



भारतीय रिजर्व बैंक  
मानव संसाधन प्रबंधन विभाग,  
सेंट्रल विस्टा, सेक्टर-17, चंडीगढ़ – 160017  
<https://www.rbi.org.in>

### ई-निविदा सूचना

भारतीय रिजर्व बैंक, चंडीगढ़ में कार्यालयीन उपयोग हेतु कंप्यूटर सामग्री (प्रिंटर कार्ट्रिज) की आपूर्ति हेतु ई-निविदा (ई-निविदा सं.: आरबीआई/चंडीगढ़ क्षेत्रीय कार्यालय/मा.सं.प्र.वि./3/25-26/ईटी/888[प्रिंटर कार्ट्रिज की आपूर्ति])

भारतीय रिजर्व बैंक, चंडीगढ़ (जिसे इसके बाद "बैंक" कहा गया है) मूल उपकरण निर्माता (ओईएम) अर्थात् ब्रांड (एचपी, कैनन, ब्रदर और ज़ेरॉक्स, आदि) के ऐसे अधिकृत वितरक / भागीदार से ई-निविदा के माध्यम से दो भागों में निविदाएं आमंत्रित करता है जो चंडीगढ़ में स्थित बैंक के कार्यालय में कंप्यूटर संबंधी सामग्रियों (प्रिंटर कार्ट्रिज) की आपूर्ति के लिए निर्धारित पात्रता मानदंडों को पूरा करते हैं।

2. यह एक खुली निविदा है। तथापि, केवल वे बोलीदाता/वेंडर, जो निविदा में निर्धारित पात्रता मानदंडों को पूरा करते हैं, इस निविदा में भाग लेने के पात्र हैं। इसके अलावा, केवल वही फर्म निविदा प्रक्रिया में भाग ले सकेंगी, जो एमएसटीसी पोर्टल पर पंजीकृत हैं। निविदा दस्तावेज डाउनलोड के लिए भारतीय रिजर्व बैंक की वेबसाइट <https://www.rbi.org.in> पर उपलब्ध है।

3. इच्छुक और पात्र निविदाकर्ताओं को <https://www.mstcecommerce.com/eprocn/> पर सभी आवश्यक दस्तावेज अपलोड करने हैं। ऐसी फर्म जो पात्रता मानदंडों का पालन नहीं करती हैं और/या निर्धारित तिथि और समय तक ईएमडी जमा नहीं करती हैं उन फर्मों की निविदा के भाग-॥ को खोलने पर विचार नहीं किया जाएगा।

4. निविदा की अनुसूची निम्नानुसार है:

A	ई-निविदा सं.	आरबीआई/चंडीगढ़ क्षेत्रीय कार्यालय/मा.सं.प्र.वि./3/25-26/ईटी/888
B	निविदा का माध्यम	ई-प्रोक्योरमेंट सिस्टम (ऑनलाइन भाग । - तकनीकी-वाणिज्यिक बोली और भाग ॥ - वित्तीय बोली <a href="https://www.mstcecommerce.com/eprocn">https://www.mstcecommerce.com/eprocn</a> के माध्यम से)
C	निविदा का अनुमानित मूल्य	₹40.00 लाख (जीएसटी सहित)
D	पक्षकारों के लिए रिजर्व बैंक की वेबसाइट से डाउनलोड हेतु उपलब्ध निविदा आमंत्रण सूचना की तारीख	22 जनवरी, 2026 (गुरुवार)
E	भाग-। (तकनीकी-वाणिज्यिक बोली) और भाग-॥ (मूल्य बोली) को <a href="https://www.mstcecommerce.com/eprocn/">https://www.mstcecommerce.com/eprocn/</a>	22 जनवरी, 2026 (गुरुवार)



	पर प्रस्तुत करने के लिए ई-निविदा के आरम्भ होने की तारीख	
F	बोली-पूर्व बैठक	29 जनवरी 2026 (गुरुवार) को पूर्वाह्न 11:00 बजे
G	बोली-पूर्व बैठक का स्थान	मानव संसाधन प्रबंधन विभाग, तीसरी मंजिल, भारतीय रिज़र्व बैंक, सेक्टर-17, चंडीगढ़
H	बयान जमा राशि का ब्यौरा	<b>₹80,000.00</b> (रुपये अस्सी हजार मात्र) सिर्फ एनईएफटी के माध्यम से <b>लाभार्थी का नाम :</b> RESERVE BANK OF INDIA <b>लाभार्थी का खाता सं.:</b> 186003001 <b>IFSC:</b> RBIS0CGPA01 (5वां और 10वां अंक शून्य पढ़ा जाए) किसी भी संस्था को ईएमडी के भुगतान से छूट नहीं दी जाएगी
I	बयान जमा राशि देने की अंतिम तारीख	12 फरवरी 2026 (गुरुवार) को अपराह्न 02:00 बजे
J	तकनीकी-वाणिज्यिक बोली और मूल्य बोली प्रस्तुत करने के लिए ई-निविदा के बंद होने की तिथि	12 फरवरी 2026 (गुरुवार) को अपराह्न 02:00 बजे
K	भाग-। (अर्थात तकनीकी-वाणिज्यिक बोली) के खुलने की तिथि और समय	12 फरवरी 2026 (गुरुवार) को अपराह्न 03:00 बजे
L	भाग-॥ (अर्थात मूल्य बोली) के खुलने की तिथि और समय	केवल उन निविदाकर्ताओं की वित्तीय बोली भाग-॥ खोली जाएगी जो पूर्व-योग्यता/ पत्रता मानदंड (भाग-।, खंड-॥) को पूरा करते हीं और निविदा दस्तावेज में निर्दिष्ट अन्य सभी नियमों और शर्तों को भी पूरा करते हीं। ऐसे बोलीदाताओं को भाग-॥ वित्तीय बोली खोलने की तारीख के बारे में केवल बोलीदाताओं द्वारा उनकी तकनीकी बोली में उपलब्ध कराए गए ई-मेल के माध्यम से सूचित किया जाएगा।
M	लेनदेन शुल्क	एमएसटीसी लिमिटेड के पक्ष में या मैसर्स एमएसटीसी लिमिटेड द्वारा बताए गए अनुसार एमएसटीसी भुगतान गेटवे/ एनईएफटी/आरटीजीएस के माध्यम से भुगतान किया जाना है। लेनदेन शुल्क रिज़र्व बैंक द्वारा नहीं लिया जाएगा।

**नोट:** यदि निविदा के संबंध में भविष्य में कोई संशोधन / शुद्धिपत्र जारी किया जाता है, तो उसे उपरोक्तानुसार भारतीय रिज़र्व बैंक की वेबसाइट और एमएसटीसी की वेबसाइट पर अधिसूचित किया जाएगा और उसे समाचार-पत्र में प्रकाशित नहीं किया जाएगा।

कृते/-  
क्षेत्रीय निदेशक  
भारतीय रिज़र्व बैंक  
चंडीगढ़



**मानव संसाधन प्रबंधन विभाग/ Human Resource Management Department**

**चंडीगढ़ / CHANDIGARH**

**भारतीय रिजर्व बैंक, चंडीगढ़ में बैंक कार्यालय**

**के उपयोग हेतु कम्प्युटर सामग्री (प्रिंटर कार्ट्रिज) की आपूर्ति हेतु ई-निविदा**

**E-Tender for Providing Computer Consumables (Printer Cartridge) at Reserve Bank of India, Chandigarh**

**आरबीआई/ चंडीगढ़ क्षेत्रीय कार्यालय/ मा.सं.प्र.वि./3/25-26/ईटी/888[प्रिंटर कार्ट्रिज की आपूर्ति]**

**RBI/Chandigarh Regional Office/ HRMD/3/25-26/ET/888 [Supply of printer cartridges]**

**निविदाकर्ता का नाम / Name of the Tenderer:** \_\_\_\_\_

**पता / Address:** \_\_\_\_\_

**संपर्क विवरण/Contact Details:** \_\_\_\_\_

**बोली-पूर्व बैठक की तारीख / Date of Pre-bid Meeting: 11:00 AM on 29 January 2026**

**(Thursday)**

**ई-निविदा प्रस्तुत करने की अंतिम तारीख एवं समय/ Last Date for Submission of E-Tender :  
02:00 PM on 12 February 2026 (Thursday)**

**निविदा के भाग – 1 (टेक्नो-कमर्शियल बोली) के खुलने की तिथि /Date & time of opening of Part-I  
(Techno-Commercial Bid): 03:00 PM on 12 February 2026 (Thursday)**



**E-Tender for providing Computer Consumables at Reserve Bank of India,  
Chandigarh**

**DISCLAIMER**

Reserve Bank of India, Human Resource Management Department, Chandigarh (hereafter called the Bank), has prepared this document to give background information on the contract to the interested parties. While the Bank has taken due care in the preparation of the information contained herein and believe it to be in order, neither the Bank nor any of its authorities or agencies or 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 the Bank in submitting the e-tender. The information is provided on the basis that it is non – binding on the Bank or any of its authorities or agencies or any of their respective officers, employees, agents or advisors. In case of conflict of meanings between Hindi and English versions of the document, interpretation of English version will prevail.

The Bank reserves the right not to proceed with the contract or to change the configuration of the contract, to alter the time table 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.



