



वित्तीय समावेशन और विकास विभाग / FIDD
भारतीय रिज़र्व बैंक / Reserve Bank of India
कोलकाता / Kolkata

पश्चिम बंगाल राज्य के 4 जिलों अर्थात पश्चिम बर्धमान, पूर्व बर्दवान, पूर्व मेदिनीपुर और उत्तर 24 परगना में 7 दिनों तक चलने वाली एलईडी डिस्प्ले वैन के माध्यम से वित्तीय साक्षरता संदेशों के प्रसार के लिए सीलबंद कोटेशन का निमंत्रण

भारतीय रिज़र्व बैंक "पश्चिम बंगाल राज्य के 4 जिलों अर्थात पश्चिम बर्धमान, पूर्व बर्दवान, पूर्व मेदिनीपुर और उत्तर 24 परगना में 7 दिनों तक चलने वाली एलईडी डिस्प्ले वैन के माध्यम से वित्तीय साक्षरता संदेशों का प्रसार" कार्य के लिए मुहरबंद कोटेशन आमंत्रित करता है और इसे क्षेत्रीय निदेशक, भारतीय रिज़र्व बैंक, वित्तीय समावेशन और विकास विभाग, आठवीं मंजिल, 15 एन.एस. रोड, कोलकाता को संबोधित किया जाना चाहिए।

2. उपर्युक्त कार्य की अनुमानित लागत **₹4,60,000.00 (चार लाख साठ हजार रुपये मात्र)** है।

3. ठेकेदार निम्नलिखित चार (4) जिलों: पश्चिम बर्धमान, पूर्व बर्दवान, पूर्व मेदिनीपुर और उत्तर 24 परगना में से प्रत्येक में सात (7) दिनों की अवधि के लिए एक एलईडी डिस्प्ले वैन का उपयोग करके वित्तीय साक्षरता संदेश प्रदर्शित करेगा। प्रत्येक जिले में प्रदर्शन की प्रारंभ तिथि बैंक द्वारा अधिसूचित की जाएगी और ठेकेदार को सूचित की गई तिथियों का पालन करना होगा।

4. सीलबंद लिफाफे में कोटेशन 16 दिसंबर, 2025 को दोपहर 12:00 बजे से पहले, 8 वीं मंजिल, वित्तीय समावेशन एवं विकास विभाग, भारतीय रिज़र्व बैंक, 15, एन.एस. रोड, कोलकाता-700001 (पश्चिम बंगाल) में रखे गए टेंडर बॉक्स में जमा/डाला जाना चाहिए। कोटेशन के ऊपर "पश्चिम बंगाल राज्य के 4 जिलों, अर्थात् पश्चिम बर्धमान, पूर्व बर्धमान, पूर्व मेदिनीपुर और उत्तर 24 परगना में 7 दिनों के लिए चलने वाली एलईडी डिस्प्ले वैन के माध्यम से वित्तीय साक्षरता संदेशों के प्रसार हेतु सीलबंद कोटेशन" लिखा होना चाहिए। कोटेशन सीलबंद लिफाफे में जमा किया जाना चाहिए जिसमें ईएमडी (डीडी/एनईएफटी) का प्रमाण, सभी वाणिज्यिक नियम व शर्तें और मूल्य बोली शामिल होनी चाहिए।

5. बोलीदाताओं को ₹9,200/- (नौ हजार दो सौ रुपये मात्र) की बयाना राशि डीडी/एनईएफटी के माध्यम से जमा करनी होगी। सफल ठेकेदार की बयाना राशि कार्य पूरा होने तक बिना किसी ब्याज के रोक ली जाएगी और अनुबंध के संतोषजनक समापन के बाद अंतिम भुगतान बिल के साथ जारी कर दी जाएगी। असफल फर्मों की बयाना राशि सफल ठेकेदार को अनुबंध दिए जाने के बाद उन्हें वापस कर दी जाएगी। बयाना राशि जमा करने की अंतिम तिथि 16 दिसंबर, 2025, दोपहर 12:00 बजे तक है।

6. यह कोटेशन 17 दिसंबर, 2025 को 15:00 बजे उन आपूर्तिकर्ताओं की उपस्थिति में खोला जाएगा जो उपस्थित रहना चाहते हैं।

7. यदि प्रत्येक वस्तु की दर समान पाई जाती है, तो भारतीय रिज़र्व बैंक बोलीदाताओं के बीच ऑर्डर को विभाजित करने का अधिकार सुरक्षित रखता है और बैंक को वस्तुवार न्यूनतम बोली पर विचार करने का अधिकार सुरक्षित है। बैंक बिना कोई कारण बताए किसी भी या सभी कोटेशन को स्वीकार या अस्वीकार करने का अधिकार भी सुरक्षित रखता है।

8. दर सीलबंद कोटेशन खोलने की तारीख से 03 महीने के लिए वैध होनी चाहिए।

स्थान: कोलकाता

तारीख: , 2025.

