



भारतीय रिज़र्व बैंक
जयपुर

www.rbi.org.in

दिनांक: 04 मई 2026

भारतीय रिज़र्व बैंक, जयपुर कार्यालय में विविध स्टेशनरी वस्तुओं, कंप्यूटर कंज्यूमेबल्स, मुद्रित वस्तुओं (रजिस्टर्स/फार्म्स/विजिटिंग कार्ड्स) और रबड़ की मोहरें, आदि की आपूर्ति हेतु विक्रेताओं का सूचीबद्धकरण

1. भारतीय रिज़र्व बैंक, जयपुर कार्यालय में विविध स्टेशनरी वस्तुओं, कंप्यूटर कंज्यूमेबल्स, मुद्रित वस्तुओं (रजिस्टर्स/फार्म्स/विजिटिंग कार्ड्स) और रबड़ की मोहरें की आपूर्ति हेतु जयपुर स्थित योग्य और प्रतिष्ठित विक्रेताओं से आवेदन आमंत्रित करता है।
2. आवेदन पत्र निर्धारित प्रारूप में विधिवत भरे और मुहरबंद लिफाफे में, जिस पर स्पष्ट रूप से "कार्यालय में स्टेशनरी वस्तुओं, कंप्यूटर कंज्यूमेबल्स, मुद्रित वस्तुओं (रजिस्टर्स/फार्म्स/विजिटिंग कार्ड्स) और रबड़ की मोहरें, आदि की आपूर्ति हेतु आवेदन पत्र" अंकित हो, क्षेत्रीय निदेशक, भारतीय रिज़र्व बैंक, स्टेशनरी अनुभाग, रामबाग सर्कल, टॉक रोड, जयपुर – 302004 को 01 जून 2026 को शाम 17:00 बजे या उससे पहले तक पहुंच जाने चाहिए।
3. विस्तृत नियम एवं शर्तों के लिए कृपया आरबीआई की वेबसाइट www.rbi.org.in पर 'टेंडर' अनुभाग देखें। इस निविदा से संबन्धित कोई भी संशोधन/ शुद्धिपत्र /स्पष्टीकरण केवल आरबीआई की वेबसाइट पर ही जारी की जाएगी। विक्रेताओं को उपरोक्त निविदा में किसी भी संशोधन/ शुद्धिपत्र के लिए आरबीआई की वेबसाइट नियमित रूप से देखनी चाहिए।
4. बैंक बिना कोई कारण बताए किसी भी या सभी निविदाओं को अस्वीकार करने का अधिकार रखता है। इस संबंध में बैंक का निर्णय अंतिम होगा।

क्षेत्रीय निदेशक
भारतीय रिज़र्व बैंक
जयपुर

भारतीय रिज़र्व बैंक
RESERVE BANK OF INDIA
मानव संसाधन प्रबंध विभाग
Human Resource Management Department
जयपुर
Jaipur

निविदा सूचना
Tender Notice

भारतीय रिज़र्व बैंक, जयपुर कार्यालय में विविध स्टेशनरी वस्तुओं, कंप्यूटर कंज्यूमेबल्स, मुद्रित वस्तुओं (रजिस्टर्स/फार्म्स/विजिटिंग कार्ड्स) और रबड़ की मोहरें आदि की आपूर्ति हेतु विक्रेताओं का सूचीबद्धकरण

पैनल में शामिल होने की अवधि : (01 जुलाई 2026 से 31 मार्च 2029)

Empanelment of Vendors for supply of various Stationery items, Computer consumables and Printing materials (Registers, Forms & Visiting Cards) and Rubber Stamps, etc. for Reserve Bank of India, Jaipur Office

Period of Empanelment: (July 01, 2026 to March 31, 2029)



भारतीय रिज़र्व बैंक
मानव संसाधन प्रबंध विभाग
जयपुर

भारतीय रिज़र्व बैंक, जयपुर कार्यालय में विविध स्टेशनरी वस्तुओं, कंप्यूटर कंज्यूमेबल्स, मुद्रित वस्तुओं (रजिस्टर्स/फार्म्स/विजिटिंग कार्ड्स) और रबड़ की मोहरें, आदि की आपूर्ति हेतु विक्रेताओं का सूचीबद्धकरण

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3. विस्तृत नियम एवं शर्तों के लिए कृपया आरबीआई की वैबसाइट www.rbi.org.in पर 'टेंडर' अनुभाग देखें। इस निविदा से संबंधित कोई भी संशोधन/ शुद्धिपत्र /स्पष्टीकरण केवल आरबीआई की वैबसाइट पर ही जारी की जाएगी। विक्रेताओं को उपरोक्त निविदा में किसी भी संशोधन/ शुद्धिपत्र के लिए आरबीआई की वैबसाइट नियमित रूप से देखनी चाहिए।
4. बैंक बिना कोई कारण बताए किसी भी या सभी निविदाओं को अस्वीकार करने का अधिकार रखता है।

क्षेत्रीय निदेशक
भारतीय रिज़र्व बैंक
जयपुर



भारतीय रिज़र्व बैंक
मानव संसाधन प्रबंध विभाग
जयपुर

Empanelment of Vendors for supply of various Stationery items, Computer consumables and Printing materials (Registers, Forms & Visiting Cards) and Rubber Stamps, etc. for Reserve Bank of India, Jaipur Office

1. Reserve Bank of India, Jaipur Regional Office invites applications from Jaipur based eligible and reputed vendors for supply of various Stationery items, Computer consumables and Printing materials (Registers, Forms & Visiting Cards) and Rubber Stamps, etc.
2. Applications may be submitted in the prescribed format duly filled and in sealed covers superscripted by “**Application for Empanelment of Vendors for supply of various Stationery items, Computer consumables and Printing materials (Registers, Forms & Visiting Cards) and Rubber Stamps, etc.**” to the Regional Director, Reserve Bank of India, Stationery Section, Rambagh Circle, Tonk Road, Jaipur – 302004 on or before of **June 01, 2026 by 17:00 Hrs.**
3. For detailed terms and conditions please refer to RBI’s website www.rbi.org.in under the section ‘Tenders’. Any amendment(s)/ corrigendum/ clarifications with respect to this tender shall be uploaded on RBI website only and will not be published in the newspaper. The Vendors should regularly check the RBI website for any amendment/corrigendum on the above Tender.
4. The Bank reserves the right to reject any or all the tenders without assigning any reason thereof. Decision of the Bank in this regard shall be final.

