



बेटी बचाओ
बेटी पढ़ाओ

भारतीय रिज़र्व बैंक
केंद्रीय स्थापना अनुभाग

निविदा आमंत्रण सूचना (एनआईटी)

मुंबई क्षेत्र में स्थित भारतीय रिज़र्व बैंक (आरबीआई) कार्यालयों के लिए स्टेशनरी और प्रिंटिंग सामग्री की आपूर्ति हेतु विक्रेताओं के सूचीबद्धकरण के लिए निविदा।

1. परिचय

भारतीय रिज़र्व बैंक (आरबीआई), मुंबई क्षेत्रीय कार्यालय, स्टेशनरी अनुभाग, केंद्रीय स्थापना अनुभाग, आरबीआई, प्रथम मंजिल, मुख्य कार्यालय भवन, शहीद भगत सिंह मार्ग, फोर्ट, मुंबई - 400001, जिसे आगे "बैंक"/ "रिज़र्व बैंक"/ "आरबीआई" कहा जाएगा, मुंबई और नवी मुंबई में स्थित रिज़र्व बैंक के कार्यालयों को वर्ष 2026-29 की तीन वर्ष की अवधि के लिए स्टेशनरी/मुद्रण सामग्री उपलब्ध कराने हेतु विभिन्न स्टेशनरी/मुद्रण सामग्री के निर्माताओं/उनके अधिकृत एजेंटों/वितरकों/आपूर्तिकर्ताओं से निविदा प्रक्रिया के माध्यम से पैनाल में शामिल होने के लिए बोलियां आमंत्रित करता है।

खरीद आदेश आरबीआई के मुंबई/नवी मुंबई स्थित संबंधित क्षेत्रीय कार्यालयों/केंद्रीय कार्यालय विभागों/प्रशिक्षण प्रतिष्ठानों द्वारा उनकी आवश्यकता के अनुसार दिए जा सकते हैं। किसी भी मामले में, आपूर्ति की गई वस्तुओं या प्रदान की गई सेवाओं के भुगतान करने के लिए आरबीआई का संबंधित कार्यालय जिम्मेदार होगा।

2. बोली प्रक्रिया की अनुसूची

निविदा की प्रकृति	मुंबई क्षेत्र में स्थित आरबीआई कार्यालयों के लिए स्टेशनरी और मुद्रण सामग्री की आपूर्ति हेतु विक्रेताओं का सूचीबद्धकरण।
निविदा दस्तावेज़ जारी होने की तिथि	16 अप्रैल 2026; गुरुवार
बोली - पूर्व बैठक (ऑफलाइन)	23 अप्रैल 2026; (गुरुवार) दोपहर 12:00 बजे
बोली - पूर्व बैठक का स्थान	केंद्रीय स्थापना अनुभाग, भारतीय रिज़र्व बैंक, मुंबई क्षेत्रीय कार्यालय, प्रथम तल, मुख्य भवन, फोर्ट, मुंबई-400001
बोली - पूर्व बैठक के मिनट्स अपलोड करने की तिथि	24 अप्रैल 2026 (शुक्रवार)
निविदा आवेदन जमा करने की प्रारंभ तिथि (तकनीकी निविदा)	16 अप्रैल 2026 (गुरुवार) सुबह 11:00 बजे
आवेदन जमा करने की अंतिम तिथि	06 मई 2026 (बुधवार) शाम 5:00 बजे
तकनीकी निविदा खोलने की तिथि और समय	07 मई 2026 (गुरुवार) दोपहर 2:30 बजे
कार्य की अनुमानित लागत	₹50 लाख (केवल 50 लाख रुपये) (जीएसटी सहित)।
संचार के लिए पता	स्टेशनरी अनुभाग, केंद्रीय स्थापना अनुभाग, मानव संसाधन प्रबंध विभाग भारतीय रिज़र्व बैंक, प्रथम तल, मुख्य कार्यालय भवन, शहीद भगत सिंह मार्ग, फोर्ट, मुंबई-400001
संपर्क व्यक्ति	1) श्री संदीप नायक, प्रबन्धक (ईमेल: sandeepnayak@rbi.org.in , +91-7205504174, 022-22603222)

2) श्री चरित रेड्डी दासारम, सहायक प्रबन्धक (ईमेल: dcreddy@rbi.org.in , +91-7731987084, 022-22603070)
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उपर्युक्त दिनों में से किसी भी दिन अप्रत्याशित रूप से कार्य बंद होने/छुट्टी होने की स्थिति में, उसे अगले कार्य दिवस पर खोला/आयोजित किया जाएगा।

निर्धारित तिथि और समय के बाद प्राप्त निविदाएं अस्वीकार कर दी जाएंगी।

बोली दस्तावेजों के प्रावधानों का पालन न करने वाली निविदाएं अस्वीकार की जा सकती हैं।

