded subsequently in respect of this tender.
- iv. Bank reserves the right to reject any or all the bids without assigning any reason thereof and also reserves the right to reissue tender if required.
- v. If the service provider is terminated prematurely by the act/omission on the part of the service provider, the service provider agrees that, earnest money/security deposit will not be refunded by the Bank and the same will be forfeited. In case the contract is terminated prematurely by the act/omission on the part of the service provider, he has to make temporary arrangement for the services provided by him for a period of 3 months or till Bank appoints new service providers or whichever is earlier.

vi. In the scenario of empanelled vendors not responding to the quotation/inquiry by RBI on three occasions, they may be delisted from the panel by the Bank.

vii. RBI reserves the right to seek clarification from any vendor at any point of time.

viii. A vendor can submit tender for one or more than one items or all items.

ix. Interested parties bidding tenders should submit detail of product (brand, make, size and any other specification)

x. Pre-bid meeting will be conducted in the Conference Room, 2nd Floor, Main Building, Reserve Bank of India, Fort, Mumbai – 400001 on 25th May, 2015 at 1400 hrs to clarify the doubts/queries of the interested parties and to show the stationery items, if required.

Proforma for Bank Guarantee In Lieu Of Earnest Money Deposit

(To be submitted on non judicial stamp paper of appropriate value purchased in the name of the issuing Bank)

This deed of guarantee made this _____ day of _____ two thousand _____ between _____ (Name of Banker) having its registered office at _____ (place) and one of its local offices at _____ (hereinafter referred to as the Surety), and Reserve Bank of India, a Corporation constituted by the Reserve Bank of India Act, 1934, having its Central Office at Central Office Building, Shahid Bhagat Singh Road, Mumbai -400 001 INDIA (hereinafter referred to as the Bank).

WHEREAS _____ (Tenderer's name hereinafter referred to as 'Tenderer') a Company registered under _____ and having its registered office at _____ is bound to deposit with the Bank by way of earnest money INR _____ (INR _____ only) in connection with its Quotation for providing A-4 size paper to the Bank and all its branches spread across India and the specifications and terms and conditions enclosed therein.

WHEREAS the tenderer as per clause No. _____ of Instructions to tenderers and special conditions has agreed to furnish a Bank Guarantee valid up to _____ instead of deposit of earnest money in cash.

NOW THIS WITNESS

1. That the Surety in consideration of the above Tender made by the Tenderer to the Bank hereby undertakes to guarantee payment on demand without demur to the Bank the said amount of INR _____ (INR _____ only) within one week from the date of receipt of the demand from the Bank on presentation of this deed of guarantee, which the Tenderer is bound to deposit with the Bank by way of earnest money in connection with his Tender.
2. This guarantee shall not be affected by any infirmity or irregularity on the part of the Tenderer or by the dissolution or any change in the constitution of the Bank, Tenderer or the Surety.
3. The Bank shall be eligible to make any claim under this guarantee if the Tenderer after submitting his Tender, rescinds from his offer or modifies the terms and conditions thereof in a manner not acceptable to the Bank or expresses his unwillingness to accept the order after the Bank has decided to place order with the Quotation for providing stationery items to the Bank and all its branches spread across India. The Banks' decision in this regard shall be final and binding.
4. The Surety shall not and cannot revoke this guarantee during its currency except with previous consent of the Bank in writing.
5. Notwithstanding anything contained in the foregoing, the Surety's liability under the guarantee is restricted to INR _____ (INR _____ only).
6. This guarantee shall remain in force and effective up to _____ and shall expire and become ineffective on intimation thereof being given to the Surety by the Bank in which event this guarantee shall stand discharged.
7. The Surety will make the payment pursuant to the demand notice issued by the Bank, notwithstanding any dispute that may exist or arise between the Tenderer and the Bank or any other person.
8. Any forbearance, act or omission on the part of the Bank in enforcing any of the conditions of the said tender or showing of any indulgence by the Bank to the tenderer shall not discharge the Surety in any way and the obligations of the Surety under this guarantee shall be discharged only on the intimation thereof being given to the Surety by the Bank.