The Regional Director
Reserve Bank of India
Jaipur



DISCLAIMER

Reserve Bank of India, Jaipur has prepared this document to give background information on the project to the interested parties. While Reserve Bank of India has taken due care in the preparation of the information contained herein and believe it to be accurate, neither Reserve Bank of India nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so, and they do not rely only on the information provided by RBI in submitting the application forms. The information is provided on the basis that it is non-binding on Reserve Bank of India or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

Reserve Bank of India reserves the right not to proceed with the empanelment or to change the configuration of the project, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest.

No reimbursement of cost of any type will be paid to persons or entities expressing interest.

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SECTION I

Schedule of Empanelment

01. Publishing notice inviting applications for empanelment on **May 04, 2026**.
02. The applicant must use only the forms downloaded/issued by the Bank. The application 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 at 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.
03. A Pre-Bid Meeting will be conducted **at 11:00 AM on May 11, 2026**, at Reserve Bank of India, Jaipur with the participants to clarify their doubts regarding applying for the empanelment process.
04. Filled-in applications along with all required documents in sealed covers should be submitted to The Regional Director, Reserve Bank of India, 2nd Floor, Stationery Section, Human Resource Management Department, Rambagh Circle, Jaipur on or before **June 01, 2026**, by **17:00 Hrs**.
05. The envelope containing documentary evidence in support of the applicant(s) possessing the required Pre-Qualification for empanelment as specified in the document, shall be opened on **June 02, 2026** or any suitable date. During scrutiny, if any of the applicants is found not possessing the required pre-qualification or to have submitted false/incorrect information, his/her application will be liable for rejection and no correspondence shall be entertained in this regard. Applications of only those applicants who fulfil the specified Pre-Qualification Criteria and submit the required documents shall be processed further.
06. Applicants may please note that any amendments/corrigendum to the empanelment notice, if issued in future, will be notified on the RBI website and will not be published in the newspaper.
07. Applicants found eligible for empanelment will be intimated through letter and email.
08. Applicants may apply for empanelment for single or multiple categories. The option is provided in application form where an applicant can apply for empanelment for either **General Stationery or Printing Stationery or Computer Consumables or Rubber Stamps or for all**.
09. In case of any queries/ clarifications, kindly contact Shri Tushar Uttekar, Assistant Manager (Contact No. +91 9967465945, email id: tusharuttekar@rbi.org.in)

SECTION II

Scope of Work

01. Empanelment for stationery items – for supply of various stationery items.
02. Empanelment for computer consumables (Cartridges, CD etc.)
03. Empanelment for Printing material (Registers, Forms & Visiting Cards etc.)
04. Empanelment for Rubber stamps.

SECTION III

Pre-Qualification (PQ)/ Eligibility Criteria

Sl. No.	Pre-qualification Criteria	Description	Required Documents to establish compliance to Pre-qualification criteria
01.	Composition of the firm	Proprietorship/ Partnership firm/ Limited Liability Partnership/ Public or Private Ltd. Company etc.	Copy of Certificate of Registration/Incorporation/Partnership Deed /Shop & Establishment License
02.	Experience	Should have minimum 05 years of experience in the field.	Copy of Certificate of Registration/ Incorporation/ Partnership Deed/ Shop & Establishment License
03.	Annual Turnover	Should have annual turnover of i. Rs. 5,00,000 for stationery items; ii. Rs.1,00,000 for printing materials (Registers, Forms and Visiting cards etc.); iii. Rs. 10,00,000 for computer consumables and iv. Rs. 1,00,000 for rubber stamps for each year during the last three financial years ending March 31, 2025.	Income tax returns/Financial statements (duly certified by CA) of last three years (i.e., for FY 2022-23, 2023-24 and 2024-25) to be submitted.
04.	Solvency	Should furnish solvency certificate issued by banker, specifically for the Empanelment, for an amount equal to minimum Rs. 5,00,000 or more.	Banker's solvency certificate (Annex IX)
05.	Credibility	Should not have been debarred / delisted by any Government/ Semi Government/ PSUs etc.	Self – declaration to that effect as per format in Annex V should be submitted.
06.	Registration and Licenses required	Must have valid licenses for related trades as applicable, PAN, TAN Number, TIN, GST, etc. with respective registering authorities.	Copies of relevant certificate/licenses, issued by the respective authority.

07.	Location	Should have own office/ establishment in Jaipur.	Documentary proof such as copy of certificate of registration/ incorporation/ shop and establishment license/ partnership deed
08.	Services	Should be able to provide service as and when required.	

Note: Vendors/suppliers currently empanelled with the Bank are also required to apply afresh for empanelment.

RBI's past experience with bidders and track record of company in respect of Rate contract during last 3 years (i.e. delay in delivery of items, delivering items not as per terms & conditions and specifications of Rate Contract, refusing to accept the Purchase Order, etc.) shall be evaluated and the bidder with whom RBI's experience has not been satisfactory during last three years shall not be considered at the time of Technical Bid Evaluation.