किसी भी समस्या/विवाद की स्थिति में, क्षेत्रीय निदेशक, आरबीआई, मुंबई का निर्णय अंतिम होगा और सभी पक्षों पर बाध्यकारी होगा।

आरबीआई न्यूनतम निविदा को स्वीकार करने के लिए बाध्य नहीं है और किसी भी निविदा को पूर्ण रूप से या आंशिक रूप से स्वीकार करने का अधिकार सुरक्षित रखता है। बैंक बिना कोई कारण बताए किसी या सभी निविदाओं को अस्वीकार करने का अधिकार भी सुरक्षित रखता है।

क्षेत्रीय निदेशक



भारतीय रिज़र्व बैंक

RESERVE BANK OF INDIA

केंद्रीय स्थापना खण्ड
Central Establishment Section

मानव संसाधन प्रबंध विभाग
Human Resource Management Department

मुंबई क्षेत्रीय कार्यालय, मुंबई
Mumbai Regional Office, Mumbai

निविदा

मुंबई क्षेत्र में स्थित भा.रि.बैं कार्यालयों के लिए स्टेशनरी और प्रिंटिंग सामग्री की आपूर्ति हेतु विक्रेताओं का सूचीबद्धकरण

Tender

Empanelment of Vendors for supply of Stationery items and Printing material for RBI offices located in Mumbai Region

निविदा आमंत्रण सूचना Notice Inviting Tender

मुंबई क्षेत्र में स्थित भा.रि.बैं कार्यालयों के लिए स्टेशनरी (कंप्यूटर उपभोग्य सामग्रियों सहित) और प्रिंटिंग सामग्री (रबर स्टाम्प सहित) की आपूर्ति हेतु विक्रेताओं का सूचीबद्धकरण पैनल में शामिल होने की अवधि: (15 मई, 2026 - 31 मार्च, 2029)

Empanelment of Vendors for supply of Stationery items (including Computer consumables) and Printing material (including Rubber stamps) for RBI offices located in Mumbai Region

Period of Empanelment: (May 15, 2026 – March 31, 2029)

भारतीय रिज़र्व बैंक, मुंबई क्षेत्रीय कार्यालय (जिसे आगे "बैंक"/ "रिज़र्व बैंक"/ "आरबीआई" कहा जाएगा) मुंबई और नवी मुंबई में स्थित भारतीय रिज़र्व बैंक के सभी कार्यालयों को स्टेशनरी आइटम और प्रिंटिंग सामग्री की आपूर्ति के लिए मुंबई स्थित योग्य और प्रतिष्ठित विक्रेताओं से निविदाएं आमंत्रित करता है।

2. विधिवत भरे और मुहरबंद आवेदन पत्र क्षेत्रीय निदेशक, भारतीय रिज़र्व बैंक, स्टेशनरी अनुभाग (सीईएस), मुंबई कार्यालय, पहली मंजिल, मुख्य भवन, शहीद भगत सिंह मार्ग, फोर्ट रोड, मुंबई - 400 001 को 06 मई, 2026 को शाम 17:00 बजे या उससे पहले 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 संबंधित कोई भी संशोधन/शुद्धिपत्र/स्पष्टीकरण केवल आरबीआई की वेबसाइट पर ही अपलोड किया जाएगा। विक्रेताओं को उपरोक्त निविदा में किसी भी संशोधन/शुद्धिपत्र के लिए आरबीआई की वेबसाइट नियमित रूप से देखनी चाहिए।

4. यदि ऊपर दर्शाई गई किसी तारीख को अवकाश घोषित कर दिया जाता है, तो यहाँ उल्लिखित संबंधित प्रयोजन के लिए अगला कार्य दिवस प्रभावी होगा।

Reserve Bank of India, Mumbai Regional Office (hereinafter referred to as "the Bank/Reserve Bank/RBI) invites tenders from Mumbai based eligible and reputed vendors for supply of stationery items and printing material to all the offices of Reserve Bank of India located in Mumbai and Navi Mumbai.

2. Duly filled and sealed applications should reach to The Regional Director, Reserve Bank of India, Stationery Section (CES), Mumbai Office, 1st Floor, Main Building, Shahid Bhagat Singh Marg, Fort Road, Mumbai - 400 001 on or before 17:00 hrs of May 06, 2026.

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. In the event of any date indicated above being declared a holiday, the next working day shall become operative for the respective purpose mentioned herein.