9. Notwithstanding anything contained hereinabove, unless a demand or claim under this guarantee is made on the Surety in writing on or before _____, the Surety shall be discharged from all liabilities under guarantee thereafter.

10. The Surety has the power to issue this guarantee under its Memorandum and Articles of Association and the person who is hereby executing this deed has the necessary powers to do so under the Power of Attorney granted to him by the Surety.

SIGNED AND DELIVERED For and on behalf of above named Bank. (Banker's Name and Seal)

Branch Manager
(Banker's seal)

List of RBI offices

Offices
Agartala
Ahmedabad
Bengaluru
Bhopal
Bhubaneshwar
Chandigarh
Chennai (including RBSC)
Dehradun
Gangtok
Guwahati
Hyderabad
Jaipur
Jammu
Kanpur
Kochi
Kolkata
Lucknow
Mumbai (Fort, BKC, Byculla, Worli, WTC and Belapur)
Nagpur
New Delhi
Panaji
Patna
CAB, Pune
Raipur
Ranchi
Shillong
Shimla
Srinagar
Thiruvananthapuram

List of stationery items

Annex B

Sr. No.	Name of the item	Specification	Expected requirement per year
1.	A4 size paper	75 GSM – packet equivalent to JK Sparkle or TNPL Paper or Bilt Copy Power (Ballarpur Industries Ltd)	85,000 Packets
2.	Thick Blue Sheets (A 4 size)	Thick blue Ledger paper - A/4 size -95 gsm -packet	700 Packets
3.	Plastic folders	10 gauge of Morocco plastic pre – printed – Logo and bi-lingual name of RBI	1,25,000
4.	Spring files	Spring files - foolscap size - pre-printed in assorted colours except black (equivalent to 31.5 kg. Sirpur card)	1,25,000
5.	File board (Two flaps)	F/C size of good quality cardboard with a 40" lace securely fastened & 4" flap of any colour except black	24,000
6.	File board (Four flaps)	Foolscap size of good quality card board with a 40 inches white and good quality lace fitted from within the full flap - any colour other than black - in packets of 10 each	4,000
7.	Pencil – Black superior (Packets of 10 each)	Pencil with eraser – (equivalent to Faber Castell brand - black matt - 1112 (2B) with the RBI name in Hindi & English)	19,000
8.	Punching machine – small	Equivalent to Kangaro 280 - Co. packing	2,000
9.	Punching machine - medium	Equivalent to Kangaro DP-500 - Co. packing	125
10.	Punching machine – Big	Standard product	800
11.	Box Files	F/C size - (equivalent to classic brand) with good quality of clips and good quality of cardboard	3,500
12.	Meeting pads (Ordinary)	8 1/2 " * 5 1/2 " size (8, 10 , 15 & 20 pages)	90,000
13.	Executive Meeting Pads	25 page (good quality)	500
14.	Scribbling Pads – Small (Plain and Ruled)	8 1/2 " * 5 1/2 " size	10,000
15.	Spiral Meeting / Scribbling Pads – Medium (Ruled)	20 pages	10,000
16.	Long note book	Standard Size	3,000
17.	Scroll Books Ordinary	Standard Size	1,300
18.	Ordinary register	1 quire, 2 quire, 96 pages	11,000
19.	Meeting pen	Equivalent to Lexi 0.7 – Cello with printing of logo and bilingual name of RBI	64,000