SECTION IV

Terms & Conditions for Empanelment of Vendors for Supply of General Stationery, Printing Stationery, Computer Consumables and Rubber Stamps

Bidders are requested to read the terms & conditions carefully before submitting their tender

1. The applicant should have own office/establishment in Jaipur.
2. Application along with covering letter and supporting documents shall be submitted in a sealed cover super-scribing “**Application for Empanelment of Vendors for supply of various Stationery items, Computer consumables and Printing materials (Registers, Forms & Visiting Cards) and Rubber Stamps, etc.**” to the Regional Director, Reserve Bank of India, 2nd floor, Stationery Section, Rambagh Circle, Tonk Road, Jaipur – 302004 on or before **June 01, 2026 by 17:00 hrs.**
3. The Bank does not accept any conditional bids. If there are any conditions in the bid submitted by the vendor, the bank reserves the right to reject the bid without assigning any reason thereof. Information furnished in the application will be kept confidential.
4. The Bank also reserves the right to reject any or all the applications without assigning any reason thereof and reserves the right to reissue tender if required.
5. Decision of the Bank regarding empanelment of the vendors shall be final and binding.
6. The applicant should have a valid bank account and submit the Banker’s Certificate in this regard as per [Annex IX](#).
7. **Bank will give no guarantee about the definite volume of purchase from empanelled vendor at any given time or throughout the tenure of the empanelment.** The value and the volume of the items purchased at each instance through a single purchase order may vary depending on the need of the office.
8. Empanelment of the eligible suppliers/firms/vendors will be valid till **March 31, 2029**, subject to review of performance every year.
9. The vendor shall not be entitled to claim any rise in price on account of any circumstances whatsoever or rise in any incidental expenses for packing, freight, cartage, taxes, rent, dues, duties, levies, insurance, etc. after submission of quotations to the Bank.

10. **The service providers will arrange to deliver the requirements within a maximum period of 7 (Seven) days. In case of failure to deliver the requirements, the service provider shall be liable to risk and cost.**
11. The service providers would ensure delivery to RBI office, Jaipur only.
12. Bank shall make claim, 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.
13. In case, the material is supplied on instalments/periodical basis, the vendor shall strictly adhere to the delivery schedule as indicated by the Bank. Any delay in the supply of goods as per the time schedule indicated would entitle the Bank to cancel the order. In such an event, the Vendor shall not be entitled to recover from the Bank any amount by way of damages, loss or otherwise. However, the Bank shall be entitled to recover the loss which it may incur on account of the non-delivery/ late delivery or on account of placing order with other vendor and recover the difference between the price at which the Vendor has agreed to supply and the price paid by the Bank by placing fresh orders with another Vendor/s.
14. **Pricing:** In response to the Bank's Request for Quotation (RFQ), the Vendor shall quote their rate in rupees (₹) of the stationery items they supply under this contract. The liability to pay any duties, levies, or taxes leviable under any of the applicable laws shall be that of the Vendor. The Vendor shall also have to bear all the expenses connected with proper packaging, carting, transportation, etc., in connection with supply.
15. **Presentation of bills:**
 - a) The vendor shall present a single consolidated invoice covering all transactions under this Agreement **on a monthly basis**, with the invoice period aligning with the calendar month (e.g., 1st to last day of the month). The bills should clearly indicate the details of the supplies made such as name of the item, quantity, rate (MRP), HSN No., indent No. with date, etc. and any other information required by the Bank.
 - b) The bills submitted should be supported by the original indent and must be in a printed format clearly mentioning the name of the vendor, his/her address and contact number, PAN/TAN/GST No., HSN Code, SAC etc. and must be certified by the concerned official in RBI, Jaipur before presenting for payment.
 - c) Incomplete bills not accompanied by any of the particulars mentioned in (a) and (b) above will not be entertained.

16. **Payment of bill:** Payment of the bill presented will normally be settled within 45 days from the date of presentation of the bill duly supported by the relevant documents as proof of delivery in good condition. No other charges, except applicable GST, shall be payable. The rate should be inclusive of all cost of materials, transportation, labour, taxes, etc. The payments shall be made through NEFT for which vendor should give requisite details of bank address, name of the branch, account number, IFSC Code etc. as in [Annex VIII](#).
17. In case of any damage, the responsibility shall be that of the vendor. The cost of the material and loss of time shall be recovered from the vendor. If the material supplied is not of standard quality, or not delivered in good condition, as specified by the Bank, the same will be rejected and no payment shall be made for that supply.
18. In case of failure/delay in supplies fully or partially the Bank is at liberty to get the same through other sources at its sole discretion and the difference in cost, if any, will be recoverable from defaulting party.
19. **Force Majeure:** Force Majeure,” as used in this Agreement, means any cause beyond the reasonable control and not due to the fault or negligence of the Party affected, as a result of which the Party affected is delayed in performance of, or unable to perform, its obligations under this Agreement; including drought, fire, flood, hailstorms, earthquake, lightning, perils of sea, epidemic, war (whether declared or undeclared), Acts of God or the public enemy, riot, terrorism, explosions, civil disturbance, labour disputes, strikes, sabotage, vandalism, and extreme weather conditions. If either Party is rendered wholly or partially unable to perform its obligations under this Agreement because of the occurrence of a Force Majeure Event, that Party shall be excused from whatever obligations (other than payment obligations) that are affected by the Force Majeure Event to the extent so affected, provided that:
- a) The affected Party gives the other Party written notice describing the particulars of the occurrence known to such affected Party, including an estimation of its expected duration and probable impact on the performance of such Party’s obligations hereunder.
 - b) The notice described in clause (a) above shall be given promptly after the occurrence of the Force Majeure Event, and, in no event more than twenty (20) days after the affected Party becomes aware of such occurrence.
 - c) the suspension of performance shall be of no greater scope and of no longer duration than is reasonably required by the Force Majeure Event.
 - d) The affected Party shall use all reasonable efforts to continue to perform its obligations hereunder to the extent that performance is not excused and

e) When the affected Party is able to resume performance of the affected obligations under this Agreement, that Party shall give the other Party written notice to that effect and the affected Party promptly shall resume performance under this Agreement.