5. इस निविदा के संबंध में कोई भी संशोधन/ शुद्धिपत्र/ स्पष्टीकरण केवल आरबीआई वेबसाइट और एमएसटीसी पोर्टल पर अपलोड किया जाएगा। वेंडर्स उपर्युक्त ई-निविदा पर किसी भी संशोधन/ शुद्धिपत्र के लिए नियमित रूप से आरबीआई वेबसाइट/ एमएसटीसी पोर्टल की जाँच करें।

5. Any clarifications issued by the RBI shall be an integral part of this document and shall amount to an amendment to the relevant clauses of this document, wherever required.

6. बैंक बिना कोई कारण बताए किसी भी या सभी निविदाओं को अस्वीकार करने का अधिकार रखता है।

6. 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.

क्षेत्रीय निदेशक, महाराष्ट्र
Regional Director for Maharashtra

अस्वीकरण DISCLAIMER

बैंक ने मुंबई और नवी मुंबई में स्थित बैंक के कार्यालयों को स्टेशनरी और प्रिंटिंग सामग्री की आपूर्ति और वितरण के लिए विक्रेताओं के पैनाल में शामिल किए जाने हेतु निविदा के बारे में इच्छुक पार्टियों को पृष्ठभूमि जानकारी प्रदान करने के लिए यह दस्तावेज तैयार किया है।

2. यद्यपि बैंक ने इसमें निहित जानकारी को तैयार करने में उचित सावधानी बरती है तथा यह मानता है कि यह सही है, फिर भी न तो भारतीय रिज़र्व बैंक, न ही इसके किसी प्राधिकारी या एजेंसी, न ही इनके संबंधित अधिकारी, कर्मचारी, एजेंट या सलाहकार इस दस्तावेज में निहित जानकारी या इसके साथ प्रदान की गई किसी जानकारी की पूर्णता या सटीकता के बारे में कोई वारंटी देते हैं या कोई अभिव्यक्त या निहित प्रतिवेदन करते हैं।

3. यह जानकारी संपूर्ण नहीं है। इच्छुक पक्षों को अपनी जाँच स्वयं करनी होगी और उत्तरदाताओं को लिखित रूप में पुष्टि करनी होगी कि उन्होंने ऐसा किया है, और वे निविदा प्रस्तुत करने में बैंक द्वारा प्रदान की गई जानकारी पर ही निर्भर नहीं हैं। यह जानकारी इस आधार पर प्रदान की जाती है कि यह बैंक या उसके किसी भी प्राधिकारी या एजेंसी या उनके किसी भी

The Bank has prepared this document to give background information to the interested parties on the tender for empanelment of vendors for Supply and Delivery of Stationery and Printing Items to the Bank's Offices located in Mumbai and Navi Mumbai.

2. While the Bank has taken due care in the preparation of the information contained herein and believe it to be in order, 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.

3. 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 the Bank in submitting the Tender. The information is provided on the basis that it is non-binding on the Bank or any of its authorities or agencies

संबंधित अधिकारी, कर्मचारी, एजेंट या सलाहकार पर बाध्यकारी नहीं है।

4. बैंक संविदा को आगे न बढ़ाने, कार्य के विन्यास को बदलने, इस दस्तावेज़ में दर्शाई गई समय-सारिणी को बदलने या लागू की जाने वाली प्रक्रिया या प्रणाली को बदलने का अधिकार सुरक्षित रखता है। यह रुचि अभिव्यक्त करने वाले किसी भी पक्ष के साथ मामले पर आगे चर्चा करने से इनकार करने का अधिकार भी सुरक्षित रखता है। रुचि अभिव्यक्त करने वाले व्यक्तियों या संस्थाओं को किसी भी प्रकार की लागत की प्रतिपूर्ति का भुगतान नहीं किया जाएगा।

or any of their respective officers, employees, agents, or advisors.

4. The Bank reserves the right not to proceed with the contract, to change the configuration of the work, 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