Sr. No.	Name of the item	Specification	Expected requirement per year
20.	Ink stamping pad -Small	Equivalent to Kores brand - Co. Packing 50 ml.	1,700
21.	Ink for stamp pads – Purple and Red	Equivalent to Kores brand - Co. Packing 50 ml.	750
22.	Eraser	Equivalent to Natraj brand – 621 PLASTO	8,500
23.	Sharpener	Equivalent to Camlin -Exam – Big or Apsara P13	2,600
24.	Foot rules	Acrylic foot rulers – Equivalent to Camlin 1.5" * width * 12 " length - packets of 10 pcs each- with the RBI name and logo printed in Hindi and English	2,700
25.	Highlighters – various colours (Red, Yellow, Blue, Orange, Green)	Equivalent to Faber-Castell Textliner 48 refill pens	3,500
26.	White Board Markers (Black, Blue, Red)	Equivalent to Kores Smoothine White Board Marker -EN- 71/3 Bullet Tip	2,600
27.	Scissors	Medium size	1,300
28.	Paper Cutters	Equivalent to CT - 320 – 9 mm	1,000
29.	Stapler - Small	Equivalent to Kangaro brand no. 10 - 384556 - Co. packing	5,800
30.	Stapler - Big	Equivalent to Kangaro brand - HD 45 - 384556 - Co. packing	2,100
31.	Stapler Pins – 24/6 (Big)	Equivalent to 24/6 Kores brand	4,100
32.	Stapler Pins - (Small)	Equivalent to Kores brand staples no. 10 1M -Chisel pointed staples - small packets of 1000 staples each	5,800
33.	Sketch pen	Standard product	3,000
34.	Rubber Band (Pkts) (100 GMS. PACKET)	2' and 4' size - A-1 / Equivalent to Vandan brand packet of 100 gms each [NYLON GREAP]	3,600
35.	Page Marker /Self-adhesive Stickers (3"x1"76mmx25mm)	Permanent marker pen – Equivalent to Kores Brightmark - Co. packing	4,600
36.	Stick on Notes – various sizes	Standard Product	3,000
37.	Flags – A to Z	1' X6' Yellow colour Card Board Paper (with bilingual alphabets)	3,600
38.	Coloured Flags	Post - it Brand prompts -5 colours 100 pcs per packet	4,100
39.	Urgent/Immediate Flags	Flags of 3" width* 13" length - pink colour card paper of good quality - bilingual - in packets of 25 pcs each	4,350
40.	Confidential Flags	Flags of 3" width* 13" length – blue colour card paper of good quality - bilingual - in packets of 25 pcs each	3,500
41.	Envelopes – white - plain	with the RBI name and logo printed	10,000

Sr. No.	Name of the item	Specification	Expected requirement per year
	printed – (15”*11”)	in Hindi and English along with address of the office/department	
42.	Envelopes – white - plain printed – (12”*9”)	with the RBI name and logo printed in Hindi and English along with address of the office/department	80,000
43.	Envelopes – white - Window printed – 10”*5”	with the RBI name and logo printed in Hindi and English along with address of the office/department	3,50,000
44.	Envelopes – white – Without Window, plain - printed – 10”*5”	with the RBI name and logo printed in Hindi and English along with address of the office/department	4,40,000
45.	Envelopes clothline / Laminated file size	with the RBI name and logo printed in Hindi and English along with address of the office/department	45,000
46.	Envelopes clothline - half file (size 16” X 14”)	with the RBI name and logo printed in Hindi and English along with address of the office/department	43,000
47.	Sealing Wax	Standard product	700
48.	Gum brush	Standard Product	300
49.	Adhesive Paste Bottle	Equivalent to Camel 700 ml. gum brand of Camlin Ltd.	1,600
50.	Fevistick - 15gms	Equivalent to FeviStik Super - Glue stick - 15 gms	5,800
51.	Adhesive Tape	Standard	1,400
52.	Cello tape	Tape of 18 mm width - 30 metres spindle pkg and Tape of 18 mm width - 65 metres spindle pkg	3,800
53.	Correcting Fluid Ink	Equivalent to Kores Eraz-ex Correction Fluid & Diluter (15 ml.)	1,700
54.	Twine Country (Pkts)	Plastic/nylon -70 gsm	3,000
55.	Binder Clips –Various sizes	Equivalent to Music 555 brand - pincers double clip - of 19 mm, 25 mm and 32 mm. Each packet contains one dozen binder clips	7,800
56.	Gem Clips - 50mm (Pkts) / U-clips	Paper clips -V clips -Tower clips - bright nickel electro plated -100 special clips -30 mm in original mill packing	8,000
57.	Pin	Equivalent to Rolex Bright electro nickel plated with 50 gms of pins in each box [T Brand]	12,000
58.	Waste Paper Basket	Standard product	1,100
59.	Water Sponge	Equivalent to Mangal brand	2,000
60.	Plastic I Card cover	Standard product	63,000
61.	I Card metal clips	Standard product	65,000
62.	Tag Multi-colour	Good quality - Packets of 50 pcs each	5,000