20. Penalties

- a) **Delay in supply:** On receipt of indent for supply from the Bank, the delivery in full shall be made at the location advised, during the working hours of the department / office as soon as possible but not later than the time period mentioned at para 3 above. In case of delay, an amount of ₹500/- shall be charged as penalty for each day of such delay and the same shall be adjusted from the payments to be made by the Bank. In the scenario of vendors not supplying any or all items on any occasion for more than 1 month from the date of placement of order or late supply of more than seven days from the date of placement of order on three occasions, Bank may forfeit or delist the vendor from the empanelled list. In addition to above, the Bank may also debar such vendor for next 2 years.
- b) **Refusal to supply:** In case of refusal to supply the stationery to the purchaser / beneficiaries within the time as provided in the respective PO on part of the vendor, any extra cost involved in arranging supply from alternative sources shall be recovered from the vendor with whom initial order is placed. It is in addition and without prejudice to the deduction in clauses above.

21. The service provider shall comply with all the applicable statutory provisions of the Code on Wages, 2019, the Industrial Relations Code, 2020, the Occupational Safety, Health, and Working Conditions Code, 2020 and the Code on Social Security, 2020 and/or any other rules/regulations and/or statutes that may be applicable to them. The service provider shall be solely responsible for any violation of provision of the above-mentioned legislative enactments or any other statutory provisions and shall further keep the Bank indemnified from all acts of omission, fault, breaches and / or any claim, demand, loss, injury, and expense arising out from the non-compliance of the aforesaid statutory provisions. service provider's failure to fulfil any of the obligations hereunder and / or under the said Acts, rules/ regulations/ or any byelaws or rules framed under or any of these, the Bank shall be entitled to cover any of such loses or expenses, which it may have to suffer or incur on account of such claims, demand, loss or injury, from the service provider's monthly payment.

22. The service provider shall be solely responsible for compliance with the provisions of all central and state laws, various taxes (Income tax, etc.), Labour and industrial laws, such as minimum wages, compensation, EPF, bonus, gratuity, etc. such as Contract Labour (R&A) Act 1970, Contract Labour (Regulation and Abolition) Central Rules, 1971; Child Labour (Prohibition and Regulation) Act, 1986; Minimum

Wages Act(Central)Rules,1950; Payment of Wages Act,1936; Minimum Wages Act,1948; Employee Liability Act,1938; Employees' Act,1923; Industrial Dispute Act,1947; Maternity Benefit Act 1961, and any other act/rules of state /central Government ,Municipal Corporation prevailing under the jurisdiction, relating to persons deployed for providing services to RBI.

23. The whole of the works as per the work order shall be executed by the bidder and the bidder shall not directly or indirectly transfer, assign or sublet the work 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.

24. The Bank does not accept any conditional bids. If there are any conditions in the bid submitted by the vendor, the bid shall be rejected without assigning any reason thereof.

25. **Provisions of the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act,2013:**

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 or any outsourced staff 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 the incident involves the employees of the vendor, for instance any monetary relief to 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.

26. **Non - disclosure:** The Vendor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/ systems/ equipment etc., which may come to the possession or knowledge of the Vendor or its employees during the course of discharging contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Vendor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Vendor shall not publish, permit to be published, 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 take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Vendor's obligations with respect to non-Disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.

27. The delivery staff for delivering items to RBI, Jaipur shall be employed by the vendor only and RBI shall not in any way, be responsible for their terms of employment/engagement or violation of any labour laws. The vendor shall inform to the staff so employed/engaged in this regard accordingly. The staff must have necessary experience of delivery service. The staff shall be properly dressed besides being courteous, well – mannered and attentive. Delivery staff should be well conversant in Hindi and he/she must obtain an entry pass issued by RBI and the same shall be displayed in person during the delivery of items. The delivery staff are not permitted to enter the Bank's premises without a valid entry pass.
28. The staff/employees deployed by the vendor as delivery staff for supplying the requirements do not confer any right to be the employees of Reserve Bank of India. In any event, there shall be no employer- employee relationship between the Bank and the bidder/the persons deployed for the purpose of providing services to the Bank.
29. The vendor shall not make any changes, additions or alterations in the orders placed. Prior permission shall be obtained before making changes (if any).

30. Corrupt, fraudulent or unethical practices:

The items to be supplied should be of best quality (best certified brands available in the Market). In pursuance thereof, the terms are set forth as follows:

- a) The Vendor shall not resort to offering, giving, receiving or soliciting of anything of value to influence the action of any official of the Bank in the empanelment process.
- b) The Vendor shall not resort to misrepresentation of facts in order to influence the empanelment process or execution of a contract to the detriment of the Bank.
- c) The Bank will declare a vendor ineligible, either indefinitely or for a specified period, if, at any time, it determines that the Vendor has engaged in corrupt or fraudulent practices.
- d) The Vendor should ensure that any person appointed by him for any purpose is not under the age of 18 years. The Vendors should have complete information on the delivery persons engaged and ensure that only persons having a clean police record are deployed for RBI duty. The Vendor shall arrange to provide the Bank with copies of the photographs of the delivery

persons along with their Government issued Photo identity card (PAN, AADHAAR, Bank Passbook, Voter ID) with their Names and Addresses and Contact Numbers.