पश्चिम बंगाल और केंद्र शासित प्रदेश
अंडमान और निकोबार द्वीप समूह के
लिए क्षेत्रीय निदेशक

SCHEDULE OF TENDER (SOT)

कोटेशन प्राप्त करने का तरीका	ऑफलाइन
कार्य की अनुमानित लागत	₹4,60,000.00 (चार लाख साठ हजार रुपये मात्र)
पार्टियों के लिए कोटेशन की तिथि आरबीआई वेबसाइट से डाउनलोड करने के लिए उपलब्ध है (समय देखें)	25 नवंबर, 2025 शाम 5:00 बजे से
बयाना राशि	₹9200/- (केवल नौ हजार दो सौ रुपये) एनईएफटी के माध्यम से भारतीय रिज़र्व बैंक, कोलकाता के पक्ष में <u>NEFT के लिए विवरण</u> खाता संख्या - 186003001 IFSC कोड - RBISOLKPA01 (पाँचवाँ और दसवाँ अक्षर शून्य है) (fiddkolkata@rbi.org.in पर अंतरंग/अग्रेषित लेनदेन विवरण)
कोटेशन प्रस्तुत करने की प्रारंभिक तिथि	28 नवंबर, 2025 सुबह 10:00 बजे से
ईएमडी जमा करने की अंतिम तिथि	16 दिसंबर, 2025 को 12:00 बजे तक
सीलबंद कोटेशन जमा करने की अंतिम तिथि	16 दिसंबर, 2025 को 12:00 बजे तक
कोटेशन खोलने की तिथि और समय	17 दिसंबर, 2025 को 15:00 बजे

भविष्य में जारी किए जाने वाले किसी भी संशोधन/शुद्धिपत्र को केवल RBI वेबसाइट पर ही अधिसूचित किया जाएगा।



**Reserve Bank of India
Financial Inclusion and Development Department
Kolkata**

Sealed quotation for “Dissemination of financial literacy messages, through LED Display Van plying across 4 districts of the state of West Bengal i.e. Paschim Bardhaman, Purba Burdwan, Purba Medinipur and North 24 Parganas for 7 days”

Techno-Commercial – Bid

Name of the Bidder : _____

Address: _____

Last Date of Submission: December 16, 2025 till 12.00 Hrs

Financial Inclusion and Development Department

8th floor, Reserve Bank of India, 15, N.S. Road, Kolkata-700001, West Bengal, India.

This document is the property of Reserve Bank of India (RBI). It may not be copied, distributed or recorded on any medium, electronic or otherwise, without the RBI's written permission thereof, except for the purpose of responding to RBI for the said purpose. The use of the contents of this document, even by the authorized personnel / agencies for any purpose other than the purpose specified herein, is strictly prohibited and shall amount to copyright violation and thus, shall be punishable under the Indian Law.

Form of Tender

Place _____

Date _____

Shri Sudhanshu Prasad

Regional Director

Reserve Bank of India

Kolkata - 700001

Dear Sir,

We have carefully examined the specifications and schedule of quantities relating to the works specified in the memorandum hereinafter set out and having visited and examined the site of the works specified in the said memorandum and having acquired the requisite information relating thereto as affecting the quotation. We hereby offer to execute the works specified in the said memorandum within the time specified in the said memorandum at the rates mentioned in the attached Schedule of Quantities and in accordance in all respects with specifications and instructions in writing referred to in articles of agreement, general instructions to the bidders and special conditions, conditions hereinbefore referred to, specifications, data sheet and schedule of quantities and with such materials as are provided for, by and in all other respects, in accordance with such conditions so far as they may be applicable.