**निविदा की अनुसूची (एसओटी)
Schedule of Tender (SOT)**

1.	विभाग का नाम Name of the Department	केन्द्रीय स्थापना अनुभाग, मानव संसाधन प्रबंध विभाग, केंद्रीय कार्यालय CES, HRMD, MRO
2.	निविदा का नाम Tender Name	मुंबई क्षेत्र में स्थित भा.रि.बैं कार्यालयों के लिए स्टेशनरी और प्रिंटिंग सामग्री की आपूर्ति हेतु विक्रेताओं का सूचीबद्धकरण Empanelment of Vendors for supply of Stationery items and Printing material for RBI offices located in Mumbai Region
3.	निविदा का माध्यम Mode of Tender	भरे हुए आवेदन पत्र को सभी आवश्यक दस्तावेजों के साथ सीलबंद लिफाफों में जमा करें। Submission of filled-in applications along with all required documents in sealed covers.
4.	पार्टियों के लिए RBI वेबसाइट पर देखने/डाउनलोड करने के लिए निविदा की उपलब्धता तारीख Date of Tender available to parties for viewing / download on RBI website	16.04.2026 प्रातः 11:00 बजे 11:00 AM of 16.04.2026
5.	बोली-पूर्व बैठक (ऑफ़लाइन) Pre-Bid meeting (offline)	23.04.2026 दोपहर 12:00 बजे 12:00 PM on 23.04.2026
6.	बोली-पूर्व बैठक का स्थान Venue of Pre-Bid meeting	केन्द्रीय स्थापना अनुभाग, मासंप्रवि, भारतीय रिज़र्व बैंक, मुंबई क्षेत्रीय कार्यालय, प्रथम तल, मुख्य भवन, फोर्ट, मुंबई- 400001 Central Establishment Section, Reserve Bank of India, Mumbai Regional Office, Main Building, Fort, Mumbai- 400001
7.	आवश्यक दस्तावेजों सहित सीलबंद लिफाफे में आवेदन जमा करने की अंतिम तिथि। Final Date of submission of sealed cover applications along with necessary documents.	06.05.2026 शाम 05:00 बजे 05:00 PM on 06.05.2026

8.	भाग-। (यानी, तकनीकी-वाणिज्यिक बोली) खोलने की तारीख और समय Date & time of opening of Sealed covers.	07.05.2026 दोपहर 02:30 बजे 02:30 PM on 07.05.2026
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SECTION II

Scope of Work

- 1. Empanelment for stationery items** - for supply of various stationery items including stamp making, computer consumables (restricted to CDs/ Data cards/Pen drives, etc. only).
- 2. Empanelment for Printing material** – for printing Bank’s various small value publications, visiting cards, letter heads, book binding work, photocopying, spiral binding, formatting and designing of pages, printing of registers/notebooks, forms, etc.
- 3. Empanelment Period** – Empanelment is for the period May 15, 2026, to March 31, 2029, subject to review of performance every year.

SECTION III**Pre-Qualification (PQ)/ Eligibility Criteria**

<u>Sl No</u>	<u>Pre-qualification Criteria</u>	<u>Description</u>	<u>Required Documents to Establish Compliance with Pre-Qualification criteria</u>
1	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
2	Experience	Should have minimum 5 years of experience in the field.	Copy of certificate of Registration/ incorporation/ partnership deed/ Shop & Establishment license
3	Annual Turnover	<p>If applying either for Stationery item or Printing Material: Should have annual turnover of ₹25 lakhs for each year during the last three financial years ending March 31, 2025</p> <p>If applying for both Stationery items & Printing material: Should have annual turnover of ₹50 lakhs for each year during the last three financial years ending March 31, 2025.</p>	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.
4	Solvency	Should furnish solvency certificate issued by your banker, specifically for the empanelment, i. For an amount equal to ₹25 lakh if applying either for Stationery item or Printing Material. ii. For an amount equal to ₹50 lakh if applying either for Stationery item or Printing Material.	Banker's solvency certificate (Annex XII)
5	Credibility	Should not have been debarred/ delisted by any Government/ Semi-Government/ PSUs, etc.	Self-declaration to that effect as per format in Annex III should be submitted along with the technical bid.

6	Registration and Licenses required	Must have valid licenses for related trades as applicable, PAN, TIN Number, GST, MSME number, etc., with respective registering authorities.	Copies of relevant certificate/ licenses, issued by the respective authority.
7	Location	Should have own office / establishment in Mumbai/ Navi Mumbai	Documentary proof such as copy of certificate of registration/ incorporation/ shop and Establishment license /partnership deed.
8	Services	Should be able to provide service as and when required.	
Note: Vendors/suppliers currently empaneled 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.

(a) Delivery System: The Vendor shall have a delivery system in place for delivery of Stationery Items to RBI Offices in Mumbai Region.

(b) Billing System: The Vendor should have a computerized billing system.

(c) Notice of termination by the Bank: The Vendor should not have been served the notice of termination of contract by the Bank on the basis of non-performance.

SECTION IV

Terms and Conditions for Empanelment of Vendors for Supply of Stationery Items and Printing Material

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

- a. 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 Stationery items and Printing Material" to The Regional Director, Reserve Bank of India, Stationery Section, Central Establishment Section, Mumbai Regional Office, 1st Floor, Main Building, Shahid Bhagat Singh Marg, Fort Road, Mumbai – 400 001, on or before **05:00 PM of May 06, 2026**.
- b. 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. Information furnished in the application will be kept confidential. The Bank also reserves the right to reject any or all the applications without assigning any reason thereof. Decision of the Bank regarding empanelment of the vendors shall be final and binding.

2. 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.

3. The service providers will arrange to deliver the requirements within a maximum period of 10 (ten) days in case of printed items, whereas 5 days for others as per the Purchase Order (PO) placed by email or any other formal method. 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 department/office placing the order. In case of failure to deliver the requirements within stipulated time / quantity / quality, the service provider shall be liable to bear the risk and cost.

4. The service providers would ensure delivery to RBI offices in Mumbai/ Navi Mumbai only.

5. 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.

6. 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.

7. 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 of printer stationery to any of the Bank's offices in Mumbai Region.

8. Presentation of bills:

- a. The vendor shall present the bills to the respective offices from where the purchase orders were received, or where the supplies have been made. Consolidated Invoices may be submitted on fortnightly basis. A vendor shall submit a single invoice on fortnightly basis covering all the deliveries made during the fortnight period. 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.
- 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/HSN No. etc. and must be certified by the concerned official in RBI, Mumbai/ Navi Mumbai before presenting for payment.

- c. Incomplete bills not accompanied by any of the particulars mentioned in (a) and above will not be entertained.

9. Payment of bill:

- a. 100% payment for the Stationery/services provided shall be released within 45 days on submission of the invoices 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.
- b. 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 XIV.
- c. 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.
- d. 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.
- e. 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.

10. The whole work 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.

11. Penalties

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.

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 supplier, 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.

12. 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.

13. Corrupt, fraudulent, or unethical practices

a) The Vendor shall not offer, give, receive, or solicit anything in cash or kind to influence the action of any official of the Bank involved in the process of empanelment, procurement, or execution of the contract.

b) The Vendor shall not misrepresent any of the fact to influence the empanelment process or execution of contract which shall be detrimental to the Bank's interest.

c) The Bank shall declare a Vendor ineligible, either indefinitely or for a specified period, if it is detected that the Vendor has engaged in corrupt and fraudulent practices in executing the contract.

14. Termination for default

The Bank may, without prejudice to any other remedy for breach of contract, issue a written notice of default to the Vendor, and terminate the Contract in whole or part:

- i. If the Vendor fails to provide any or all the services within the period(s) specified in the Contract
- ii. If the Vendor fails to perform any other obligation(s) under the Contract.
- iii. If the Vendor, in the Bank's view has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- iv. In case of delay in supply or failure or refusal on Vendor's part to supply the stationery within the time as provided in the respective Purchase Order.
- v. In case it is found that any of the supplied items is not of standard quality.
- vi. Over charging the bill.

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

15. Debar/Disqualify

A Vendor is liable for debarment/disqualification from bidding on the following grounds:

- I. If it is determined that the Vendor has committed the following acts or omissions in contravention of the code of integrity:
 - a. Making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process.
 - b. Any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained, or an obligation avoided.

- c. Any collusion bid rigging or anticompetitive behavior that may impair the transparency, fairness and the progress of the procurement process.
- d. Improper use of information provided by the procuring entity to the Vendor with an intent to gain unfair advantage in the procurement process or for personal gain.
- e. Any financial or business transactions between the Vendor and any official of the procuring entity related to tender or execution process of contract: which can affect the decision of the procuring entity directly or indirectly.
- f. Any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process.
- g. Obstruction of any investigation or auditing of a procurement process.
- h. Making false declaration or providing false information for participation in a process or to secure a contract.
- i. Failed to disclose conflict of interest.
 - I. Applicants in two different applications have controlling shareholders in common.
 - II. The applicants (including their personnel and sub- vendor) that have a or family relationship with such members of the RBI Staff who are directly or indirectly involved in the project shall not be awarded the contract.
- j. Failed to disclose any previous transgressions made in respect of the provisions of sub- clause (i) with any public institution / entity in India or any other country during the last three years or of being debarred by any public procuring institution / entity.
- k. If the Vendor has been convicted of an offence - (a) under the Prevention of Corruption Act, 1988; or (b) Bhartiya Nyaya Sanhita (BNS), 2023 or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement contract. Vendor with respect to above conditions, shall submit declaration in format placed at **(Annexure V)**

II. For any actions or omissions by the Vendor other than violation of code of integrity, which in the opinion of the Bank warrants debarment, for the reasons like supply of sub-standard material, non-supply of material, abandonment of works, sub-standard quality of works, failure to abide terms of the tender etc.

III. The Bank reserves right to debar/disqualify the Vendor from participating in any bidding or from supplying stationery to the Bank for a period of three years. However, before doing so the Bank may give a show cause notice to the Vendor and consider reply, if any, submitted by the Vendor to such notice. The decision of the Bank / Regional Director shall be final in this regard.

16. 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, Mumbai Regional Office in this regard shall be final.

17. 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 alleged to be done by the Vendor in execution of or in connection with the work of this contract and due to non-adherence to the terms and conditions as stipulated therein in this document or contract for this purpose 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 alleged to be done in the execution of this contract.

The Vendor shall abide by the job safety measures prevalent in India and shall free the Bank from all demands or responsibilities arising from accidents or loss of life, the cause of which is the Vendor's negligence. The Vendor shall pay all indemnities arising from such incidents without any extra cost to the Bank and will not hold the Bank responsible or obligated.

In case any employee of the Vendor so deployed enters in a dispute of any nature whatsoever, it will be the primary responsibility of the Vendor to settle/contest the same. In case the Bank is made party and is supposed to contest the case, the Bank will be reimbursed for the actual expenses incurred towards Counsel fee and other expenses, which shall be paid in advance by the Vendor to the Bank on demand. Further, the Vendor shall ensure that no financial or any other liability comes on the Bank in this respect of any nature whatsoever and shall keep the Bank indemnified in this respect.

18. Arbitration

- i. In the event of any dispute or difference arising between the parties the same shall be referred to the Regional Director, Reserve Bank of India, Mumbai whose decision in writing, shall be final and binding on both the parties. However, if the parties are still not satisfied, the matter shall be referred to the sole arbitrator mutually agreed by the parties. The arbitration shall be conducted in accordance with the provisions of the Arbitration and Conciliations Act, 1996 or any statutory modifications or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause. The award of the arbitrator shall be final and binding on the parties.
- ii. The venue of the arbitration shall be Mumbai. The fees, if any, of the arbitrator shall, if required to be paid before the award is made and published, be paid half and half by each of the parties. The cost of the reference and of the award (including the fees, if any, of the arbitrator) shall be in the discretion of the arbitrator who may direct to any by whom and in what manner, such costs or any part thereof shall be paid and fix or settle the amount of costs to be so paid.
- iii. All disputes shall be subject to the legal jurisdiction of the Court at Mumbai only. Alternate settlement modes can be used for settling any legal dispute with mutual consent only.
- iv. During the arbitration proceedings, the Vendor shall continue to discharge his contractual obligation under this agreement, unless dispensed by the Bank.

19. Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013:

- i. 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 employees within the premises of the Bank, the complaint shall be referred to the appropriate committee constituted under the said act. The Vendor shall be responsible for educating its employees or agent or supply men about prevention of sexual harassment at workplace and related issues. The Vendor shall ensure appropriate action under the said act in respect of the complaint.
- ii. 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.
- iii. The Vendor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees or agents or supply men of the contractor, for instance any monetary relief to Bank’s employee, if sexual violence by the employee of the contractor is proved.
- iv. The Vendor shall be responsible for educating its employees or agents or supply men about prevention of sexual harassment at workplace and related issues.
- v. The Vendor shall provide a complete and updated list of its employees who are deployed within the Bank’s premises.

20. Compliance with the Rule 144(xi) of General Financial Rules 2017 (GFR 2017)

Compliance with the Rule 144(xi) of GFR 2017 inserted vide Office Memorandum (OM) F. No. 6/18/2019-PPD dated July 23, 2020, issued by Public Procurement Division, Department of Expenditure, Ministry of Finance, Government of India, the Public Procurement Orders issued in furtherance thereto, and their subsequent revisions shall be mandatory.

In this regard, Vendor shall submit a copy of Undertaking / Declaration / Certificate on their letter head duly signed by the authorized signatory in the format given in this document. **(Annexure XIII)**

If the Undertaking / Declaration / Certificate submitted by the Vendor is found to be false, his/her/its tender / work order shall be immediately terminated, and legal action in accordance with law including forfeiting of Earnest Money Deposit / invoking of Performance Bank Guarantee / Security Deposit may be initiated and the Bank may also debar the Vendor from participating in the tenders invited by the Bank in future.

21. Statutory compliance to Labour laws

The Bidder 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 bidder 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. Bidder'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 losses or expenses, which it may have to suffer or incur on account of such claims, demand, loss or injury, from the bidder's monthly payment.

22. Sub-Contract

The authorized/successful Vendor(s) shall not resort to sub-contracting of any order/purchase order received from the Bank.

23. Insolvency or death of bidder

In the event of the bidder being adjudged insolvent or going voluntarily into liquidation or having received order or other order under the Insolvency Act made against him or, in the name of a Company or, the passing of any resolution, or making of any order for winding up whether voluntarily or otherwise, or in the event of the Vendor failing to comply with any of the conditions herein specified, the Bank shall have the power to terminate the contract without any previous notice. The Vendor's heirs / representatives shall not, have the right to continue to perform the duties or engagements of the Vendor or under the contract in case of his death without the consent in writing of the Bank. In the event of the Vendor, with such consent aforesaid,

transferring his business, and in the event of the Vendor being a company and being wound up any time during the period of this contract for the purpose and with the object of transferring its business to any persons or a company, the Vendor shall make it one of the terms and stipulations of the contract for the transfer of this properties and business, that such other person or company, shall continue to perform the duties or engagements of the Vendor under this contract and be subject to his liabilities there under. The proof of death and other relevant documents to this effect shall be submitted to the Bank, in writing. Without prejudice to any of the rights or remedies under this contract, in case of sole proprietorship concern if the Vendor dies, the Bank shall have the option of terminating the contract without compensation to the legal heirs, which does not amount to the Breach of contract.