- e) The Bank may, without prejudice to any other remedy for breach of contract, at its sole discretion, cancel the indent or even terminate the empanelled vendor in whole or part in respect of any Vendor for any of the following reasons:
 - i) Supply of sub-standard/spurious/substitute items.
 - ii) Delay in supply/refusal to supply/non -supply of items.
 - iii) Over charging of prices in the bill.
 - iv) If the vendor fails to perform any other obligation(s) under the contract.
 - v) In the judgement of the Bank, if the vendor has engaged in corrupt or fraudulent practices or fails to adhere to the terms and conditions as laid out by RBI, Jaipur.

31. **Indemnity** - The vendor shall indemnify the Bank against all actions, suits, claims and demands brought or made against the Bank in respect of anything done or committed to be done by the vendor in execution of or in connection with the work under this contract and against any loss or damage to the Bank in consequence to any action or suit being brought against the vendor for anything done or committed to be done in the execution of this contract.

32. **Termination Policy-**

- a) The Bank reserves the right to levy penalty and even remove the vendor from empanelment with a notice of 15 days for reasons such as poor/deficient service, fraudulent activities, deficiency in the quality of items, material, hygiene, etc. In case of any dispute in this regard, the decision of the Bank shall be final and binding.
- b) The Bank also reserves the right to remove the vendor from empanelment by giving a notice of 30 days without assigning any reasons thereof. However, the Bank reserves right to place order during the notice period and the service provider shall be liable to supply the material as required by the Bank.
- c) Mutual Termination: The vendor(s) who wish to exit from the empanelment shall give a notice by assigning the reason(s) thereof. On acceptance by the Bank, the vendor(s) shall be removed.

33. The terms and conditions mentioned in the empanelment document shall form the part and parcel of the agreement.

34. **Reservation of Right to Accept/ Reject:** Applications received after the due date and time or incomplete in any respect are liable to be rejected. The Bank reserves the right to accept or reject any or all the applications in full or part without assigning any reasons. The Bank's decision in this regard shall be binding and final. The Bank has the right to modify/ alter any requirements in this document at

its discretion as deemed appropriate. The decision of Regional Director, Jaipur Regional Office in this regard shall be final.

35. All the expenses required for execution of the agreement shall be borne by the vendors/suppliers/agency
36. Vendors/suppliers currently empanelled with the Bank are also required to apply afresh for empanelment.
37. The envelope containing documentary evidence in support of the applicant possessing the required Pre-Qualification criteria for enlistment, as specified above, shall be opened at **June 02, 2026** or any suitable date. During scrutiny, if any of the applicants is found not to possess the required pre-qualification criteria or to have submitted false/incorrect information, his/her application will be liable for rejection. Applications of only those applicants who fulfil the specified Pre-Qualification Criteria and submit the required documents shall be processed further.
38. The empanelment shall remain valid up to **March 31, 2029** from the date of coming into existence subject to periodical review of performance. Any empanelled vendor with poor review may be removed from the panel without any claim for compensation and may also be liable to be debarred from participating in any tender or dealings with the Bank for a period of three years.
39. Samples would be provided by the Bank and quotations will be asked from the empanelled vendors on a need-based requirement.
40. **Disputes Resolution:** All disputes arising under the Agreement shall be settled amicably through discussions between the parties. In case of any unsettled disputes, the same shall be referred to the sole Arbitrator mutually agreed by the parties. In case the parties do not agree upon the sole arbitrator, each party shall appoint one arbitrator, and the two appointed arbitrators, shall appoint the third arbitrator who shall act as the presiding arbitrator. The provisions of the Arbitration and Conciliation Act, 1996 shall be applicable to such proceedings and the arbitration shall be held at Jaipur. The award of the arbitrator so appointed shall be final and binding. During the arbitration proceedings the Contractor shall continue to discharge his contractual obligation under this agreement, unless dispensed by the Bank. This contract is subject to exclusive jurisdiction of courts at Jaipur only. Alternate settlement modes can be used for settling any legal dispute with mutual consent only.
41. Applications not submitted as per the guidelines stated above and/or applications containing false or inadequate information are liable for rejection. Decision of the Bank in this regard shall be final.

42. All pages of the application including all enclosures should be numbered, duly filled in, signed, and stamped by the bidder or by his authorized representatives, must be submitted. Offers received without signature and seal on all pages are liable to be rejected.
43. Applicants are requested to see the tender section of RBI website 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.
44. The Bank reserves the right to modify, amend or supplement this document including the formats and Annexures.
45. In case the contract is terminated prematurely by the act/omission on the part of the service provider, he shall make temporary arrangement for the services provided by him for a period of 03 months or till Bank appoints new service providers or whichever is earlier.
46. In the scenario of vendors not responding to the orders by RBI on three occasions, they may be delisted by the Bank.
47. RBI reserves the right to seek clarification from any vendor at any point of time.
48. If information provided by the bidder is found incorrect at any point of time during tendering process and even after award of the tender, the vendor shall be delisted.

SECTION V

GENERAL INSTRUCTIONS

1. Participation in the Tender

Vendors who are eligible, as per the eligibility criteria stipulated at Section III of the tender document, are entitled to participate in the Tender. The interested Vendors must submit their application in sealed cover for participating in tender.

2. Invitation for proposal

This tender document is neither an offer letter nor a legal contract, but an invitation for the proposal. No contractual obligation on behalf of the Bank whatsoever shall arise from this tender-process unless and until a formal contract is signed and executed by duly authorized Officers of the Bank and the Vendor. Further, the Bank shall not be held liable for any costs incurred by the tenderer in the preparation of the response to this tender. The preparation of Vendor's proposal shall be made without any obligation by the Bank to acquire any of the items included or rejected. All information included by the Vendors in their proposal shall be treated in strict confidence.