MEMORANDUM

(a)	Description of works	“Dissemination of financial literacy messages, through LED Display Van plying across 4 districts of the state of West Bengal i.e. Paschim Bardhaman, Purba Burdwan, Purba Medinipur and North 24 Parganas for 7 days”
(b)	Estimated cost	₹4.60 lakh
(c)	Mode of payment	As per clause of commercial condition
(d)	Earnest Money	₹9,200/-
(e)	Time period for the work	07 days

2. We also agree that our Quotation will remain valid for acceptance by the Bank for 90 days from the date of opening of the Quotation and this period of validity can be extended for such period as may be mutually agreed between the Bank and us in writing.
3. Should this Quotation be accepted, we hereby agree to abide by and fulfil all the Terms and provisions of the said Conditions of the contract annexed hereto so far as they may be applicable and in default thereof, and pay to you or your successors, or assignees or nominees such sums of money as are stipulated in the said conditions.
4. We understand that you reserve the right to accept or reject any or all the Quotations either in full or in part without assigning any reason therefor.
5. We have deposited a sum of Rs.9200/- as earnest money with the Reserve Bank of India, which amount is not to bear any interest. Should we fail to execute the Contract when called upon to do so, we do hereby agree that this sum shall be forfeited by the Reserve Bank of India.

Dated this _____ day of _____ 2025

For and on behalf of M/s _____

(Signature with seal)

Name _____

Designation _____

Place _____

Date _____

(Certified true copy of the Power of Attorney of the above signatory should be enclosed).

Witnesses

(1) Signature with

name, address and date

(2) Signature with

name, address and date _____

Commercial Terms and Conditions

Sealed Quotations are invited for “Dissemination of financial literacy messages, through LED Display Van plying across 4 districts of the state of West Bengal i.e. Paschim Bardhaman, Purba Burdwan, Purba Medinipur and North 24 Parganas for 7 days” and should be addressed to, The Regional Director, Reserve Bank of India, Financial Inclusion and Development Department, Eighth Floor, 15 N.S. Road, Kolkata. The quotation in sealed cover should reach this office by December 16, 2025 till 12.00 Hrs super scribing **“Sealed Quotation for “Dissemination of financial literacy messages, through LED Display Van plying across 4 districts of the state of West Bengal i.e. Paschim Bardhaman, Purba Burdwan, Purba Medinipur and North 24 Parganas for 7 days”**. The work is estimated to cost ₹4.60 lakh

2. Eligibility Criteria:

- a. Only those bidders/vendors who are qualified for the work as per pre-qualification criteria stipulated below are eligible to participate. Bidders are advised to submit the documents in support of their eligibility for the tender during the submission.

3. Pre-Qualification Criteria:

- a. Criteria of Minimum experience in the field: 5 years (Certificate of Incorporation or, Memorandum/Articles of Association along with documentary proof to be provided)
- b. Should have turnover of minimum ₹4.60 lakhs for each year during the last three financial years. (Audited balance sheets and Income tax return of last three financial years have to be provided).
- c. Experience of having successfully completed similar works during last 5 years should be either of the following
 - (i) Three similar type of works costing not less than the amount equal to 40% of the estimated cost (₹4.60 lakh) i.e. ₹1.84 lakh **or**
 - (ii) Two similar type of works costing not less than the amount equal to 50% of the estimated cost (₹4.60 lakh) i.e. ₹2.30 lakh **or**
 - (iii) One similar type of work not less than the amount equal to 80% of the estimated cost (₹4.60 lakh) i.e. ₹3.68 lakh during last 5 years works completed on or after October 31, 2020.
- d. Should be able to provide service as and when required and should be based in Kolkata