24. The Vendor shall ensure compliance to the other applicable statutory provisions also.

25. 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.

26. All the expenses required for execution of this contract shall be borne solely by the Vendors/supplier.

27. Non-Disclosure Clause

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 during discharging contractual obligations in connection with this agreement, to any third party and shall always hold the same in the strictest confidence. The vendor shall abide by the provisions of DPDP Act, 2025, as applicable. 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 indemnify the Bank for any loss suffered by the Bank as a result of disclosure of any confidential information. Failure to observe the above, shall be treated, as breach of contract on the part of the Vendor and the Bank shall be entitled to claim damages and pursue legal remedies. 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 shall survive the expiry or termination of this agreement for whatever reason.

28. The Bank reserves the right to modify, amend or supplement this document including the formats and Annexures.

29. All disputes arising out of this agreement shall be deemed to have arisen at Mumbai and only Courts in Mumbai shall have the jurisdiction to determine the same.

30. Termination Policy

- a) The Bank reserves the right to levy penalty and even remove the vendor from empanelment with a notice of 10 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.
- 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 from the list after a period of 30 days from the day of acceptance by the Bank.

The Bank reserves the right to terminate the contract with immediate effect for non-fulfilment of the agreed terms and conditions by the vendor. It shall be the duty of the Vendor to remove all the persons deployed by him on termination of the contract on any ground whatsoever and ensure that no person create any disruption / hindrance / problem of any nature to Reserve Bank of India.

31. The successful vendor shall be liable to pay the appropriate and required stamp duty amount on the said agreement in accordance with the Stamp laws in force in Maharashtra. Any pecuniary liability incurred by the Bank either as additional stamp duty, penalty or due to inadequacy or inappropriateness of the stamp duty paid by the vendor shall devolve on the vendor and the Bank shall be entitled to recover the amount from the Performance Bank Guarantee or from the bills raised by the vendor or in any other lawful manner.

32. Language of Tender:

The Tender prepared, as well as all correspondence and documents relating to the Tender exchanged by the Bidder/vendor and RBI and supporting documents and printed literature shall be in English / Hindi language only. The agreement signed shall be both in English and Hindi; and in case of any contention with regard to any of the

terms of the agreement, the interpretation arising out of the agreement executed in English language shall prevail.

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 **April 23, 2026, at 12.00 PM.** at Main Office Premises of Reserve Bank of India, Mumbai regional Office to discuss/clarify any queries about the tender. All the intending Vendors are advised to attend the meeting. In this regard, the Vendors are requested to send an intimation regarding their participation in the pre-bid meeting to stationerymro@rbi.org.in

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.

Tender document: The tender document shall be treated as part and parcel of the empanelment. (Contract agreement)

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 at least Three Organisations (**Annex VI**).
6. Generic e-mail id and escalation Matrix (**Annex VII**).
7. Undertaking for compliance with instructions/orders issued by Government of India (**Annex VIII**).
8. Client certificate regarding supply of Stationery by the bidder (**Annex IX**).
9. Details of work / supplies for last Three Years (**Annex X**).
10. Proforma of Client's Certificate Regarding Performance (on client's letter Head) (**Annex XI**).
11. Banker's Certificate (**Annex XII**).
12. Proforma for Undertaking / Declaration / Certificate by the Vendor regarding country sharing land border with India (**Annex XIII**)
13. Detail(s) of Bankers (**Annex XIV**).
14. Terms and conditions duly signed and stamped on each page (**Section IV of Tender Document**).
15. 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)
16. Copy of Memorandum and Articles of Association (in case of companies registered under the Companies Act, 1956)/Partnership Deed (in case of partnership firms)
17. 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.
18. 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).
19. 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 Form/ Letter

Application for Empanelment of Vendors:

To

The Regional Director
Reserve Bank of India
Stationery Section (CES)
Mumbai Regional Office
1st Floor, Main Building
Shahid Bhagat Singh Marg
Mumbai - 400001

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 (including Computer items)
- 2. Printing material (including Rubber stamps)

1	Name of the Applicant/ Organisation	
	Address of the registered Office	
	Address of the Office/ agency in Mumbai/ Navi Mumbai	
	Land Line Number(s)	1. 2.
	Mobile Number (s)	1. 2.
	e-mail ID	
2	Type of Organisation (Proprietorship 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 vendors.
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 vendor 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 vendors 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 Mumbai.
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 enquires 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
Mumbai Regional Office
1st Floor, Main Office
Building Shahid Bhagat
Singh Marg Fort,
Mumbai. 400001

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
Mumbai Regional Office

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 VI: Supply of Stationery/ Printing Items to at least three organizations

Supply of Stationery to at least three organizations from April 2023 (Documentary evidence to be uploaded).

Name of the Bidder _____

Sr.No.	Name of the Client	Value of Stationery of supplied	Client's Contact person details, Name, Email id, Tel. No., Address	Period of Supply
1.				
2.				
3.				
4.				

Signature

(Name and Designation)

Date:

Annex VII: Generic e-mail id and escalation Matrix

Name of Company:

Sr. No	Name	Designation	Full Office address, Fax No.	Phone Number	Mobile No	Fax No	Email address
		First level Contact					
		Second level Contact (If response is not received in 24 Hours)					

Any change in designation, substitution will be informed by us immediately.

Signature

Name of representative
Designation, Company Seal

Annex VIII: Undertaking for compliance with instructions/orders issued by Government of India

(On company's letterhead)

The Regional Director
Reserve Bank of India
Mumbai Regional Office
1st Floor, Main Office Building
Shahid Bhagat Singh Marg
Fort, Mumbai. 400001

Dear Sir,

Subject: Tender for Empanelment of Vendors for supply of Stationery items and Printing material for RBI offices located in Mumbai Region

This bears reference to our quotation Ref. _____ Dated _____.

2. We warrant that all the products offered to RBI are compliant with instructions/orders issued by Government of India from time to time. We shall be fully responsible for this. If found non-compliant with any instructions/orders issued by Government of India, we shall be liable to be penalized.

Yours faithfully

Signature

(Name & Designation)

Date:

Annex IX: Client certificate regarding supply of Stationery by the bidder

(On Client Company's Letterhead)

A Certificate from the Client Organization regarding the supply of Stationery by the bidder:

Quality of Stationer supplied:

Timely Delivery:

Duration of the commercial relationship between the bidder and the client (for supply of Stationery):

Any other remarks:

Annex X: Details of work / supplies for last Three Years

Client wise details shall be furnished as below:

Sl. No.	Details of Work	Value of work (₹)	Start Date & Completion Date	Name of organization for which the supply was done

Annex XI: Proforma of Client's Certificate Regarding Performance (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
 - c) Adherence to timelines
 - d) Quality of work
 - e) General behaviour

***Countersigned'**

Signature of the competent Authority with office seal

Name & Designation:

Contact numbers:

Annex XII: Banker's Certificate

To
Regional Director,
Reserve Bank of India,
Mumbai Regional Office
Fort, Mumbai -400 001.

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 XIII: Proforma for Undertaking / Declaration / Certificate by the Vendor regarding country sharing land border with India

(To be submitted by Vendors on their letter head duly sealed and signed by the authorized signatory)

To
The Regional Director
Reserve Bank of India
Mumbai Regional office

Name of Work:

I / We (Name and address, including Country of location of Vendor) have read and understood the contents of the Office Memorandum (OM) F. No. 6/18/2019-PPD dated July 23, 2020 and its subsequent orders / revision issued by Public Procurement Division, Department of Expenditure, Ministry of Finance, Government of India regarding the restrictions on procurement from a Vendor of a country which shares a land border with India.

2. I / We certify that (Name of the Vendor)

i. is not from a country sharing land border with India, or

ii. is from a country sharing land border with India and has been registered with the Competent Authority, the certificate of which is enclosed, or

iii. is from a country sharing land border with India where Government of India has extended lines of credit, or

iv. is from a country sharing land border with India where Government of India is engaged in development projects.

(Strikeout whichever of the above is not applicable).

3. I / We further certify that (Name of Vendor) fulfils all requirements in this regard and is eligible to be considered under the provision of the above referred Office Memorandum and its subsequent orders / revision. I/We also undertake that even in case of contracts where we are permitted by the Bank/RBI to sub- contract I / we(Name of Vendor) will not sub-contract any work to a contractor from country(ies) sharing land border with India, unless such contractor fulfils all the requirements contained in the above referred office memorandum / order.

4. I/We know and understand 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 authorized signatory
of the Vendor with Rubber Stamp)

Date:

Place:

Annex XIV: Details of Bankers

(To be given on applicant's letterhead)

Particulars	Banker 1	Banker 2
Name of the Bank, Branch and complete postal Address including IFSC and e-mail id.		
Name of account holder/ firm		
Type of Account and Account No.		
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.		