3. Pre-bid meeting

A pre-bid meeting shall be held on **May 11, 2026, at 11:00 AM** at Main Office Building of Reserve Bank of India, Jaipur Regional Office to discuss/clarify any queries about the tender. All the intending Vendors are advised to attend the meeting.

4. Evaluation of bid

Technical bid: Documents supporting eligibility of Vendors to participate in the tender are to be submitted in sealed cover. The technical bids (Part 1) shall be opened and evaluated to determine responsiveness and completeness to the eligibility criteria. Any clarification / rectification in case of deviations, in the technical bids at this stage, will be called for in writing or by email. Failure to submit the same within the specified time limit may result in rejection of the bid. The Vendors who qualify in Technical Evaluation will be shortlisted for empanelment. The decision of the Bank in this regard shall be final and binding on the Vendors.

The Bank may obtain reports on past performance of the Vendor from their clients. The Bank may evaluate the said reports. If any Vendor is not found to possess the required eligibility for participating in the tendering process at any point of time and / or his performance/ service reports received from his clients are found unsatisfactory, the Bank reserves the right to reject his / her application/empanelment. The Bank is not bound to assign any reason for doing so.

Annex I: List of Documents to be submitted to complete the application.

1. Application form. ([Annex II](#))
2. Duly filled and attested copy of Declaration ([Annex III](#)).
3. Authorization letter duly signed and stamped ([Annex IV](#)).
4. Certificate from the company for not being banned or blacklisted ([Annex V](#)).
5. Details of work / supplies for last Three Years ([Annex VI](#)).
6. Proforma of Client's Certificate Regarding Performance (on client's letter Head) ([Annex VII](#)).
7. Detail(s) of Bankers and copy of cancelled cheque or bank passbook ([Annex VIII](#)).
8. Banker's Certificate ([Annex IX](#)).
9. Declaration for Non-conviction of any offense/pending case ([Annex X](#))
10. Terms and conditions duly signed and stamped on each page (**Section IV of Tender Document**).
11. Copy of certificate of incorporation (in case of companies registered under the Companies Act, 1956)/ Registration Certificate (in case of partnership firms and proprietary concerns)
12. Copy of Memorandum and Articles of Association (in case of companies registered under the Companies Act, 1956)/ Partnership Deed (in case of partnership firms)
13. Self-attested copy of PAN/TAN card allotted to the supplier/vendor & Establishment Act 1947 or any other valid license for conducting the business as on the date of application.
14. Self-attested copy of the audited balance sheet, certificate of auditor regarding turnover and Income tax return submitted for the last three financial years (2022-23, 2023-24 and 2024-25) certified by Chartered Accountant.
15. Self-attested copy of GST registration and MSME registration certificate (if registered as MSE).

Note: Applications submitted without any of the above documents will not be considered for the empanelment process.

Annex II: Application for Empanelment of Vendors

To
 The Regional Director
 Reserve Bank of India
 Rambagh Circle,
 Tonk Road
 Jaipur – 302004

Dear Sir,

With reference to your advertisement no.
 dated..... displayed in Local Daily, we request you to empanel us as
 “Vendor/Supplier” for (please tick “√” in the box below as applicable)

- 1. Stationery items
- 2. Computer Consumables (Cartridges, CD etc.)
- 3. Printing material (Registers, Forms & Visiting Cards etc.)
- 4. Rubber Stamps

1.	Name of Applicant/ Organization	
	Address of the registered office	
	Address of the office/agency in Jaipur	
	Land Line Number(s)	
	Mobile Number(s)	
	e-mail ID	
2.	Type of Organization (Proprietorship/ Partnership firm/ Public or Private Limited Company etc.)	
	Name of Proprietor/ Partners/ Directors of the Organization/Firm	
	Registration Number	
	Name of Registration Authority	
	Date of Registration	

3.	Whether registered under composite scheme (Yes/No)	
	GST Registration No.	
	TIN No./Sales Tax No. PAN/TAN	
4.	Whether belongs to Micro or Small Enterprise category (Yes/ No) If yes, whether registered under MSME Act (Yes/ No) [Copy to be submitted]	
	5.	In Operation since(years)
6.	Annual turnover of the organization for the last three financial years (in Rs. Lakh) [Proof to be submitted]	2022-23:
		2023-24:
		2024-25:
7.	Experience in the field of supply - List of major clients [Enclose documentary proof for last three financial years]	
8.	Information regarding any civil suit pending	

Place:

Date:

Signature of the Applicant/Applicants (with seal)

Annex III: Declaration form to be filled in and signed by the Intending Applicant

1. I/We have carefully studied and understood the eligibility conditions and other terms and conditions and satisfied myself/ourselves that all the eligibility conditions are being met by me/us.
2. The above information furnished is true to the best of my/our knowledge and if any information is found untrue or false, I/we may be debarred from the empanelment process or if empanelled, I/we may be removed from the approved list of suppliers.
3. I/We understand that the bank reserves the right to accept or reject any or all the applications for empanelment either in part or in full, without assigning any reason thereof. The decision of the Reserve Bank of India in selection of the supplier will be final and binding on me/us.
4. I/We understand that if empanelled, I/We may be removed from the approved list of suppliers if my/our performance is/are not found to be satisfactory and I/We may also be liable to be debarred from dealing with the Bank for a period extending up to three years or beyond.
5. No other firm/company from our business group has applied for empanelment in the segment applied for with RBI Jaipur.
6. I/we have not been debarred/delisted by any Govt./ Semi Govt./PSU organizations/Regulatory Bodies.
7. I/ we also agree that I/We have no objection if enquiries are made about the works from our client/banker etc.

Place:

Date:

Signature of the Applicant/Applicants (with seal)

(The Bank reserves the right to add/delete/modify any terms and conditions besides reserving the right to accept or reject the applications. Accepting the application by the Bank would not guarantee the award of work.)