4. The Contractor shall display the financial literacy messages using an LED display van for a period of seven (7) days in each of the following four (4) districts: Paschim Bardhaman, Purba Burdwan, Purba Medinipur, and North 24 Parganas. The commencement date for display in each district shall be notified by the Bank and the Contractor shall comply with the dates so communicated.
5. The quotation along with the acceptance of Terms and Conditions (in a sealed envelope) in sealed cover shall be submitted / dropped in the tender box kept at the 8th Floor, Financial Inclusion and Development Department, Reserve Bank of India, 15, N.S. road, Kolkata- 700001 (West Bengal) not later than 12:00 Hrs on December 16, 2025 super scribing "Sealed Quotation for Dissemination of financial literacy messages, through LED Display Van plying across 4 districts of the state of West Bengal i.e. Paschim Bardhaman, Purba Burdwan, Purba Medinipur and North 24 Parganas for 7 days". The quotation shall be submitted in sealed envelope containing proof of EMD (DD/NEFT), all commercial terms and conditions and price bid.
6. The bidders shall pay as Earnest Money a sum of ₹9,200/- (Rupees Nine Thousand Two Hundred only) through DD/ NEFT. The EMD of the successful contractor will be held without any interest till the completion of the work and released along with final bill of payment after satisfactory completion of the contract. The EMDs of non-successful firms will be returned to them after award of contract to successful contractor. The last date of submission EMD is December 16, 2025 until 12:00 Hrs. Proof of remittance with transaction number (scanned copy) shall be sent to e- mail id "fiddkolkata@rbi.org.in" on or before 12.00 Hrs on December 16, 2025 superscripted as "EMD for Dissemination of financial literacy messages, through LED Display Van plying across 4 districts of the state of West Bengal i.e. Paschim Bardhaman, Purba Burdwan, Purba Medinipur and North 24 Parganas for 7 days"
7. The quotation will be opened on December 17, 2025 at 15:00 Hrs in the presence of suppliers who choose to be present.
8. The Reserve Bank of India reserves its right of splitting the order among bidders if rate is found to be same for each item and bank reserves its right to consider item wise lowest offer. The Bank also reserves the right to accept or reject any or all quotations without assigning any reasons, whatsoever.
9. The rate should be valid for 03 months from the date of opening of sealed quotation.

General Instructions to Bidders and Special Conditions

1. Quotation shall remain open to acceptance by the RBI for a period of three months from the date of opening of the quotation period, which may be extended by mutual agreement and the firm shall not cancel or withdraw the quotation during this period. The quoted rates shall be valid for a period of one year from the date of opening of quotation.
2. On receipt of intimation from RBI of acceptance of his/her/their quotation, the firm shall ensure that the display of the approved financial literacy messages through LED Display Van plying across 4 districts of West Bengal i.e. Paschim Bardhaman, Purba Burdwan, Purba Medinipur and North 24 Parganas shall start within **10 days** from the date of receipt of intimation from the RBI.
3. The bidder shall pay as Earnest Money Deposit (EMD) a sum of **₹9,200/- (Rupees Nine Thousand and Two Hundred only) by NEFT/Demand Draft (DD)** drawn on a scheduled bank in favour of Reserve Bank of India, Kolkata, payable at Kolkata. A quotation not accompanied by such Earnest Money shall not be considered. The EMD of the firm shall be held by the Reserve Bank of India as security for the execution and fulfilment of the contract. No interest shall be paid on the said deposit. Under no circumstances the EMD will be accepted in the form fixed deposit receipts or insurance guarantee or cheque or cash. The EMD will be returned to the firm if its quotation is not accepted but without any interest. The details of NEFT are as follows:

Beneficiary name: **Reserve Bank of India, Kolkata**

IFSC: **RBIS0KLPA01 (Numeric Zero at 5th and 10th place from left)**

A/c No. **186003001**

4. Rates should be quoted both in figures and words. Rates shall include all applicable taxes and charges, such as toll tax, statutory charges, fuel charges, driver charges and other related fees. All alterations made while submitting the quotation must be attested by initials and seal of the firm. Overwriting of figures is not permitted and failure to comply with either of these conditions shall render the quotation null and void at RBI's option. No advice of any change in rate or conditions after the opening of the quotation shall be entertained.
5. **Forfeiture of EMD:** EMD will be forfeited in the following situations:
 - a) If the vendor/contractor/firm withdraws quotation after opening of the quotation.
 - b) If the vendor/contractor/firm fails to commence the work awarded to him/her within the prescribed time limit.
6. **Refund of EMD:**
 - a) Earnest Money Deposit of all firms other than successful firm whose quotation has been accepted shall be refunded on cancellation of quotation or on award of work to the successful firm, whichever is earliest.
 - b) Earnest Money deposited by successful firm shall be retained as Security Deposit till the fulfilment of contract.
7. The EMD of the successful firm will be forfeited if it fails to comply with any of the conditions of the contract.

8. RBI does not bind itself to accept the lowest or any quotation and reserve to itself the right to accept or reject any or all the quotations, either in whole or in part, without assigning any reasons for doing so.
9. All disputes arising out of or in any way connected with this arrangement shall be deemed to have arisen at Kolkata and courts only in Kolkata shall have jurisdiction to determine the same.
10. Terms of Payment–The RBI shall release the payment to the successful firm within **30 days** from the date of receipt of the bill that is accurate and complete in all respects, after completion of the entire work.
11. All payments by the RBI under this contract will be made only at Kolkata.
12. Non-disclosure clause–The contractor/firm shall not disclose directly or indirectly any information, materials and details of the RBI's infrastructure/systems/equipment etc., which may come to the possession or knowledge of the contractor/firm during the course of discharging its contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The contractor/firm 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 contractor/firm shall not publish, permit to be published, or disclose any particulars of the work in any trade or technical paper or elsewhere without the previous written consent of the RBI. The contractor/firm shall indemnify the RBI for any loss suffered by the RBI 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 contractor/firm and the RBI shall be entitled to claim damages and pursue the legal remedies.
13. The contractor/firm 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.
14. The contractor's/firm's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of the agreement for whatever reasons.
15. The terms and conditions enumerated, and details above have been read and understood by the contractor/firm and he/she/they fully agree with to comply with each of the aforementioned terms and conditions.
16. Details of the EMD Deposited with Reserve Bank of India in connection with the work **'Dissemination of financial literacy messages, through LED Display Van plying across 4 districts of the state of West Bengal i.e., Paschim Bardhaman, Purba Burdwan, Purba Medinipur and North 24 Parganas for 7 days'**.

Details of deposit of EMD	
Name of the Firm	
Amount deposited as EMD (in ₹)	
Mode of deposit of EMD (Demand Draft/NEFT) *	
UTR No. (in case of deposit of EMD by NEFT) Please write "NA" if not applicable	
Demand Draft No. (in case of deposit of EMD by Demand Draft) Please write "N.A" if not applicable	

*Please furnish in original the relevant Challan (in case of deposit of EMD by NEFT) or the relevant Demand Draft (in case of deposit of EMD by Demand Draft)

17. Scope of Work:

- (i) LED Van will travel in the districts of Paschim Bardhaman, Purba Burdwan, Purba Medinipur and North 24 Parganas. Detailed route map will be provided later.
- (ii) The LED Van should be on road from 10:30 AM to 6:30 PM. i.e. for 8 hours covering 60 Kms a day.
- (iii) The LED Van should be equipped with GPS tracking facility/ photos with GPS location so that the movement of the vehicle can be tracked.
- (iv) Photos of the vehicle at important locations should be provided.
- (v) Leaflets/ booklets of awareness materials may be distributed among the visitors by the person deputed by the vendor.
- (vi) Payment will be made by RBI on submission of bill after completion of the work.
- (vii) RBI reserves the right to cancel the order without furnishing any reason therefor.
- (viii) For any down-time due to non-functioning of the display units bill should be adjusted accordingly.
- (ix) Materials/ information/ digital contents will be provided by RBI. Necessary technical details may be provided in advance for smooth functioning of the display unit.



**Reserve Bank of India
Financial Inclusion and Development Department
Kolkata**

Sealed quotation for “Dissemination of financial literacy messages, through LED Display Van plying across 4 districts of the state of West Bengal i.e. Paschim Bardhaman, Purba Burdwan, Purba Medinipur and North 24 Parganas for 7 days”

Price - Bid

Name of the Bidder : _____

Address: _____

Last Date of Submission: December 16, 2025 till 12.00 Hrs

Financial Inclusion and Development Department

8th floor, Reserve Bank of India, 15, N.S. Road, Kolkata-700001, West Bengal, India.

This document is the property of Reserve Bank of India (RBI). It may not be copied, distributed or recorded on any medium, electronic or otherwise, without the RBI's written permission thereof, except for the purpose of responding to RBI for the said purpose. The use of the contents of this document, even by the authorized personnel / agencies for any purpose other than the purpose specified herein, is strictly prohibited and shall amount to copyright violation and thus, shall be punishable under the Indian Law.

Bill of Quantity (BOQ)

Sr. No.	Description	Qty.	Units	Rate	Amount
1	Dissemination of financial literacy messages, through LED Display Van plying across 4 districts of the state of West Bengal i.e. Paschim Bardhaman, Purba Burdwan, Purba Medinipur and North 24 Parganas for 7 days	01	Job		
				Total	
In words: -					

Note: All the above rates are inclusive of all GST, toll charges, driver charges, fuel charges, statutory charges, fitting, labour charges etc.

Place:

Date:

Signature and seal of contractor with full address