## Reserve Bank of India

### Human Resource Management Department

<https://www.rbi.org.in>

#### TENDER NOTICE

#### **e-Tender for Providing Computer Consumables (Printer Cartridge) at Reserve Bank of India, Chandigarh (e-Tender No.: RBI/Chandigarh Regional Office/ HRMD/3/25-26/ET/888 [Supply of printer cartridges])**

Reserve Bank of India (RBI), Chandigarh (herein after called the “Bank”) invites tenders in two parts through e-tendering from Authorized Distributor/ Partner of the Original Equipment manufacturer (OEM) i.e. Brands (HP, Canon, Brother & Xerox, etc.) who meet the prescribed eligibility criteria for supply of Computer Consumables (Printer Cartridges) to Bank’s Office located in Chandigarh.

2. This is an Open Tender. However, only those bidders/vendors, who qualifies the eligibility criteria stipulated in the tender, are eligible to participate in this tender. Further, only those firms, who are registered on MSTC portal will be able to take part in the Tender process. The tender document is available on RBI website <https://www.rbi.org.in> for download.

3. Interested and eligible tenderers should upload all the required documents at <https://www.mstcecommerce.com/eprocn/>. Firms which do not comply with the eligibility criteria and/or do not submit EMD by stipulated date and time will not be considered for opening of Part-II of their tender.

4. The Schedule of the tender is as follow:

<b>A</b>	e-Tender No.	<b>RBI/ Chandigarh Regional Office/ HRMD/3/25-26/ET/888</b>
<b>B</b>	Mode of Tender	e-Procurement System (Online Part I – Techno-Commercial Bid and Part II - Financial Bid through <a href="https://www.mstcecommerce.com/eprocn/">(www.mstcecommerce.com/eprocn)</a> )
<b>C</b>	Estimated value of tender	<b>₹ 40.00 Lakh (Including GST)</b>
<b>D</b>	Date of Notice inviting e-tender available for download on RBI Website	January 22,2026 (Thursday)
<b>E</b>	Starting Date of e-Tender for submission of Part-I (Techno-Commercial Bid) and Part-II (Price Bid) at <a href="https://www.mstcecommerce.com/eprocn/">https://www.mstcecommerce.com/eprocn/</a>	January 22,2026 (Thursday)
<b>F</b>	Pre-bid meeting	11:00 AM on January 29,2026 (Thursday)
<b>G</b>	Venue of Pre-bid meeting	Human Resource Management Department, 3 <sup>rd</sup> Floor, Reserve Bank of India, Sector-17, Chandigarh
<b>H</b>	Details of Earnest Money Deposit	<b>₹ 80,000.00 (Rupees Eighty Thousand) through NEFT only</b>  <b>Beneficiary Name:</b> RESERVE BANK OF INDIA



**Beneficiary Account No:** 186003001  
**IFSC:** RBIS0CGPA01 (5th and 10th being zero)  
No entity will be given exemption from payment of EMD

<b>I</b>	Last date of submission of EMD	02:00 PM on February 12,2026 (Thursday)
<b>J</b>	Closing Date of e-tender for submission of Techno-Commercial Bid & Price Bid	02:00 PM on February 12,2026 (Thursday)
<b>K</b>	Date & time of opening of Part-I (Techno-Commercial Bid)	03:00 PM on February 12, 2026 (Thursday)
<b>L</b>	Date of opening of Part II (Price Bid)	The Part-II Financial Bid of only those tenderers will be opened who fulfil the pre- qualification/ eligibility criteria (Part-I, Section-II) and also fulfils all other terms and conditions specified in the tender document. Such bidder(s) will be intimated regarding date of opening of Part- II Financial Bid only through e-mail provided by the bidders in their Technical Bid.
<b>M</b>	Transaction fees	To be paid through MSTC payment Gateway / NEFT / RTGS in favor of MSTC Limited or as advised by M/s MSTC Ltd. Transaction fee will not be charged by RBI.

Note: Any amendments / corrigendum to the tender, if any, issued in future will only be notified on the RBI Website and MSTC Website as given above and will not be published in the newspaper.

Regional Director  
Chandigarh



**E-Tender for providing Computer Consumables at Reserve Bank of India,  
Chandigarh**

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## Section I- Important Instructions regarding e-Tender

This is an e-procurement event of Reserve Bank of India, Chandigarh. The e-procurement service provider is MSTC Limited. You are requested to read and understand the Notice Inviting e-tender and subsequent Corrigendum, if any, before submitting your online tender.

### A) Registration:-

The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Part-I Technical Bid as well as Part-II Financial Bid over the internet will be done. The Vendor should possess Class III type digital signing certificate. Vendors are to make their own arrangement for bidding from a computer connected with Internet. MSTC/RBI, Chandigarh is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

**NOTE:** The Technical Bid and Financial Bid have to be submitted online only at  
<https://www.mstcecommerce.com/eprocn/>

- 1) Vendors are required to register themselves online with [www.mstcecommerce.com](http://www.mstcecommerce.com)  
→ e- Procurement→PSU / Govt.Depts→ RBI. Register as Vendor by filling up details and creating own user id and password→ Submit.
- 2) Vendors will receive a system generated mail confirming their registration in their email which has been provided while filling the registration form.
- 3) In case of any clarification, please contact MSTC/RBI, Chandigarh, (before the scheduled time of the e- tender).

**Contact person (MSTC): MSTC Chandigarh**

**(i) MSTC Help Desk:-**

Phone Number: 07969066600 (For System Settings related issues)

[helpdeskho@mstcindia.in](mailto:helpdeskho@mstcindia.in) (Please mention "HO Helpdesk" as subject while sending emails)

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

(ii) Mr. Pankaj Kumar, Deputy Manager [cdgopn2@mstcindia.in](mailto:cdgopn2@mstcindia.in); Phone - 0172-2584921, M. No.- 7229068247

(iii) Mr Ashish Kumar, Manager, Email - [cdgopn5@mstcindia.in](mailto:cdgopn5@mstcindia.in), M. No.- 7230022882.



### Contact person at RBI Chandigarh:

(i) Sanjeev Sharma, Assistant General Manager

Email: [sanjeev@rbi.org.in](mailto:sanjeev@rbi.org.in), Phone No.: 9419206362

(ii) Dinesh Mahajan, Assistant Manager

Email: [dineshmahajan@rbi.org.in](mailto:dineshmahajan@rbi.org.in), Phone No.: 8329581462/8888608924

### Address for communication:

Human Resources and Development Department,

Central Receipt and Dispatch Section,

Central Vista, RBI Chandigarh, Sector 17B, Chandigarh, PIN – 160017

Email: [crdschandigarh@rbi.org.in](mailto:crdschandigarh@rbi.org.in)

Phone: 8329581462

### B) System Requirement:-

i) Signing and Encryption type class-III Digital Signature.

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

Status	Incorrect System Settings	<a href="#">Download System Settings Guide</a>	<a href="#">Download Certificate</a>
<b>Please Correct the Following Settings:</b>			
If You Do Not Have Java Installed, Please Install Java	<a href="#">Download Java</a>		
Based On The Java Version You Have Installed Please Download PKI Application	Latest Version: 11	Installed Version:	
	<a href="#">Download</a>	<a href="#">Download</a>	
If You Have Java 32 Bit Installed	<a href="#">Download</a>		
If You Have Java 64 Bit Installed	<a href="#">Download</a>		
If You Have Installed Both Java And Pki Application, Please Update Browser Settings	If You Are Using Google Chrome Or Edge: - Open URL <a href="https://localhost:13591/signservice/getdata">https://localhost:13591/signservice/getdata</a> And Click To Allow Connections.		
	If You Are Using Firefox: - Open URL <a href="https://localhost:13591/signservice/getdata">https://localhost:13591/signservice/getdata</a> And Add Security Exception To Allow Connections.		

[Reset Password](#) [Register](#) [Activate Win](#) [Go to Settings to](#)

Highlights

### **C) Process of E-Tender:-**

1. The Technical Bid and the Financial Bid shall have to be submitted online at <https://www.mstcecommerce.com/eprocn/>. Tenders will be opened electronically on specified date and time as given in the tender.



2. All entries in the tender should be entered in online Technical & Financial formats without any ambiguity.
3. Special Note Towards Transaction Fee: -The vendors shall pay the transaction fee using "Transaction Fee Payment" Link against the specific tender in the "Bid Floor"/through the "Pay Transaction fee" in "Event catalogue" through their login. Vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, Vendor shall generate a challan by filling up a form. Vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, Vendor shall have the provision of making payment using its Credit / Debit Card / Net Banking. Once the payment gets credited to MSTC's designated bank account, the transaction fee shall be auto authorized, and the vendor shall be receiving a system generated mail.

**Transaction fee is non-refundable.** A vendor will not have the access to online e-tender without payment of the transaction fee.

**NOTE:** Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.

Vendors are advised not to deposit cash in bank as it becomes difficult to ascertain the details of the remitter from such cash transactions.

Bidders may please note that the transaction fee should be deposited by debiting the account of the bidder only; transaction fee deposited from or by debiting any other party's account will not be accepted.

In case of failure to make payment towards Transaction fee for any reason, the vendor, in term, will not have the access to online e-tender.

4. Vendors are instructed to use Upload Documents link in My menu to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB. Once documents are uploaded in the library, vendors can attach documents through Attach Document link against the particular e-Tender. Please note that if the documents are not attached to any e-Tender, the same cannot be downloaded by RBI (Chandigarh) and it will be deemed that the vendor has not submitted the documents. For further assistance please follow instructions of vendor guide.
5. All notices and correspondence to the bidder(s) shall be sent by email only during the process till finalization of e-Tender by RBI (Chandigarh) as well as by MSTC (e-procurement service provider). Hence the bidders are required to ensure that their email address provided is valid and updated at the stage of registration of vendor with MSTC (i.e., Service Provider). Bidders are also requested to ensure validity of their DSC



(Digital Signature Certificate).

(i) Please note that there is no provision to take out the list of parties downloading the e-tender document from the web site mentioned in NIT. As such, bidders are requested to see the web site once again before the due date of e-Tender opening to ensure that they have not missed any corrigendum uploaded against the said e-Tender after downloading the e-Tender document. The responsibility of downloading the related corrigenda, if any, will be of the bidders only.

6. (ii) No separate intimation in respect of corrigendum to this NIT (if any) will be sent to tenderer(s) who have downloaded the documents from web site. Please see website <https://www.mstcecommerce.com/eprocn/> of MSTC Ltd.

7. e-tender cannot be accessed after the due date and time mentioned in the Notice inviting e-tender.

**E) Bidding in e-Tender: -**

- a. Vendor(s) need to submit necessary Earnest Money Deposit (EMD) and Transaction fee (if any) to be eligible to bid online in the e-tender. Transaction fees is non- refundable. No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded by the tender inviting authority.
- b. The process involves Electronic Bidding for submission of Technical and Financial Bid.
- c. The vendor(s) who have submitted transaction fee can submit their Technical Bid and Financial Bid only through internet in MSTC website [www.mstcecommerce.com](http://www.mstcecommerce.com) → e-procurement →PSU/Govt. depts→ Login under RBI → My menu → Auction Floor Manager→ live event →Selection of the live event.
- d. The vendor should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms / Commercial specification and save the same. After that click on the Technical bid. If this application is not running then the vendor will not be able to save / submit his Technical bid.
- e. After filling the Technical Bid, vendor should click 'save' for recording their Technical Bid. Once the same is done, the Financial Bid link becomes active and the same has to be filled up and then vendor should click on "save" to record their Financial Bid. Once both the Technical Bid & Financial Bid have been saved, the vendor can click on the "Final submission" button to register their Bid.
- f. Vendors are instructed to use 'Attach Doc' button to upload documents. Multiple documents can be uploaded.
- g. In all cases, vendor should use their own ID and Password along with Digital Signature



at the time of submission of their bid.

- h. During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.
- i. The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- j. All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Bank will form a binding contract between the Bank and the vendor for execution of supply.
- k. It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
- l. The Bank reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
- m. No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions for the tender.
- n. Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
- o. No deviation from the technical and financial terms & conditions are allowed.
- p. The Bank reserves the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
- q. Vendors are requested to read the vendor guide and see the video in the page <https://www.mstcecommerce.com/eprocn/> to familiarize with the system before bidding.

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## Section-II

### Pre-Qualification/ Eligibility Criteria

Only those tenderers who fulfil the following pre-qualification/eligibility criteria are eligible to apply for the tender of providing Computer Consumables (Printer Cartridges) at Reserve Bank of India, Central Vista, Sector-17, Chandigarh.

<b>1. Registration:</b>	<p>a. The tenderers should be registered with the appropriate Government authority. <b>(Note:- Documentary evidence for the registration should be uploaded on the MSTC Portal)</b></p> <p>b. Bidder shall be an Authorized Distributor/Partner of the OEM (HP, Canon, Brother etc.) in India. <b>(Note:- Documentary evidence for the registration should be uploaded on the MSTC Portal)</b></p>
<b>2. Minimum Experience in the Field:</b>	<p>a. The tenderer should have minimum five (05) years of experience for supply of Computer Consumables (Printer Cartridges) up to the last day of the month previous to the month when tender was invited (i.e., December 31, 2025).</p> <p>b. Tenderer should be empanelled with/have executed job as Computer Consumables (Printer Cartridges) provider for reputed Government Departments (Central or State)/ Public Sector Undertakings/Reputed private sector companies/ Multinational corporations/ Public or Private Sector banks during the last three (03) financial years.</p> <p>c. Applicants should furnish their <b>client list</b>, as per specified format in <a href="#"><u>Annex-II</u></a> showing the details of related work carried out by them. At least one completion certificate and work order/copy of agreement/ any other document to be compulsorily uploaded. <b>(Note:- Documentary proof of empanelment/work order and relevant work experience certificates of having successfully completed similar works/ contracts, along with <a href="#"><u>Annex- II</u></a>, shall be uploaded on MSTC portal).</b></p>



<b>3.Annual Turnover:</b>	<p>a. Tenderers should have a minimum annual turnover of <b>₹ 40,00,000.00 (Rupees Forty Lakhs Only)</b> during each of the three (03) financial years i.e., F.Y. 2022-23, F.Y. 2023-24, F.Y. 2024-25.</p> <p><b>(Note:-Upload the Income Tax Return Certificate/ Assessment Order/ CA Certified Statement of Accounts/ Audited Balance Sheet on MSTC Portal)</b></p>						
<b>4.Undertaking / Declaration:</b>	<p>The Bidder should not be a delisted/blacklisted entity by any Government department/ PSU/PSE or banks/FIs for non-implementation/delivery of the order. Undertaking/ Declaration to that effect on the letter head of the agency/ company/ firm as per format provided in <b><u>Annex-III</u></b> should be uploaded together with the technical bid.</p> <p><b>(Note:- Upload the Undertaking/ Declaration on MSTC Portal only on the Letter Head of the tenderer signed by authorised signatory as per format provided in <u>Annex-III</u>)</b></p>						
<b>5.Earnest Money Deposit (EMD):</b>	<p>a. Intending tenderer has to deposit a sum of <b>₹ 80,000/- (Rupees Eighty Thousand Only)</b> through NEFT to following A/c as EMD with the Reserve Bank of India, Human Resource Management Department, Chandigarh-160017 before <b>02:00 PM on February 12,2026 (Thursday)</b>.</p> <table border="1"><tr><td>A/c Name</td><td>NEFT-INWARD RECEIVED</td></tr><tr><td>A/c Number</td><td>186003001</td></tr><tr><td>IFS Code</td><td>RBIS0CGPA01</td></tr></table> <p>Note- Please read 5th and 10th letter of IFS Code as “Zero”</p> <p><b>b. No entity will be given exemption from payment of EMD. The e-tender without the EMD will be rejected by the Bank.</b></p>	A/c Name	NEFT-INWARD RECEIVED	A/c Number	186003001	IFS Code	RBIS0CGPA01
A/c Name	NEFT-INWARD RECEIVED						
A/c Number	186003001						
IFS Code	RBIS0CGPA01						
<b>6.PAN and GST Registration:</b>	<p>Tenderers should have valid registration with statutory authorities such as PAN, Goods and Services Tax registration no. (GSTIN) etc. duly supported by documentary evidence and Certificates of Registration.</p> <p><b>(Note: Upload the PAN and GST Registration Certificate on MSTC portal)</b></p>						



<b>7.Location:</b>	The Bidder shall be capable of supplying products procured from Original Equipment Manufacturer, within seven days to the Departments / Offices of the Bank located in Chandigarh. The RBI reserves the right to add or substitute any location. Bidder should be able to provide service as and when required. <b>(Note:-Valid Documentary evidence for the location of office/shop/warehouse should be uploaded on the MSTC Portal)</b>
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**THE TENDERS UPLOADED BY THE TENDERERS WHO DO NOT FULFIL THE PRE-QUALIFICATION/ ELIGIBILITY CRITERIA AND WITHOUT DOCUMENTARY EVIDENCE IN SUPPORT OF ALL THE ABOVE SPECIFIED ELIGIBILITY CRITERIA AND ALSO THE OTHER TERMS AND CONDITIONS ENUMERATED IN THE TENDER WILL BE SUMMARILY REJECTED BY THE BANK. THE BANK'S DECISION IN THIS REGARD WOULD BE FINAL.**

**Note:**

- a) The tenderer should ensure that they fulfil the pre-qualification/ eligibility criteria before submitting the e-tender online and they should also submit all the relevant details/ information along with the e-tender and must upload the documentary evidence on MSTC portal.
- b) The opinion/ decision of the Bank regarding the bids shall be final and conclusive. The Bank reserves the right to reject any or all the bids any time without assigning any reason thereof.
- c) The tenderers should upload the list of clients served (current and previous) as per the specified format given at [Annex II](#). The list of clients, present and past work completion certificate certificates from clients with respect to performance of the tenderer should be submitted.
- d) The Bank reserves its right to contact any of these clients for confirmation/ satisfaction of the experience certificate submitted by the Agency. The Bank may obtain reports on past performance of the Tenderer from its clients and bankers. The Bank may evaluate the said reports before opening of the Part-II of the Tenders. If any Tenderer is found not meeting the required eligibility for participating in the tendering process at any point of time and/or its performance reports received from its clients and/or its bankers are found unsatisfactory, the Bank reserves the right to reject its offer even



after opening of Part-I of the Tender and EMD shall be returned to the Tenderer as it is. The Bank is not bound to assign any reason for doing so.

- e) The Bank reserves the right to reject incomplete e-tender forms or bids where the tender has been left blank in place or if information furnished is found to be misleading.
- f) If the performance of the Agency is found to be unsatisfactory for any reason, in any organization, the Bank reserves the right to reject the bid submitted by the Agency.
- g) The opinion/ decision of RBI regarding the bid shall be final and conclusive. The Bank reserves the right to accept or reject any tender and to annul the Tendering process and reject all Tenders at any time prior to contract award, without thereby incurring any liability to tenderers or assigning any reason thereof. Further, the bids shall be rejected outright if information furnished is found to be wrong or misleading or bids are conditional.
- h) At any point of time before opening of Financial Bid (Part-II), if the documents or information provided by the tenderers are found to be incorrect, the tender would be rejected by the Bank.



### **Section –III – Instructions to Tenderers**

	<b>A. GENERAL</b>
<b>1. Scope of e-Tender</b>	<p>1.1 The Bank invites e-tenders from eligible Authorized Distributors/ Partners of Original Equipment Manufacturers (OEMs) for supply of Printer Cartridges (not refilled) of various Brands (HP, Canon, Brother, etc.) at Reserve Bank of India, Chandigarh.</p> <p>1.2 The Estimated cost of contract is ₹ 40,00,000/- (Rupees Forty Lakh only) including GST per annum.</p>
<b>2. Prohibited Practices</b>	<p>The Bank requires that tenderers, suppliers, contractors interested in having business relationship with the Bank, observe the highest standard of ethics during the period of contract / engagement. In pursuance of this policy, the Bank:</p> <p>2.1 defines, for the purposes of this provision, the terms set forth below as Prohibited Practices:</p> <p>2.1.1 “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;</p> <p>2.1.2 “fraudulent practice” means any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation;</p> <p>2.1.3 “coercive practice” means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party; and</p> <p>2.1.4 “collusive practice” means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;</p> <p>2.2 will reject a proposal for award, if, it determines that the tenderer recommended for award has engaged in prohibited practices in competing for the tender in question;</p>



	<p>2.3 may declare a tenderer ineligible, either indefinitely or for a stated period of time, if, at any time, the Bank determines that the tenderer has engaged in prohibited practices in competing for, or in executing the contract.</p>
	<p><b>B. Contents of Tender Document</b></p>
<b>3. Pre-bid Meeting</b>	<p>3.1 Tenderers requiring any clarification of this document shall raise enquiries during the Pre-Bid meeting.</p> <p>3.2 The tenderer's designated representatives are invited to attend a Pre-Bid meeting on January 29, 2026 at 11:00 AM at Reserve Bank of India, Central Vista, Sector-17, Chandigarh - 160017. The purpose of the meeting will be to clarify issues and to answer questions that may be raised at that stage.</p> <p>3.3 Non-attendance at the pre-Bid meeting will not be a cause for disqualification of a tenderer.</p>
<b>4. Amendment of Tender Document</b>	<p>4.1 At any time prior to the deadline for submission of tenders, the Bank may amend this document by issuing amendments / corrigendum on RBI website (<a href="https://www.rbi.org.in/">https://www.rbi.org.in/</a>) / MSTC e-portal.</p> <p>4.2 Any amendments / corrigendum issued shall be a part of this document.</p> <p>4.3 To give prospective tenderers reasonable time to take any / all amendments / corrigendum into account in preparing their Tenders, the Bank may, at its discretion, extend the deadline for the submission of Tenders.</p>
	<p><b>C. Preparation of Tenders</b></p>
<b>5. Cost of Tendering</b>	<p>The tenderer shall bear all costs associated with the preparation and submission of its tender, and the Bank shall not be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.</p>
<b>6. Letter of Tender</b>	<p>The tenderer shall submit the tender using the digital signature class 3 via e-tendering process without any alterations. All blank spaces shall be filled in with the information requested.</p>



<b>7. EMD as Tender Security and Transaction Fee</b>	<p>7.1 Intending tenderer need to submit EMD of <b>₹ 80,000/-</b> (Rupees Eighty Thousand Only) as EMD with the Reserve Bank of India, HRMD, Chandigarh-160017 before <b>February 12,2026 (02:00PM)</b>. By NEFT to following A/c:</p> <p>Beneficiary Name: Reserve Bank of India, Chandigarh</p> <p>Beneficiary Ac No: 186003001</p> <p>IFSC: RBIS0CGPA01 (5<sup>th</sup> and 10<sup>th</sup> digits are Zeroes)</p> <p><b>Please Write “EMD for e-Tender for Printer Cartridges” in narration.</b></p> <p>7.2 No interest shall be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded by the Bank after the award of this work.</p> <p>7.3 Tenders without EMD shall not be accepted under any circumstances. MSE tenderers are also not exempted from depositing EMD.</p> <p>7.4 EMD shall be forfeited if the bidder withdraws his bid during the period of tender validity or fails to execute the contract or award of work.</p> <p>7.5 Transaction fee is non-refundable. A vendor will not have the access to online e-tender on MSTC website without making the payment of transaction fee.</p> <p><b>NOTE:</b> Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.</p>
<b>8. Documents Establishing the Qualifications of the Tenderer</b>	To establish its qualifications to perform the Contract in accordance with <b>Section II (pre-qualification/eligibility criteria)</b> , the tenderer shall provide the information in the format prescribed in <b>Section VI (Standard Formats)</b> .
<b>9. Period of Validity of Tenders</b>	<p>8.1 The tender validity period shall be 90 days from the date of opening of e-tender.</p> <p>8.2 In exceptional circumstances, prior to the expiration of the tender validity period, the Bank may extend the period of validity of tender subject to feasibility of mstcecommerce website. The request and the responses shall be made in writing.</p> <p>8.3 The tenderer shall not cancel or withdraw the tender during this period or change the quoted rates.</p>



<b>D. Submission and Opening of Tenders</b>	
<b>10. Submission, Sealing and Marking of e-Tenders</b>	<p>9.1 The tenderer shall submit the tender using the digital signature class 3 via e-tendering process without any alterations.</p> <p>9.2 Tenderers submitting tenders electronically shall follow the electronic tender submission procedures specified in the instructions regarding e-Tender.</p> <p>9.3 The tenderers may submit their Financial Bid (competitive rates) in the MSTC portal along with copies of necessary documents as indicated in the "Techno-Commercial Bid" (Part-I and Part-II).</p> <p>9.4 E-Tender with all information shall be submitted on or before the prescribed time and date.</p> <p>9.5 If desired / prescribed information is not submitted, the Bank will assume no responsibility for rejection of tender</p>
<b>11. Deadline for Submission of e-Tenders</b>	<p>14.1 Tenders must be filled online through e-tendering process mentioned in this document, not later than the date and time indicated in this document.</p> <p>14.2 The Bank may, at its discretion, extend the deadline for the submission of tenders by amending the Tender Document.</p>
<b>11. One Bid per Bidder</b>	Each bidder shall submit only one tender either by himself or as a partner in joint venture. If a bidder or if any of the partners in a joint venture participate in more than one bid, the bids are liable to be rejected.
<b>12. Late Tenders</b>	No tender after the deadline shall be allowed on the e-portal.
<b>13. Tender Opening</b>	<p>13.1 The Bank shall open the tender (Part-I) electronically on the notified date in presence of those tenderers/ their authorized representatives who chose to be present. Part-II will be opened for those bidders who qualify the Pre-Qualification/ Eligibility Criteria mentioned in Section II of this tender document. Date of opening of Part-II will be notified by email to the successful bidders on their email address provided in Part I.</p> <p>13.2 The tender documents which do not comply with the conditions prescribed in the tender form shall be summarily rejected. The decision of the Bank in this regard will be final.</p>



	13.3 Conditional bids will also be summarily rejected.
	<b>E. Examination of Tenders</b>
<b>14. Confidentiality</b>	Information relating to the evaluation of tenders shall not be disclosed to tenderers or any other persons not officially concerned with such process until information on Contract award is communicated to all tenderers.
<b>15. Clarification of e-Tenders</b>	<p>15.1 To assist in the examination, evaluation, comparison of the tenders and qualification of the tenderers, the Bank may, at its discretion, ask any tenderer for any clarification of its tender, allowing a reasonable time for response. Any clarification submitted by a tenderer that is not in response to a request by the Bank shall not be considered. The Bank's request for clarification and the response shall be in writing. No change in the prices or substance of the tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Bank in the evaluation of the tenders.</p> <p>15.2 If a tenderer does not provide clarifications of its tender by the date and time set in the Bank's request for clarification, <b>its tender shall be liable to be rejected.</b></p>
	<b>F. Tender Evaluation and Comparison</b>
<b>16. Evaluation of Tenders</b>	The Bank shall use the evaluation criteria indicated in <b>Section IV.</b>
<b>17. Qualification of the Tenderer</b>	The Bank shall determine, to its satisfaction, whether the selected tenderer meets the qualifying criteria in accordance with <b>Section IV (Evaluation Criteria).</b>
<b>18. Bank's Right to Accept Any Tender, and to Reject Any or All Tenders</b>	The Bank reserves the right to accept or reject any tender, and to annul the Tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to tenderers or assigning any reason thereof. Further the conditional bids shall be rejected out rightly.
	<b>G. Award of Contract</b>
<b>19. Award Criteria</b>	The Bank shall shortlist the tenderer based on the evaluation criteria detailed in <b>Section IV (Evaluation Criteria).</b>



<b>20. Notification of Award</b>	<p>20.1 The evaluation criteria to be adopted for arriving at the lowest bidder (L1) in the Part-II (Financial Bid) as stated in Section IV (Evaluation of Tenders) of the tender document.</p> <p>20.2 Lowest rate (L1) for each item mentioned in <a href="#">Annex-VII</a> shall be decided.</p> <p>20.2 Until a formal contract is prepared and executed, the notification of award shall constitute a binding contract. The successful tenderer shall take over entire work on the date as specified by the Bank. The Tenderers qualified in part -1 shall be in readiness to supply the items at short notice.</p>
<b>24. Signing of Contract</b>	<p>23.1 The successful tenderer shall execute an agreement with the Bank on Non-Judicial stamp paper of value ₹100/- within 07 days of award of work. The stamp duty shall be borne and paid by the contractor. However, the issue of intimation of award of work by the Bank shall be considered as binding contract, as though such an agreement has been executed and all the terms and conditions shall apply on this contract.</p> <p>23.2 The rates quoted for the items in Part-II of the tender would be initially valid for a period starting from April 01,2026 to March 31,2027. Thereafter, rates for the items will be revised on yearly basis for maximum two times (i.e., for year starting from April 01,2027 to March 31,2028 &amp; from April 01,2028 to March 31,2029) after inviting quotations from all the empanelled vendors till the validity of the contract.</p>
<b>25. Performance Bank Guarantee</b>	<p>25.1 The successful tenderer whose total amount of work exceeds more than ₹ 10 lakh during the year after finalisation of tender shall furnish along with the contract the Performance Bank Guarantee (PBG) for an amount equal to 5% of the contract value in accordance with the <b>Section VI (Standard Formats-Form-I)</b>. The PBG shall be valid for the entire period of currency of contract for due fulfilment of the contractual obligations by the contractor. The EMD of such tenderer will be returned on receipt of PBG.</p> <p>25.2 Failure of the successful tenderer to submit the Performance Bank Guarantee of 5% of the contract value or to sign the Contract</p>



shall constitute sufficient grounds for the annulment of the award, forfeiture of the EMD and blacklisting of such tenderer.

25.3 The PBG shall be released without interest after 2 months of completion of the contract period only after being satisfied of the successful completion of the contract and no liabilities from the agency or its employees. In the case of any complaint or pending dues, the security deposit shall be discharged only after adjusting all dues, liabilities, etc.



## **Section- IV**

### **Evaluation of Tenders**

- 1.1 Based on pre-qualification/eligibility criteria provided in section II of the tender document and documents uploaded on MSTC portal in support of eligibility criteria, tenderers will qualify in Part I (Techno-Commercial Bid) of the E-Tender.
- 1.2 Tenderers who qualifies in Part I (Techno-Commercial Bid) will be empanelled with the bank for period of 3 years i.e., from April 01, 2026 to March 31, 2029 unless earlier terminated in accordance with the termination clause.
- 1.3 Rates quoted in the Part -II (Price Bid) of the tender (exclusive of all taxes) for the items mentioned in [Annex-VII](#) will only be opened for tenderers who qualify in Part-I of the tender.
- 1.4 An indicative list for the Printer Cartridges to be supplied and the tentative average annual consumption of such items has been worked out by the Bank to guide the tenderers in working out the costs involved. The same is mentioned in [Annexure-VII](#) of the tender. **L1 vendor for each item (as indicated in [Annex-VII](#)) shall be decided.**
- 1.5 The rates quoted for the items in Part-II of the tender would be initially valid for a period starting from April 01, 2026 to March 31, 2027. Thereafter, rates for the items will be revised on yearly basis for maximum two times (i.e., for year starting from April 01, 2027 to March 31, 2028 & from April 01, 2028 to March 31, 2029) after inviting quotations from all the empanelled vendors till the validity of the contract**

### **Notes**

1. The Bank will not give any minimum commitment on the indicative quantity. Payment will be made on basis of actual consumption only.
2. Rates in Indian Rupees in figures (**exclusive of applicable GST**) which is to be inserted by vendor in financial bid section (Price Bid - Part-II) on MSTC portal. No other tax/charges, except for the prevalent GST for the respective item, **shall be payable**. The rate should be inclusive of all cost of materials, transportation, labour, etc except GST.
3. Tenderers are advised to consider the tentative annual consumption of the items while quoting the rates. However, the Bank will not give any commitment on the tentative average annual consumption.
4. Conditional bids shall be treated as invalid.



## **Section – V**

### **Detailed Scope of Work, General and Specific Conditions of Contract**

#### **V.1 Scope of Work**

The vendor has to provide Computer Consumables (Printer Cartridges) at Reserve Bank of India, Chandigarh as per the Indicative items list and rates mentioned in [\*\*Annex VII of Section VI.\*\*](#)

However, the tenderer shall be responsible for supply and delivery of Printer Cartridges/Toners (not refilled) on need basis to RBI, Chandigarh as per the terms and conditions of the agreement. The estimated annual requirements are given in [\*\*Annex VII of Section VI.\*\*](#) However, the actuals may vary. The indent for each cartridge will be placed by RBI, Chandigarh with the corresponding L1 tenderer based on the Financial Bid submitted with this tender. The L1 rates quoted in the Financial Bid shall be valid for one-year subject to review at the discretion of the Bank on yearly basis.

#### **V.2 General Conditions of Contract**

##### **A. General Conditions of Contract**

- a. The Bank shall not be responsible for the incompleteness of the Tender Document.
- b. Conditional tender shall not be entertained.
- c. In the event of any difference between figures & words of quoted rates, the rate in words shall be considered for evaluating the tender.
- d. The tenderer is expected to examine all instructions, forms, terms, and specifications in the Tender Document.
- e. Failure to furnish all / any information or documentation required by the Tender Document may result in the rejection of the tender.
- f. The price quoted shall only be in Indian Rupees and as per the format prescribed.
- g. The quarterly indent as required would be given and supply and delivery has to be made within 07 days except in the cases which would be beyond the control of the service provider. The requirement would be mailed or faxed or sent by post.

##### **B. Situations leading to disqualification / rejection**

- a. Any canvassing by or on behalf of the Tenderer or to bring political or other outside influence with regard to their selection shall lead to disqualification from the process. Such Tenderer/s shall be blacklisted for next three years. If such instances go



undetected during the selection process but are detected subsequently, such disqualification will take place with retrospective effect.

- b. All the tenders should be complete in all respects with all attachments / enclosures / annexure. Incomplete forms, or bids received in any format other than the prescribed one or without proper documentary evidence etc. will be outrightly and summarily rejected by the Bank.
- c. Tenders received by fax or e-mail or any manner other than specified shall not be accepted and shall be summarily rejected. No correspondence will be entertained on this matter.
- d. Bid proposals received without or lesser than the prescribed EMD / processing fee shall be summarily rejected.
- e. Tenders received after the due date and time shall be summarily rejected.
- f. Conditional tenders shall be straightway rejected and no additional clause will be entertained.
- g. No tender may be modified subsequent to the last date of submission of tender. No tender may be withdrawn in the interval between the last date for submission of tender and the expiry of the tender validity period specified by the tenderer in the tender. Withdrawal of the tender during the interval shall result in forfeiture of the EMD.
- h. Alternative Proposals / Time for Completion shall not be permitted.

### **C. Terms of Payment**

The rates quoted (exclusive of GST) would be initially valid for a period of one year and will be revised on yearly basis after inviting quotations from all the empanelled vendors or will be renewed based on Consumer Price Index (CPI). No request for upward revision in the rates will be considered during the validity period of the rates. Any increase in statutory taxes will be borne by the Bank.

- a. Work order will be normally placed on quarterly basis. Bill payment will be done after deducting relevant amount of TDS on the order value (exclusive of GST).
- b. The vendor shall raise the bill, only after the completion of work order.
- c. During the course of the contract, any increase in the GST rates as announced by the Central Government will be borne by the bank.
- d. The payment shall be released, through NEFT/RTGS channel only, within two weeks from the date of submission of bills, complete in all respects.



#### **D. Necessary Requirements to be fulfilled after award of Tender**

a. The contractor and the staff employed by the contractor, directly or indirectly, within the Bank's premises, shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure / systems/ equipment's, etc., which may come to the possession or knowledge of the contractor during the course of discharging its contractual obligations in connection with this contract, to any third party and shall at all times hold the same in strictest confidence. The contractor shall treat the details of the contract, "Notice Inviting Tender for providing Computer Consumables (Printer Cartridges) at Reserve Bank of India, Chandigarh", as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Contractor or its employees shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the prior written consent of the Bank. The Contractor shall indemnify the Bank for any loss suffered by the Bank as a result of disclosure of any confidential information by the contractor or its employees. Failure to observe the above shall be treated as breach of contract on the part of the Contractor and the Bank shall be entitled to claim damages/termination of the contract and pursue legal remedies. The Contractor shall ensure in writing that the persons engaged for the purpose of the work are made aware of the non-disclosure requirement and the Contractor shall be liable for any breach committed by its persons. The Non-Disclosure Clause signed by the Contractor under the aforesaid agreements will survive for indefinite duration.

#### **E. Adherence to Statutory Laws**

a. The amount payable under this agreement shall be inclusive of all costs except applicable GST. GST as applicable shall be paid to the service provider. TDS on GST shall be deducted as applicable. The service provider shall quote the Goods and Services Tax Identification Number (GSTIN) in the bill/invoice submitted to the Bank. The service provider shall produce documentary evidence regarding GSTIN registration to the Bank. The service provider shall produce the proof of payment of GST (as applicable to the service provided under this contract) to the concerned authorities, if and when called for by the Bank. If the service provider fails to include applicable taxes, duties, local levies in the bill, no claim thereof will be entertained by the Bank afterwards. In terms of the Income Tax Act, 1961, taxes as applicable shall be deducted at source and a certificate for the same will be issued to the service provider by the Bank.



b. The service provider shall be solely responsible for compliance with the provisions of all central and state laws, various taxes (Income tax, etc.), and any other act/rules of State/Central Government /Municipal Corporation prevailing under the jurisdiction, relating to provision of services to RBI.

c. Compliance of regulations viz., Payment of Minimum Wages, Bonus Act, Employers' Liability Act, Contract Labour (Regulation & Abolition) Act, the Workmen Compensation Act, Industrial Disputes Act, Maternity Benefits Act, Employee State Insurance Act, Provident Funds and Miscellaneous Provisions Act and labour license of State and Central government applicable from time to time, shall be whole & sole responsibility of the Agency. In this regard, the Agency shall indemnify Bank against all claims and will maintain necessary books, logs, registers, verification, returns, receipts, computerized database, etc., mandatory as per the law and as per the Government rules and make the same available for inspection/verification to the concerned Government Officer/Labour Enforcement Officer/Regional Provident Fund Commissioner, as and when required. A copy of all such compliances, statements and payments made to the statutory authorities, etc., including registration number shall be provided to the Bank authority for verification and record as and when so demanded.

#### **F. Prevention, prohibition and Redressal of sexual harassment**

a. The service provider shall be solely responsible for full compliance with the provisions of "the Sexual Harassment of women at work place (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 service provider and he/she 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 Bank against any employee/s of the contractor shall be taken cognizance of by the Regional Complaints Committee (RCC) constituted by the Bank and the consequent action/decision taken by the RCC shall be binding on the contractor if sexual harassment/violence by the employee of the contractor is proved.

c. The contractor shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.

d. The service provider shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the service provider, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the service provider is proved.



e. The service provider will provide updated list of its employees deputed for work in Bank premises, if any.

### **G. Rights of the Bank**

- a. The Bank reserves the right to extend the period of tender and / or the date of opening of the bids.
- b. The Bank reserves the right to accept or reject any / all applications or annul the process of qualification without any liability or assigning any reason thereof.
- c. The Bank reserves right to split the scope of the work to more than one agency/agencies without assigning any reason whatsoever. No claim will be entertained on account of this.
- d. The terms and conditions specified herein are indicative in nature and the same shall not restrain the Bank from imposing or requiring the Bidder to agree upon such further or other terms and conditions at the time of executing the agreement with the successful Bidder, or to alter, modify or omit the terms and conditions contained herein, as are considered necessary for the due and proper execution of the work being awarded under this Tender.
- e. The Supplier or its agents / employees committing any breach of terms and conditions mentioned herein and / or rendering unsatisfactory services, in the opinion of the Bank shall render itself liable for penalty and/or termination of the agreement forthwith without any notice or any compensation in lieu thereof.

### **H. Dispute Resolution**

It is to be duly noted that in the case of any dispute on terms and condition of this tender, the English version of the tender document shall prevail (in case tender is issued in English and any other language simultaneously).

All disputes and differences of any kind under the agreement shall be referred to the sole arbitrator, i.e., Regional Director, Reserve Bank of India, Chandigarh and his/her decision, in writing, shall be final and binding on the supplier. However, for any dispute/issue, not settled through arbitration, the legal jurisdiction shall be Chandigarh only. Alternate settlement modes can be used for settling any legal dispute with mutual consent only.

### **I. Force Majeure**

Notwithstanding anything else contained in this document, neither party shall be liable for any delay in performing its obligations hereunder, if such delay is caused by circumstances beyond its reasonable control (including without limitation any delay



caused by the acts of governments, acts of God, natural or social calamities, strikes, riots in any region, network failure, terrorist attack, war (declared and undeclared)) provided however that any delay by the supplier of the Party so delaying shall not relieve that Party from liability for delay except where such delay is beyond the reasonable control of the supplier concerned.

#### **J. Disclaimer**

- a) Though adequate care has been taken while preparing this document, the tenderers shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any tenderer within seven (7) days from the date of Notice inviting e-tender, it shall be considered that this document is complete in all respects.
- b) The Bank reserves the right to modify, amend or supplement this document including all formats and Annex.
- c) While this document has been prepared in good faith, neither the Bank nor their employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document, even if any loss or damage is caused by any act or omission on their part.

#### **K. Confidentiality**

- a. The information contained in this Tender Document or subsequently provided to tenderer(s) whether verbally or in documentary form by or on behalf of the Bank or by any of its employees, shall be subject to the terms and conditions set out in this Tender Document and all other terms and conditions subject to which such information is provided.
- b. The purpose of this tender document is to provide the tenderer(s) with information to assist the formulation of their proposals.
- c. This Tender Document does not purport to contain all the information each tenderer may require.
- d. This tender document may not be appropriate for all persons, and it is not possible for the Bank and/or its employees to consider the investment objectives, financial situation and particular needs of each bidder who reads or uses this tender document.



- e. Each tenderer should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this tender document and where necessary obtain independent advice from appropriate sources.
- f. The Bank and employees make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the tender document.
- g. This document and the information provided therein are confidential and intended solely for the use of the Tenderer(s).

## **Section V.2 - Specific Conditions of Contract**

### **A. Period of Contract**

Bidders qualifying the Part- I of the tender will be empanelled for **3 years**. The empanelment will be valid from **April 01, 2026 to March 31, 2029** unless earlier terminated in accordance with the termination clause. The rates for the items mentioned in the indicative list ([Annex VII](#)) of the contract will be **initially valid for the period starting from April 01, 2026 to March 31, 2027**. Thereafter the rates will be revised on **yearly basis** by inviting quotations from all the empanelled vendors.

### **B. Venue**

The printer cartridges shall normally be supplied at the Central Receipt and Dispatch Section at ground floor of the Main Office building, RBI, at Sector-17, Chandigarh-160017 or at any other place as approved by the Bank within the Bank's premises.

### **C. Material/ services to be provided by the Contractor**

The Service provider is expected to supply Printer Cartridges (not refilled) at Reserve Bank of India, Chandigarh in accordance with the details of items given in the list ([Annex VII](#)).

### **D. Notice for Termination of Contract**

- a. The Bank may for any reasons whatsoever or without assigning any reason discontinue the arrangement before the expiry of the period mentioned in this agreement by issuing a notice of 30 days to the service providers.
- b. If the service provider is terminated prematurely by the act/omission on the part of the service provider, the service provider agrees that, earnest money/security deposit shall not be refunded by the Bank and the same shall be forfeited. In case the contract is terminated prematurely by the act/omission on the part of the service provider, he (the service provider) shall make temporary arrangement for the services provided by him for



a period of 3 months or till Bank appoints new service providers or whichever is earlier.

#### **E. Penalties**

a. The Bank may, without prejudice to any other steps it may take in this regard, impose penalty cut in charges payable as mentioned below,

<b>Penalty Clause</b>	<b>Failure Tolerance Level</b>	<b>Penalty</b>
Delay in delivering the items within the specified period (except in case of "force majeure")	Zero	Minimum 5% to Maximum 15 % of the bill value.
Supply of Inferior Quality of items	Zero	Minimum 5% to Maximum 15 % of the bill value.
Supply of items of brand /make other than as specified	Zero	Minimum 5% to Maximum 15 % of the bill value.
Supply of items with dimensions other than specified	Zero	Minimum 5% to Maximum 15 % of the bill value.

b. The service providers shall ensure delivery to the concerned office only.

#### **F. Subletting of Contract**

The Contractor shall not sub-let the contract. In the case of any violation in this regard, the Bank reserves the right to terminate the contract.

#### **G. Declaration**

(i) I/We hereby declare that I/we have read and understood the above terms and conditions as mentioned in Section III, IV and V.

(ii) I/We also declare there is no case with the Police/Court/Regulatory authorities against me/us. Also, I/We have neither been suspended / delisted / blacklisted by any organization for any reason nor any such proceedings are pending or contemplated. I/We also certify that either our firm or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication.

(iii) I/We certify that all the information furnished by me/us is true to the best of my/our knowledge. I / We have no objection to Reserve Bank of India verifying any or all the information furnished in this document with the concerned authorities, if necessary.



(iv) I/We understand that Reserve Bank of India reserves the right to accept or reject any or all the tenders in full or in part without assigning any reason thereof.

#### **H. Debarment:**

A firm / bidder may be debarred from the bidding / participation in tender, on the following grounds:

(1) If it is determined that the bidder 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 bidder with an intent to gain unfair advantage in the procurement process or for personal gain.

e) any financial or business transactions between the bidder 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 tender process or to secure a contract.

i) failed to disclose conflict of interest.

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.

(2) For any actions or omissions by the bidder 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.

(3) If the bidder has been convicted of an offence— (a) under the Prevention of Corruption Act, 1988; or (b) the Indian Penal Code 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.(Undertaking/Declaration of debarment by public institution(s) should be submitted by the tenderer on their letterhead in the format provided in [\*\*Annex VI\*\*](#)).

**Signature of the Tenderer**

**Name:**

**Seal:**

**Address:**

**Date:**



## **Section VI**

### **Standard Formats**

<b>Annex I to VI</b>	Details of Techno-Commercial Bid (Part I)
<b>Annex VII</b>	Details of Financial bid (Part II) and Indicative List of Printer Cartridges



## **Part - I – Details of Techno-Commercial Bid**

**Annex I**

### **Format of Application Form**

*(Scanned copy (PDF format), duly signed, must be uploaded while submitting e-tender online through MSTC E-Commerce website)*

From

To  
The Regional Director  
Central Receipt and Dispatch Section,  
Third Floor, HRMD  
Chandigarh Regional Office  
Reserve Bank of India  
Central Vista, Sector 17B  
Chandigarh, PIN – 160017

Dear Sir,

I/We wish to introduce myself/ourselves as Authorized Distributors/Partners of Original Equipment Manufacturers (OEMs) for supply of Printer Cartridges of various Brands (HP, Canon, Brother). Request you to consider my/our quotation for providing printer cartridges (not refilled) in your office. I/We furnish hereby the required information about my/our firm/company and business:

<b>S.No.</b>	<b>Particulars</b>	<b>Details to be filled in by the tenderer</b>
1	Name and registered office address of the Company/ Firm along with telephone numbers and email :-  Name: Address: Telephone No./Mobile No.: Date of establishment: E-mail id of the firm:	
2	Type of organization – (whether Proprietorship Firm/ Partnership Firm /Pvt./Public Ltd Company):-	
3	Date of establishment/ incorporation: -	



4	<p>Details of Registration of Firm/Company/Agency :- Registering Authority: Date: Registration and License Number:  (Please enclose relevant documents in support of the same)</p>	
5	Whether MSME	
6	Full name/s of the proprietor/ partners/ directors of Organization with designation and addresses :-	
7	Name, designation, address, telephone numbers and email of authorized person of company/ firm/ agency to deal with :-	
8	<p>Address of Office/shop and warehouse: a)  b)  c)  (Separate list may be uploaded in case the space provided is not sufficient)</p>	
9	PAN No. (enclose copy of PAN Card issued by Income Tax Department) :-	



10	GSTIN (upload the documentary evidence on MSTC portal):-	
11	Annual Turnover of company last three (03) financial years (in Rs. Lakh):-  Upload the Assessment Order/ CA Certified statement of accounts/ audited Balance Sheet on MSTC portal	
	FY 2022-2023	
	FY 2023-2024	
	FY 2024-2025	
12	Income Tax Returns of last three (03) financial years (in Rs. Lakh):-  Upload the Income Tax Returns on MSTC portal	
	FY 2022-2023	
	FY 2023-2024	
	FY 2024-2025	
13	Work Experience:-  Details of Work experience as per the requirement in the Eligibility Criteria and Terms and Conditions, supported by work orders, documents and experience certificates along with Annex II	
14	Bankers Details of the Company/ Firm/ Agency:-  Account number, account type, IFSC code of the bankers, full details like names, postal address and e-mail/ telephone no (Landline and Mobile numbers) along with Annex IV	



15	Details of EMD :- Amount: UTR No.: Date of Transaction:	
16	Other information, if any:- (Please attach sheets, if necessary) <b>Note:</b> In the event of dispute on any issue, the legal proceedings will be at Chandigarh.	

**Copies of Documents required to be submitted online on MSTC portal for Part I (Techno-Commercial Bid):**

1. Audited annual financial statements for last three (03) financial years i.e, FY 2022-2023, FY 2023-2024, FY 2024-2025. (**Duly self-attested**)
2. Income Tax Returns of last three (03) financial years i.e. FY 2022-2023, FY 2023-2024, FY 2024-2025. (**Duly self-attested**)
3. Application Form (**as per prescribed format in [Annex I](#)**)
4. List of Clients/ Details of Previous Experience (**as per prescribed format in [Annex II](#)**)
5. Undertaking/ Declaration (**as per prescribed format in [Annex III](#)**)
6. Format of Banker's Certificate from a Scheduled Bank (**as per prescribed format in [Annex IV](#)**)
7. Details of Bankers (**as per prescribed format in [Annex V](#)**)
8. Undertaking/ Declaration regarding debarment by public institution(s) (**as per prescribed format in [Annex VI](#)**)
9. Incorporation documents
10. Copy of the active PAN, TIN and GST Registration wherever applicable
11. Valid Documentary evidence for the location of office/shop/warehouse
12. Any other document/s (please specify)

**The Bank reserves the right to call for proof / verification of any of the above mentioned particulars.**

**PART – I – All pages of the Techno-Commercial Bid including all enclosures to be uploaded on MSTC portal must be duly filled in, signed and stamped by the bidder or by his authorized representative.**



## **DECLARATION:-**

1. The above information 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 tender process/being given the contract.
2. I/We also certify that, I/We have understood all the terms and conditions indicated in the tender document and hereby accept the same completely
3. I/We also agree that my/our tender will remain valid for acceptance by the Bank for 90 days from the date of opening of Part I (Technical Bid) of the tender and this period of validity can be extended for such period as may be mutually agreed in writing between the Bank and the tenderer. I/We also agree to keep the earnest money during the entire period of validity of tender.
4. We have deposited a sum of ₹ 80,000/- (Rupees Eighty Thousand only) 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 Bank.
5. I/We understand that the Bank reserves the right to accept or reject any or all the tender either in full or in part without assigning any reason therefore.

**Signature :-**

**Name and seal of the Tenderer :-**

**Designation :-**

**Place :**



**Annex- II**

**List Of Clients/ Details of Previous Experience**

<b>Sr. No.</b>	<b>Name of the Client</b>	<b>Brand of Cartridges Supplied</b>	<b>Quantity Supplied (Units)</b>	<b>Amount of Supply</b>	<b>Client's Contact person details, Name, Email id, Tel. No., Address</b>	<b>Period of Supply</b>



### Annex-III

#### Format Of Undertaking/ Declaration

**(To be uploaded in MSTC portal printed on its letter head)**

To,  
The Regional Director  
Reserve Bank of India  
Human Resources Management Department  
Sector-17, Chandigarh – 160017

Sir,

- i) I/we confirm of having read and understood the above stated terms and conditions as given in the e-tender document.
- ii) I/We hereby agree to abide by all terms and conditions laid down in tender document.
- iii) This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ ourselves abide by the said terms and conditions.
- iv) Further, the facts stated above by us in the e- tender application is true to the best of my/ our knowledge.
- v) I / We declare that there is no case/ charge under investigation/ enquiry/ trial against the agency/ Company/ Firm.
- vi) I/ We have not been banned and de-listed by any Government Department/ Financial Institution/ Public sector undertakings/ Private Sector Undertakings/ MNCs have not been convicted by any Court of Law/ have no case pending before the court of law/ Police authorities for the last 10 years.

**Signature\_\_\_\_\_**

**(Name of Authorized Signatory)**

**Company/ agency / firm's Seal:**

**Place:**

**Date:**

**Annex IV**

**Format of Banker's Certificate from a Scheduled Bank**

**(To be given by the banker on its letter head and same may be uploaded by tenderer at MSTC portal during Technical Bid)**

To Regional Director

Reserve Bank of India,

Sector 17B, Chandigarh

**Bankers' Certificate from a Scheduled Bank**

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

The details of account maintained by him/ her/ them are:

Name of the Account Holder:

Account Type Account Number:

Bank Name:

Branch Address:

MICR Code:

IFSC Code:

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:

**Note:** In case of partnership firm, certificate to include names of all partners as recorded with the Bank



**Annex-V**

**Details Of Bankers**  
**(To be given on applicant's letterhead)**

<b>Particulars</b>	<b>Banker 1</b>	<b>Banker 2</b>
Name of the branch and its complete postal address including IFSC and e-mail id.		
Name and Job-title of the Branch Manager/Relationship Manager along with his/her Telephone No(s) and E-mail id		
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.		



## Annex-VI

### **Format Of Undertaking/ Declaration regarding debarment by public institution(s)**

#### **(To be given on applicant's letterhead)**

**Name of Work:** E-Tender for Providing Computer Consumables (Printer Cartridge) at Reserve Bank of India, Chandigarh

1. I/We ..... (Name of the bidder) declares that,
  - a) I/we or any of our allied firm\* is/ are not debarred / suspended / blacklisted by any public institution / entity in India or any other country as on .....(last date of submission of bid).
  - b) I/ We or any of our allied firm\* 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 .....(last date of submission of bid).
  - c) we will inform the Bank in writing, in case, I/we or any of our allied firm\* is/are debarred / suspended / blacklisted by any public institution / entity in India or any other country on or before award of work for the captioned work.
  
2. I/We .....(Name of the bidder) declares that I/we or our allied firm\* .....(Name of the allied firm(s)) is/ are debarred / suspended / blacklisted by .....(Name and address of public institution in India or any other country) and the same effective upto .....(date). A copy of such letter is attached for your information and record.

(Seal and signature of the bidder)

Date:

Place:

(Note: strike out one of the above two declarations which is not applicable)

\*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 firms

**e-Tender (Printer Cartridges at RBI, Chandigarh)**

**Annex 'VII'****Part - II – Details of Financial Bid**

S. No.	Sub Column	Printer Make and Model	Cartridge Name	Tentative Annual Consumption (in Nos.)	Rate per Unit (in Rs.) Excluding GST	Total Amount (in Rs.) Excluding GST
1		Epson LQ-1310 Dot Matrix	LQ 310 Ribbon	3		
2	a.	HP Color Officejet 9020	Black 965XL (3JA84AA)	13		
	b.		Yellow 965XL (3JA83AA)	12		
	c.		Magenta 965XL (3JA82AA)	12		
	d.		Cyan 965XL (3JA81AA)	12		
3		HP Laserjet M226dw	CC388X	15		
4	a.	Brother MFC L5915dw	TN3608	52		Kindly provide item wise rates in Part II excel file.
	b.		DR3608-Drum	13		
5	a.	HP Color Laserjet 4303fdw	Black 230A (W2300A)	26		
	b.		Cyan 230A (W2301A)	26		
	c.		Yellow 230A (W2302A)	26		
	d.		Magenta 230A (W2303A)	26		
6		HP Laserjet M329dw	CF277A	74		
7		HP Laserjet 4104dw	152A (W1520A)	100		
8	a.	Canon Colour MF752Cdw	Black 069	14		
	b.		Cyan 069	14		
	c.		Magenta 069	14		
	d.		Yellow 069	14		
9		Canon Black&White MF461dw	Black 070	28		
10	a.	Epson EcoTank L8180	Black 011	1		
	b.		Gray 012	1		
	c.		Photo Black 012	1		
	d.		Yellow 012	1		
	e		Magenta 012	1		
	f		Cyan 012	1		



**Note-**

1. The Bank will not give any minimum commitment on the indicative quantity mentioned above. Payment will be made on the basis of actual purchase only.
2. **Rates in Indian rupee excluding GST may be quoted for each item in column named “Rate per unit (in Rs.) Excluding GST” in the indicative list given in Annex-VII, Section VI. Please note that amount will be auto calculated in column named “Total Amount (in Rs.) Excluding GST”. While the total cost in the last will be including GST.**
3. The Bank may at its discretion determine lowest rates (L-1) **for each item** in the Annex - VII for rates submitted by vendors who qualifies in Part I (Techno-Commercial Bid). Supply ratio will be in equal proportion to the vendors, who will quote same L-1 rate for any of the items mentioned in Annex-VII. Decision of the Bank shall be final and binding on all concerned in this regard.
4. Conditional bids shall be treated as invalid.
5. The Bank will not give any minimum commitment on the indicative quantity mentioned above. Payment will be made on the basis of actual purchase only.
6. All rates may be quoted as per indicative list given in Annex VII, Section VI.
7. The amount quoted should be exclusive of GST.
8. Conditional bids shall be treated as invalid.

**Place:**

**Date:**

Signature of the Tenderer



Form-I

### Proforma of Performance Bank Guarantee

**(To be submitted by tenderer whose on Non-judicial stamp paper of appropriate value purchased in the name of the issuing bank)**

No. \_\_\_\_\_ Date \_\_\_\_\_

To:

The Regional Director

Reserve Bank of India

Chandigarh-160017

Dear Sir,

In consideration of your agreeing to empanel M/s \_\_\_\_\_ (hereinafter referred to as "the Contractor") in terms of their contract with you for supplying Printer Cartridges to RESERVE BANK OF INDIA, Central Vista, Sector-17, Chandigarh-160017 as per their Tender dated \_\_\_\_\_ and your Special Conditions of Contract and other tender documents relating thereto subject to the conditions and alterations mutually agreed upon /set forth or referred to in your Contract dated \_\_\_\_\_ in the form of guarantee from us in the manner hereinafter contained, we (Name of the Bank) do hereby covenant and agree with you as follows:

1. We undertake to indemnify you and keep you indemnified from time to time to the extent of ₹..... (Rupees.....) against any loss or damage caused to or suffered by or that may be caused to or suffered by you by reason of any breach or breaches on the part of the Contractor of any of the terms and conditions contained in the said Contract and in the event of the Contractor making any default or default in carrying out any of the work under the said Contract or otherwise in the observance and performance of any of the terms and conditions relating thereto in accordance with the true intent and meaning thereof, we shall forthwith on demand pay to you such sum or sums not exceeding in total the said sum of ₹..... (Rupees .....) as may be claimed by you as your losses and/or damages, costs, charges or expenses by reason of such default on the part of the Contractor.



2. Notwithstanding anything to the contrary, your decision as to whether the Contractor has made any such default or defaults and the amount or amounts to which you are entitled by reasons thereof will be binding on us and we shall not be entitled to ask you to establish your claim or claims under this guarantee but will pay the same forthwith on your demand without any protest or demur.
3. This guarantee shall continue and hold good until it is released by you on the application by the Contractor after expiry of the relative guarantee period of the said Contract and after the contractor had discharged all his obligations under the said Contract and produced a certificate of due completion of the work under the said contract and submitted a "No Demand Certificate", provided always that this guarantee shall in no event remain in force two months after the day of expiry of the contract without prejudice to your claim or claims arisen and demanded from or otherwise notified to us in writing.
4. Should it be necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this Guarantee on your request till such time as may be required by you. Your decision in this respect shall be final and binding on us.
5. You will have the fullest liberty without effecting this guarantee from time to time to vary any of the terms and conditions of the said contract or extend the time of performance of the Contractor or to postpone for any time or from time to time any of your rights or powers against the Contractor and either to enforce or forbear to enforce any of the terms and conditions of the said Contract and we shall not be released from our liability under this guarantee by the exercise of your liberty with reference to matters aforesaid or by reason of any time being given to the Contractor or any other forbearance, act or omission on your part or any indulgence by you to the Contractor or by any variation or modification of the said contract or any other act, matter or things whatsoever, which under the law relating to sureties would but for the provisions hereof have the effect of so releasing us from our liability hereunder provided always that nothing herein contained will enlarge our liability hereunder beyond the limit of ₹..... (Rupees.....) as aforesaid.
6. This guarantee shall not in any way be affected by your taking or varying or giving up any securities from the Contractor or any other person, firm or company on its behalf or by the winding up, dissolution, insolvency or death as the case may be, of the Contractor.



7. In order to give full effect to the guarantee herein contained, you shall be entitled to act as if we were your principal debtors in respect of all your claims against the Contractor hereby guaranteed by us as aforesaid and we hereby expressly waive all our rights of surety-ship and other rights, if any, which are in any way inconsistent with any of the provisions of this guarantee.
8. Subject to the maximum limit of our liability as aforesaid, this guarantee will cover all your claim or claims against the contractor from time to time arising out of or in relation to the said contract and in respect of which your claim in writing is lodged on us before expiry of this guarantee.
9. Any notice by way of demand or otherwise hereunder may be sent by special courier, fax or registered post to our local address as aforesaid and if sent by post, it shall be deemed to have been given when the same has been posted.
10. This guarantee and the powers and provisions herein contained are in addition to and not by way of limitation of or substitution for any other guarantee or guarantees heretofore given to you by us (whether jointly with others or alone) and now existing uncancelled and that this guarantee is not intended to and shall not revoke or limit such guarantee or guarantees.
11. This guarantee shall not be affected by any change in the constitution of the contractor or us nor shall it be affected by any change in your constitution or by any amalgamation or absorption thereof or therewith but will ensure to the benefit of and be available to and enforceable by the absorbing or amalgamated company or concern.
12. Any forbearance, act or omission on the part of the Bank in enforcing any of the conditions of the said tender or showing of any indulgence by the Bank to the Tenderer shall not discharge the Surety in any way and the obligations of the Surety under this guarantee shall be discharged only on the intimation thereof being given to the Surety by the Bank.
13. This guarantee is irrevocable during the period of its currency and shall not be revoked without your previous consent in writing.
14. We further agree and undertake to pay you without demur the amount demanded by you in writing notwithstanding any difference or dispute or controversy that may exist or arise between you and contractor or any other person.



15. Notwithstanding anything contained herein above, our liability under this guarantee is restricted to ₹..... (Rupees .....). Unless a written claim is lodged on us for payment under this guarantee before the expiry date, including extensions if any, of this guarantee all your rights under the guarantee shall be forfeited and we shall be deemed to have been released and discharged from all liabilities there under, irrespective of whether or not the original guarantee is returned to us.

16. We have power to issue this guarantee in your favour under the Memorandum and Articles of Association of our Bank and the undersigned has full power to execute this Guarantee under the Power of Attorney granted to him by the Bank.

**SIGNED AND DELIVERED**

(For & on behalf of the above named Bank)

For & on behalf of (Banker's Name & Seal)

**BRANCH MANAGER**

(Banker's Seal)

Address \_\_\_\_\_

Signed, sealed and delivered for and on behalf of the Bank by the above named in the presence of:

Witness 1

Signature .....

Name .....

Address .....