Annex IV: Authorization Letter

(On Company's Letterhead)

Authorisation letter / Board Resolution from the Company regarding the Authorised Representative for signing of documents and bids related to this tender

To
The Regional Director
Reserve Bank of India
Rambagh Circle,
Tonk Road
Jaipur – 302004

Sub: Authorization Letter for signing of documents and bids related to this tender

Madam/Dear Sir,

I _____, Proprietor/Director, of M/s _____ hereby declare and confirm that all the documents pertaining to Tender Supply shall be signed and submitted by our authorized representative _____.

(Signature and name of the authorized signatory of the Vendor with Rubber Stamp)

Date:

Place:

Annex V: Certificate from the company for not being banned or blacklisted

(On Company's Letterhead)

Undertaking / Declaration regarding Debarment
(To be submitted by the Vendor on their letter head)

To
The Regional Director
Reserve Bank of India
Rambagh Circle,
Tonk Road,
Jaipur – 302004

Dear Sir,

Name of the work:

I / we (Name of the Vendor) declares that I/we or any of our allied firm*:

- a. have not been debarred/ suspended/ blacklisted by any public institution/ Statutory Authorities / Organisations/ or any entity in India or any other country as on (date of submission of bid).
- b. have not made any transgression in respect of the code of integrity (as mentioned in the tender) with any public institution / entity in India or any other country in last three years as on (date of submission of bid).
- c. will inform the Bank in writing in case of debarment / suspension / blacklisting by any public institution/ entity in India or any other country on or before of award of work or during the period of work.
- d. do not have any proceedings pending or order passed by any Authority/Court for violation/deficiency of statutory provisions such as EPF, ESI, Bonus, Minimum Wages, or other payments for last 5 years.
- e. have not rescinded/ abandoned any contract awarded by any of our clients before the expiry of prescribed period of contract for last 5 years.
- f. have been maintaining a clean track record without any involvement in unlawful/ illegal activities or financial Banking frauds. We do not have any case with the Police/ Court/ Regulatory authorities against the Vendor or proprietor/ partners/ directors in case of Proprietorship/ Partnership firm/ company respectively involving the above.

2. I/ We know and understood that, if this Undertaking / Declaration/ Certificate submitted by us is found to be false, the Bank shall be free to reject/ terminate our tender/ Work Order and that the Bank shall also be free to initiate any legal action in accordance with law including forfeiting of Earnest Money Deposit/ invoking of Performance Bank Guarantee/ Security Deposit and / or debarring us from participating in tenders invited by the Bank in future.

(Signature and name of the authorized signatory of the Vendor with Rubber Stamp)

Date:

Place:

*Allied firm: A firm would be termed as “allied firm “if the management is common, or substantial or majority shares are owned by the banned/ suspended firm and by virtue of this it has a controlling voice. Further all successor firms will also be considered as allied firm.

Annex VII: Proforma Client’s certificate regarding performance of applicant

(on client’s letter head)

1. Name & address of the client:
2. Details of works executed by Shri /M/s. -----
(name of Vendor)
3. Name of work with brief particulars:
4. Details of penalties levied (indicate amount), if any, for non-performance or non-adherence to terms:
5. Name, address, telephone number and email id of the authority under whom supply executed:
Name & Designation:

Telephone Nos:

E-mail:
6. Comments on the capabilities of the Vendor (Outstanding/Very Good/ Good/ Satisfactory/ Poor):
 - a) Technical proficiency: Outstanding/Very Good/ Good/ Satisfactory/ Poor
 - b) Financial soundness: Outstanding/Very Good/ Good/ Satisfactory/ Poor
 - c) Adherence to timelines: Outstanding/Very Good/ Good/ Satisfactory/ Poor
 - d) Quality of work: Outstanding/Very Good/ Good/ Satisfactory/ Poor
 - e) General behaviour: Outstanding/Very Good/ Good/ Satisfactory/ Poor

****Countersigned'**

**Signature of the competent Authority
with office seal**

Name & Designation:

Contact numbers:

Annex VIII: Details of Bankers

(To be given on applicant's letterhead)

Particulars	Banker
Name of the Bank, Branch and complete postal Address including e-mail id.	
Name of account holder/firm:	
Type of Account:	
Account No.	
IFSC Code:	
The period from which the service provider has been banking with the Banker (specify number of years)	
Any other information which the service provider may like to furnish about its Bankers.	

Annex IX: Banker's Certificate

To
The Regional Director
Reserve Bank of India
Rambagh Circle,
Tonk Road,
Jaipur – 302004

Bankers' Certificate from a Scheduled Bank

This is to certify that to the best of our knowledge and information Shri/ M/s having the noted address, a customer of our bank is / are respectable and can be treated as good for any engagement up to a limit of Rs..... (Rupees.....)

This certificate is issued without any guarantee or responsibility on the Bank or any of the officers.

For the Bank

(Signature with seal)

Date:

Name & Designation

For the Bank

Note:

1. Bankers' certificates should be from a scheduled bank on the letterhead of the Bank and addressed to enlistment authority.
2. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

Annex X: Declaration for Non-conviction of any offense/pending case

This is to certify that I/We, (Name of the applicant/office) having registered office at (Address of the office), have no pending administrative and /or criminal case before any court or authorized body. I/We, further, certify that I/We have never been found guilty/convicted of any administrative offense and/or crime. I/We understand that any misrepresentation as to the truth of the foregoing shall cause the disapproval of my application and/or outright revocation of the eligibility granted without prejudice to the filing of administrative and /or criminal case/s against me/us.

Signature:

Name:

Date:

Seal of the Vendor:

Annex-XI: Indicative list of Office Stationery items, Computer consumables and Rubber stamps

OFFICE STATIONERY ITEMS						
(A)	Sr. No.	Name of Item	Description	Sr. No.	Name of Item	Description
	1	ERA FILE	SK PRODUCTIONS	41	PILOT V-5 BLUE PEN	Luxer Hi-Tecpoint
	2	STAMP PAD INK	ASHOKA 30 ml	42	CARBON PAPER	Kores
	3	RULLED REGISTER 96		43	REMOVER	Kangaro SR - 300
	4	RULLED REGISTER 192		44	MATCH BOX	Ship
	5	BLACK PENCIL	feber castell black 1112(2b)	45	PHOTOCOPY LEGAL	JK 75 Gsm 21.5*34.5 cm
	6	FILE COVER		46	PLASTIC FOLDER	
	7	COMPUTER DUSTER	18*30 size	47	MEETING BALL PEN	Montex Smooth Flow
	8	WHITE CORRECTING FLUID	infinity 9ml	48	HAMMER	
	9	CELLO TAPE WHITE 1/2" SMALL	12mm*30 yard	49	PIN CUSHION	Omex no 333
	10	CELLO TAPE WHITE 1/2" BIG	wonder 60 meter	50	LATTER OPENER	Kebica Steel
	11	CELLO TAPE WHITE 2 1/2	woder 60 meter	51	PAPER CUTTER	Music 555 MC-2 18 mm
	12	CELLO TAPE BROWN 2 1/2	wonder 60 meter	52	NEEDLE	TITONI Super Size 5
	13	GEM CLIPS	30 mm Globe	53	STICKY PAD YELLOW	Desmat (2*3) size
	14	PENCIL SHARPNER	Faber Cartell	54	STICY PAD COLORED	Desmat (25*76)size 80 set
	15	PUNCHING MACHINE SMALL	Kangro Dp 280	55	HIGHLIGHTER PEN	Luxer Gloliter mix Colour
	16	PUNCHING MACHINE HEAVY DUTY	Kangro Dp 800	56	PERMANENT MARKER PEN	Luxer 1222
	17	PENCIL ERASER	natraj	57	WASTE PAPER BASKET	Cello
	18	SPONGE WITH CUP	Boss	58	SCISSORS BIG	Infinity Tailor C016
	19	STAMP PAD MEDIUM BLUE	Ashoka (110*70mm) size	59	SEALING WAX	Standard LAC 400 gms
	20	STAMP PAD LARGE BLUE	Ashoka (160*97 mm) Size	60	COMPUTER MOUSE PAD	
	21	GUM BOTTLE 50 ML	Camel	61	UNIBALL PEN (GREEN/RED/BLUE)	eye micro UB-150

22	GUM BOTTLE 700ML	Camel	62	WHITE BOARD MARKER	Luxer/Faber Castell
23	STAPLER PIN SMALL	Kangro No. 10	63	FEVISTICK PIDILITE 15 GM	Fevi Stik glue stick
24	STAPLER PIN BIG	Kangro No 24/6	64	BINDER CLIP 32 & 41MM	infinity
25	PLASTIC SCALE	Camlin 30 cm	65	CLOTH COVER 10*14 SIZE	
26	DUSTER WHITE BOARD	Kayo IKON Magnetic	66	CLOTH COVER 14*18 SIZE	
27	THREAD BALL WHITE Big		67	CLOTH COVER 16*12 SIZE	
28	GUMMED TAPE 3/4 BROWN	Waco 183 Mtrs	68	DVD/DR SONY	1000DMR47WP /4.7GB
29	GUMMED TAPE 2 1/2 BROWN	Waco 800 (60mm*183)Mtrs	69	PLASTIC SPRING ICON A-4	21A Cobra Spring File
30	CD MARKER PEN	Luxar 1237 F	70	CD COVER POLYTHENE	
31	COTTAN TAPE WHITE		71	GLASS PAPER WEIGHT	
32	BINDER CLIPS 19 MM	Infinity	72	PILOT V-5 BLUE PEN	Luxer Hi-Tecpoint
33	BLANK ENVELOPES 5*10 PLAIN		73	CARBON PAPER	Kores
34	ENVELOPE 5*10 WINDOW		74	REMOVER	Kangaro SR - 300
35	POKER	Round steel poker	75	75 GSM A4 Size Paper	
36	STAPLER SMALL	Kangaro H/10	76	80 GSM A4 Size Paper	
37	STAPLER BIG	Kangaro HP/45	77	Spring Files	Customized
38	CANDLES		78	Meeting Pads-10 Pages	Customized
39	MARKING CLOTH		79	Executive Meeting Pads	Customized
40	Diary	Customized	80	Spiral Meeting Pads	Customized

(B)

COMPUTER CONSUMABLES

Sr. No.	Name of Item	Description
1	PEN DRIVE 32 GB, 64 GB	
2	CDR	
3	DVD	
4	Computer Cartridges	Canon

(C)

PRINTED MATERIAL

Sr. No.	Name of Item	Description
1	Various Registers / Forms	Customized
2	Paper Folders	Customized
3	Visiting Cards	Customized

(D)	RUBBER STAMPS	
Sr. No.	Name of Item	Description
1	SELF INKING RUBBER STAMP	
2	PRE INK RUBBER STAMP	
3	DATE RUBBER STAMP	

Annex-XII: Cover Page to be stuck on Envelope

APPLICATION FOR EMPANELMENT OF VENDORS FOR SUPPLY OF VARIOUS STATIONERY ITEMS, COMPUTER CONSUMABLES AND PRINTING MATERIALS (REGISTERS, FORMS & VISITING CARDS) AND RUBBER STAMPS, ETC. FOR RESERVE BANK OF INDIA, JAIPUR OFFICE

NAME OF THE APPLICANT:

ADDRESS:

CONTACT NO:
