



निविदा आमंत्रण सूचना (एनआईटी)
(केवल ई-खरीद के माध्यम से)

वित्तीय साक्षरता संबंधी पुस्तिकाओं का मुद्रण (एनआईटी उपलब्ध होने की तारीख: 12 फरवरी 2025)

भारतीय रिज़र्व बैंक वित्तीय साक्षरता पुस्तिकाओं के मुद्रण हेतु ई-निविदा आमंत्रित करता है। निविदा प्रक्रिया एमएसटीसी लिमिटेड (<https://mstcecommerce.com/eprocn/>) के ई-निविदा पोर्टल के माध्यम से पूरी की जाएगी। निविदा प्रक्रिया में भाग लेने के लिए इच्छुक सभी कंपनियों / एजेंसियों / फर्मों को उपर्युक्त वेबसाइट के माध्यम से एमएसटीसी लिमिटेड के पास स्वयं को पंजीकृत कराना होगा। ई-निविदा की अनुसूची निम्नानुसार है:

निविदा की अनुसूची (एसओटी)

1	ई-निविदा सं./ ईवेंट सं.	आरबीआई/चेन्नै क्षेत्रीय कार्यालय/संपदा/48/24-25/ईटी/888 [एफएल पुस्तिकाओं का मुद्रण]
2	कार्य का विवरण	वित्तीय साक्षरता संबंधी पुस्तिकाओं का मुद्रण
3	कार्य का कुल अनुमानित मूल्य (जीएसटी सहित)	₹33,00,000/- (तैंतीस लाख रुपये मात्र) (जीएसटी और सभी लागू प्रभारों सहित)
4	निविदा का माध्यम	ई-निविदा (तकनीकी बोली (भाग-I) और मूल्यगत बोली (भाग-II) केवल https://www.mstcecommerce.com/eprocn/ के माध्यम से ऑनलाइन प्रस्तुत करना भौतिक रूप में प्राप्त होने वाली किसी भी तकनीकी/ मूल्यगत बोली को भारतीय रिज़र्व बैंक स्वीकार नहीं करेगा।
5	प्रोक्यूरमेंट पोर्टल के माध्यम से ई-निविदा के प्रकाशन की तारीख	12 फरवरी 2025
6	डाउनलोड किए जाने हेतु बोली लगाने वालों को निविदा आमंत्रण सूचना (एनआईटी) उपलब्ध होने की तारीख	12 फरवरी 2025 को शाम 05:00 बजे
7	https://www.mstcecommerce.com/eprocn/ पर ऑनलाइन तकनीकी और मूल्यगत बोली प्रस्तुत किए जाने के लिए ई-निविदा की शुरुआत की तारीख	12 फरवरी 2025 को शाम 05:00 बजे
8	बोली-पूर्व बैठक की तारीख, समय और स्थान	14 फरवरी 2025 को दोपहर 03:00 बजे स्थान: भारतीय रिज़र्व बैंक, एफआईडीडी, तीसरी मंजिल, फोर्ट ग्लासिस, 16, राजाजी सालै, पी.बी.सं.40, चेन्नै-600001

9	तकनीकी बोली और मूल्यगत बोली प्रस्तुत किए जाने के लिए ऑनलाइन ई-निविदा की समाप्ति की तारीख व समय	26 फरवरी 2025 को दोपहर 02:00 बजे
10	भाग-I (तकनीकी बोली) खोले जाने की तारीख व समय	26 फरवरी 2025 को दोपहर 03:00 बजे
11	भाग-II (मूल्यगत बोली) खोले जाने की तारीख व समय	भाग-II (मूल्यगत बोली) खोले जाने की तारीख व समय सभी पात्र बोली लगाने वालों को अलग से सूचित किया जाएगा।
12	बयाना जमाराशि	<p>दिनांक 26 फरवरी 2025 को दोपहर 01:00 बजे तक ₹66,000/- (छियासठ हजार रुपये मात्र) की राशि एनईएफटी के माध्यम से अंतरित की जानी चाहिए।</p> <p>एनईएफटी का ब्योरा नीचे दिया गया है: लाभार्थी का नाम: RBI CHENNAI आईएफएससी: RBIS0CNPA01(5वां और 10वां अक्षर 'शून्य' है) खाता संख्या: 186003001 टिप्पणी: FIDD printing</p> <p>ईएमडी जमा किए जाने संबंधी प्रमाण एमएसटीसी पोर्टल में अपलोड किया जाना है। बोली लगाने वालों को यह भी सूचित किया जाता है कि वे लेनदेन संख्या (स्कैन की गई प्रति) के साथ ईएमडी जमा किए जाने संबंधी प्रमाण ईमेल आईडी: fiddchennai@rbi.org.in पर भेजें।</p> <p>बोली लगाने वाले ईएमडी के बदले में बारह माह की अवधि की ईएमडी के बराबर राशि की बैंक गारंटी भी विनिर्दिष्ट फॉर्मेट में प्रस्तुत कर सकते हैं।</p> <p>ईएमडी प्रस्तुत न करने पर संबंधित बोलियां निष्प्रभावी हो जाएंगी और ऐसी बोलियों को अस्वीकार कर दिया जाएगा।</p>
13	लेनदेन शुल्क	एमएसटीसी पोर्टल में बताए अनुसार लेनदेन शुल्क का भुगतान एनईएफटी/ आरटीजीएस के माध्यम से एमएसटीसी भुगतान गेटवे द्वारा किया जाए, जो कि एमएसटीसी लिमिटेड के पक्ष में हो।

आवेदन करने के इच्छुक आवेदकों को अपनी अपेक्षित पात्रता रखने के समर्थन में दस्तावेजी साक्ष्य प्रस्तुत करके बैंक को संतुष्ट करना होगा। ऐसा न करने की स्थिति में बैंक उनकी उम्मीदवारी को अस्वीकार करने का अधिकार सुरक्षित रखता है। बिना ईएमडी वाली निविदाएं किसी भी परिस्थिति में स्वीकार नहीं की जाएंगी।

यदि भविष्य में निविदा के संबंध में कोई संशोधन/ शुद्धिपत्र जारी किया जाए तो उसे केवल आरबीआई वेबसाइट (<https://rbi.org.in>) और एमएसटीसी वेबसाइट <https://www.mstcecommerce.com/eproc/> पर अधिसूचित किया जाएगा और समाचार पत्र में प्रकाशित नहीं किया जाएगा।



RESERVE BANK OF INDIA
Financial Inclusion and Development Department
Chennai

E-Tender for Printing of Financial Literacy booklets

**RBI/Chennai Regional Office/Estate/48/24-25/ET/888[Printing of FL
booklets]**

Reserve Bank of India
Financial Inclusion and Development Department
Fort Glacis, 16, Rajaji Salai, P.B. No.40
Chennai - 600001

DISCLAIMER

Reserve Bank of India, Financial Inclusion and Development Department, Chennai (RBI, Chennai), has prepared this document to provide background information of work to interested parties. While RBI, Chennai has taken due care in the preparation of the information contained herein and believes it to be in order, neither RBI, Chennai 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 purpose of this document is to provide interested parties with information of work. Each tenderer should conduct his own investigations and analysis and should check the accuracy, adequacy, reliability and completeness of the assumptions, assessments, statements and information contained in this document and obtain independent advice from appropriate sources.

RBI, Chennai or its employees make no representation or warranty and shall have no liability to any person including any Tenderer under any law, statute, rules or regulations or tort, principles of restitutions or unjust enrichment or otherwise for any loss, damages, cost or expenses which may arise from or be incurred or suffered on account of anything contained in this document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the tender and any assessment, assumption or information contained therein or deemed to form the part of this document.

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

This is a **two-part open tender**. Those tenderer(s) who fulfil eligibility criteria as indicated in this document and submit the details as directed therein are eligible to participate.

RBI, Chennai reserves the right not to proceed with the work or to change the configuration of the work, 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 shall be paid to persons or entities expressing interest. Any amendments / corrigendum to the tender, if any, issued in future will only be notified on the RBI website and MSTC website and will not be published in the newspaper.

RBI, Chennai may at its discretion, assign one or more, or all items of work to the successful Tenderer, for which rates are called for. RBI, Chennai will, under no circumstances be liable to reveal the criteria adopted for the final selection of the successful tenderer to anybody.

Rates should be quoted both in figures and words in columns specified. In case of discrepancy, the rate quoted in words will be considered final. No advice of any change in rate or conditions after the opening of the tender will be entertained. The rates quoted shall be deemed to be for the finished work and shall be firm and binding without any escalation whatsoever.

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PART – I, SECTION - A
A. NOTICE INVITING TENDER (NIT)
(Only through e-procurement)

Printing of Financial Literacy booklets

Reserve Bank of India, Chennai Regional Office (hereinafter called “the Bank”) invites e-Tender under two-bid system (Technical & Financial Bid) from reputed agencies / companies/ firms engaged in high quality printing process in Tamil Nadu and UT of Puducherry for Printing of Financial Literacy booklets. Printing agencies intending to participate in the tendering process should submit bid online as per the Tender document, which may be downloaded from RBI website (<https://rbi.org.in>) and MSTC website <https://www.mstcecommerce.com/eprocn>

2. The tender document shall not be issued by any other means under any circumstances whatsoever. Corrigenda or clarifications, if any, shall be hosted on the above-mentioned websites only. RBI reserves the right to accept or reject any or all the bids, either in whole or in part, without assigning any reasons thereof.

3. The estimated cost of the work is ₹33,00,000/- (Thirty-Three Lakh only) however, the actual amount may vary.

4. Only those who fulfil the qualification criteria are eligible to participate in this tender. Eligibility criteria are mentioned in the tender document.

Last date and time of submission of online tenders: 14:00 hrs of February 26, 2025

Note:

1. In the event of any unforeseen closure of work/ holiday on any of the above days, the same will be opened on the next working day.

2. Tenders received after due date and time shall be rejected.

3. Tenders not complying with the provisions of bidding documents are liable to be rejected.

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**Regional Director
Reserve Bank of India
Chennai**

PART – I, SECTION - B

SCHEDULE OF TENDER (SOT)

1	e-Tender No. / Event No.	RBI/Chennai Regional Office/Estate/48/24-25/ET/888[Printing of FL booklets]
2	Description of work	Printing of Financial Literacy booklets
3	Total estimated value of work (inclusive of GST)	₹33,00,000/- (Thirty-Three Lakh only) (including GST and all applicable charges)
4	Mode of Tender	E-tender (online submission of Technical Bid (Part I) and Price Bid (Part II) through https://www.mstcecommerce.com/eprocn/) only No physical technical/price bid would be accepted by RBI
5	Date of publication of e-Tender through Procurement Portal	February 12, 2025
6	Date of availability of Notice Inviting Tender (NIT) to the Bidders for downloading	17:00 hrs of February 12, 2025
7	Date of Starting of e-Tender for submission of Online Technical and Price Bid at	17:00 hrs of February 12, 2025 https://www.mstcecommerce.com/eprocn/
8	Date, Time and Venue of Pre-Bid meeting	15:00 hrs of February 14, 2025 Venue: Reserve Bank of India, FIDD, 3 rd floor, Fort Glacis, 16, Rajaji Salai, P.B. No. 40, Chennai – 600001.
9	Date and time of closing of Online e-tender for submission of Technical Bid & Price Bid	14:00 hrs of February 26, 2025
10	Date & time of opening of Part-I (Technical Bid)	15:00 hrs of February 26, 2025
11	Date & Time of opening of Part-II (Price Bid)	Date and time for opening of Part II i.e. price bid shall be informed separately to all the eligible bidders.

12	Earnest Money Deposit	<p>₹66,000/- (Rupees Sixty-Six Thousand only) should be transferred by NEFT on or before 13:00 hrs of February 26, 2025.</p> <p>The NEFT details are as under: Beneficiary Name: RBI CHENNAI IFSC: RBIS0CNPA01(the 5th and 10th characters are zero) Account Number: 186003001 Remarks: FIDD printing</p> <p>The proof of having remitted the EMD is to be uploaded in MSTC portal. The bidders are also advised to send the proof of remittance with transaction number (scanned copy) to the email ID: fiddchennai@rbi.org.in.</p> <p>Alternatively, the bidders can also produce Bank Guarantee in lieu of EMD for an equivalent amount towards EMD for a period of twelve months in the specified format.</p> <p>EMD/Bank Guarantee of unsuccessful bidders would be returned within 30 days of bid opening. No interest would be payable on the EMD/Bank Guarantee.</p> <p>Non-Submission of EMD will render the bids concerned non-responsive and such bids will be rejected.</p>
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13	Transaction Fee	Payment of Transaction Fee, as mentioned in the MSTC portal (inclusive of GST% as mentioned), through MSTC payment gateway by NEFT / RTGS in favour of MSTC LIMITED
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Applicants intending to apply will have to satisfy the Bank by furnishing documentary evidence in support of their possessing required eligibility and in the event of their failure to do so, the Bank reserves the right to reject their candidature. Tenders without EMD will not be accepted under any circumstances.

Amendments / Corrigendum to the tender, if any, issued in future will only be notified on the RBI Website (<https://rbi.org.in>) and MSTC website <https://www.mstcecommerce.com/eprocn/> and will not be published in the newspaper.

PART – I, SECTION - C

Instructions for e-Tender

Bidders are requested to read and understand the terms & conditions of this tender carefully before submitting online tender.

S.No	Process
1	<p>Process of e-tender:</p> <p>A) Registration: To take part in e-tenders that are published by the Bank, vendors should register themselves on the MSTC V3 portal, www.mstcecommerce.com/eprocn. Vendors are advised to keep checking the latest guidelines from the website to keep themselves updated. Vendors may also contact the Helpdesk to seek clarification on any point.</p> <p>The process involves bidder's registration with MSTC eprocurement portal. Only after registration, the bidder (s) can submit his/her/their bids electronically. Electronic Bidding for submission of bids will be done over the internet. The bidder should possess Class III signing type digital certificate. Bidders are to make their own arrangements for bidding from a computer connected with Internet. RBI/MSTC is not responsible for making such arrangements. (Bids will not be recorded without Digital Signature).</p> <p>SPECIAL NOTE: The tender must be submitted on-line through www.mstcecommerce.com/eprocn. Vendors will receive a system generated registration acknowledgement mail confirming their registration on their registered mail id which has been provided during filling the registration form. In case of any clarification, vendors may contact RBI / MSTC before the scheduled time of the e-tender.</p> <p>Contact Persons (RBI Chennai - During Office Hours only):</p> <ol style="list-style-type: none">1. Dr. K. Sridhar (AGM, FIDD, Chennai) 044-2539 9035/ (ksridhar@rbi.org.in)2. Shri Anbarasu C (Manager, FIDD, Chennai)

044-2561 9937/ (anbarasuc@rbi.org.in)

Contact Persons (MSTC Ltd – During Office Hours only):

- Shri. Shanmugam-9176397264
e-mail id: nshanmugam@mstcindia.co.in
- Shri. J dhamodharan-9841002253
e-mail id: jdmodaran@mstcindia.co.in
- MSTC Help line - 9499054101/2/3/4
e-mail id: helpdesk@mstcindia.co.in
- Shri. V Ganesh Moorthy - 044 - 28285000
Google hangout ID- (for text chat) - mstceproc@gmail.com

B) System Requirement:

- i) Windows 7 or above Operating System ii) IE-7 and above Internet browser
- iii) Signing type digital signature
- iv) Latest updated JRE 8 (x86 Offline) software to be downloaded and installed in the system.

To disable “Protected Mode” for DSC to appear in the signer box following settings may be applied: -

- Tools => Internet Options =>Security => Disable protected Mode If enabled- i.e,

Remove the tick from the tick box mentioning “Enable Protected Mode” •

Other Settings:

Tools => Internet Options => General => Click on Settings under “Browsing History/ Delete Browsing History” => Temporary Internet Files => Activate “Every time I Visit the Webpage”.

To enable ALL active X controls and disable ‘use pop up blocker’ under Tools → Internet Options → custom level (Please run IE settings from the page www.mstcecommerce.com once)

2	<p>A) The Technical Bid and the Price Bid shall have to be submitted online at https://www.mstcecommerce.com/eprochome/rbi/buyer_login.jsp.</p> <p>Tenderers fulfilling the eligibility criteria need to upload documents as indicated therein in support thereof along with the tender.</p> <p>B) Technical Bids will be opened electronically on the specified date and time given in the Notice Inviting Tender (NIT). Price bids will be opened electronically of only those Tenderer(s) whose Technical Bid is found to be acceptable to RBI, Chennai. Such Tenderer(s) will be intimated regarding the date of opening of the Price bid, through valid email ID confirmed by them.</p>
3	<p>All entries in the tender should be entered online in the given formats without any ambiguity.</p>
4	<p>Transaction Fee: The Tenderers shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the Tenderer login. The tenderer has to select the particular tender from the event dropdown box. The Tenderer shall have the facility of making the payment only either through NEFT or Online Payment.</p> <p>On selecting NEFT, the Tenderer shall generate a challan by filling up a form. The Tenderer shall remit the transaction fee amount as per the details printed on the challan without making changes in the same.</p> <p>On selecting Online Payment, the Tenderer shall have the provision of making payment using his 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 Tenderer shall receive a system-generated mail.</p> <p>NOTE:</p> <p>(i) Transaction fee is not refundable. A vendor will not have the access to online e-tender without making the payment towards transaction fee.</p>

	<p>(ii) Tenderers should submit the transaction fee well in advance before the last date of submission of tender as they will be activated for bid submission only after receipt of transaction fee by MSTC.</p> <p>(iii) In case of failure to make payment towards Transaction fee for any reason, the Tenderer will not have the access to the online e-tender.</p> <p>(iv) Tenderers may please note that the transaction fee should be deposited by debiting the account of the Tenderer only; transaction fee deposited from or by debiting any other party's account shall not be accepted.</p>
5	<p>Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence, bidders are required to ensure that their corporate email id provided is valid and updated at the time of registration of bidder with MSTC.</p> <p>Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).</p> <p>Please note that there is no provision to take out the list of parties downloading the tender document from the website mentioned in the NIT. As such, Tenderers are requested to check the website once again before the due date of tender opening to ensure that they have not missed any corrigendum uploaded against the said tender. Amendment / corrigenda to the tender, if any, issued in the future will only be notified on the RBI Website and MSTC Website as given above. The responsibility of downloading the related corrigenda, if any, will be that of the Tenderers only.</p> <p>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.</p>
6	E-tender cannot be accessed after the due date and time mentioned in the notice for this tender
7	Bidding in e-tender:

i) Earnest Money Deposit (EMD) for a sum of ₹66,000/- (Rupees Sixty-Six Thousand) shall be remitted through NEFT, by the intended bidders on or before 13:00 hrs of February 26, 2025, to the Bank Account of Reserve Bank of India, the details of which are given below.

Beneficiary Name: RBI CHENNAI

IFSC: RBIS0CNPA01(the 5th and 10th characters are zero)

Account Number: 186003001

Remarks: FIDD printing

Proof of remittance with transaction number (Scanned copy) shall be attached/ uploaded on the MSTC website. The Tenderers are also advised to send the proof of remittance with transaction number (scanned copy) to fiddchennai@rbi.org.in

Alternatively, the bidders can also produce Bank Guarantee in lieu of EMD for an equivalent amount towards EMD for a period of twelve months in the specified format. The softcopy of the same shall be uploaded in MSTC website.

ii. Only the tenderer(s) who have submitted the EMD and Transaction Fee can submit their Technical Bids and Price Bid through internet on the MSTC website www.mstcecommerce.com → e-procurement → PSU /Govt. Depts → RBI Login → My menu → Auction Floor Manager → live event → Selection of the live event → Technical Bid.

iii. The Tenderer should allow Java application to run, by accepting the risk and clicking on Run. This exercise has to be done twice immediately after reaching the bid floor. If this application is not run, then the Tenderer will not be able to save/submit his bid. (For details refer Tenderer guide & FAQ).

iv. First the Tenderer needs to fill up the Commercial specification, if any, and save it. Then the Tenderer should fill up the Technical bid. After

filling the Technical bid, Tenderer should click 'Save' for recording their bid. Once the same is done, the Price Bid link becomes active. The same has to be filled up and the Tenderer should click on "Save" to record their bid. When both the technical bid & price bid have been saved, the Tenderer can click on the "Final Submission" button to register their bid.

NOTE: - After clicking the final submission two more options will show up, "Withdraw bid" and "Delete bid". If the Tenderer wants to withdraw its bid permanently then they should click the 'withdraw bid' link. He/she will not be able to bid again. If the Tenderer wants to delete the bid after final submission and resubmit the bid, then he/she should click 'delete bid', resubmit the same and again click "Final Submission".

v. In all cases, Tenderer should use their own ID and Password along with Digital Signature at the time of submission of their bid.

vi. During the entire e-tender process, the Tenderers will remain completely anonymous to one another and also to everybody else.

vii. The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above. All electronic bids submitted during the e-tender process shall be legally binding on the Tenderer. Any bid will be considered as valid bid offered by that Tenderer and acceptance of the same by the Bank will form a binding contract between RBI Chennai and the Tenderer for execution of the supply/work. Such successful Tenderer shall be hereafter referred to as CONTRACTOR.

viii. It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.

	<p>ix. The Bank is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender and reserves the right to cancel or reject or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.</p> <p>x. No deviation in the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any Tenderer confirms his acceptance of the terms & conditions for the tender.</p> <p>xi. Unit of Measure (UOM) is indicated on the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.</p>
8	The online tender should be submitted strictly as per the terms and conditions and procedures laid down on the website - https://www.mstcecommerce.com/eprochome/rbi/buyer_login.jsp of MSTC Ltd.
9	Any order resulting from this open e-tender shall be governed by the terms and conditions mentioned therein. No deviation to the technical and commercial terms & conditions is allowed.
10	The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
11	Vendors are requested to read the vendor guide and see the video in the page www.mstcecommerce.com/eprochome to familiarize them with the system before bidding.
12	The Tenderers must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.
13	The bid will be evaluated based on the filled-in technical & commercial formats.

14	The documents uploaded by Tenderer(s) will be scrutinized. In case any of the information furnished by the Tenderer is found to be false during scrutiny, EMD of defaulting Tenderer(s) shall be forfeited. Punitive action including suspension, blacklisting and banning of business may also be taken against defaulting Tenderers.
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Important Note

In the price bid due to number of words limitation, complete description could not be accommodated, and description given thereof is brief. Before quoting rates, all the contractors must read the complete details of each item given in the schedule of quantities and other specifications/terms and conditions given in this tender document. For execution and rate purpose, the details given in schedule of quantities in this tender document will be implemented.

PART – I, SECTION - D

Specification and other Terms and Conditions

1. Specifications of the Booklets

The details of Booklets and number of copies, for which the tender is floated are given below:

Item of Expenditure	Number of Copies	Number of Pages	Size of booklets	Specifications
FAME Booklet	10,000	60 pages including cover	17 cm x 23.5 cm	Cover pages: Multi Colour printing, 300 GSM art board with gloss lamination Inner pages: Multi Colour printing, 100 GSM Art Paper/ Maplitho paper Binding: Centre pinning at two places
Target Specific Booklets for School Children	10,000	12 pages including cover.		
BE(A)WARE	10,000	40 pages including cover		
Raju and Forty Thieves	10,000	90 pages including cover.		
The Alert Family	10,000	60 pages including cover.		

Specimen copies of all the booklets mentioned above are available for perusal with the Deputy General Manager, Financial Inclusion & Development department, Reserve Bank of India, Fort Glacis, 16, Rajaji Salai, P.B. No.40, Chennai – 600001.

2. Technical Bid Opening: The Technical Bid of only those Printing agency whose **Bank Guarantee/Earnest Money Deposit is found to be in order** will be opened. On the basis of the given technical parameters and inspection of printing facilities, if considered necessary, the opened Technical Bids will be evaluated and shortlisted.

The Bank will follow a two-stage evaluation and selection process. In the first stage, only the Technical Bids will be opened and evaluated. To assist in the scrutiny, evaluation and comparison of offers, the Bank may, at its discretion, ask some or all bidders for clarification of their bids. The request for such clarifications and the response will necessarily be in writing. However, seeking clarifications cannot be treated as acceptance of the proposal.

3. Price Bid: The price Bids of **only those Printing agency who have been successfully shortlisted in the scrutiny of technical bid** will be opened.

- a) The offer must be made in Indian Rupees only, including GST. After award of tender, no price variation will be permitted.
- b) The price bid is for printing, dispatch and delivery of booklets as per the prescribed numbers.
- c) The printing agency has to deliver the booklet bundles at one/ more locations in Chennai and UT of Puducherry. No other charges such as forwarding fees, handling charges, etc. will be paid by the Bank
- d) The offer should hold good for a period of 90 calendar days from the date of the opening of price bid.

4. Execution of work

- a) Completion of the entire job (including delivery) should be within 21 days (including holidays) from the date of work order.
- b) Sample sets of all the printing material should be presented well in advance for approval by the Bank prior to final printing of the same.
- c) If the work is not found to be of good quality and there is a variation from the specifications given, then the Bank will have the right to make suitable deductions from the payable amount as per terms and conditions. The Bank would also have the right of invoke the Performance Bank guarantee submitted by the vendor, in case of supply of booklets having quality below specifications.
- d) Base material including cover, paper, etc should be procured promptly, so that the entire work is completed within prescribed timelines. No relaxations would be accorded on account of non-availability/delay in procurement of materials.

5. Payment Terms

- a) No advance payment will be made for executing the work order.
- b) No escalation in the rates will be accepted / entertained.
- c) Payment would be made within 45 days from the date of production of supporting evidence of delivery of the booklets at specified locations in good condition and on satisfactory completion of the work.
- d) **Applicability of Income Tax:** In pursuance of the provisions of Section 194C of Income Tax Act, it is obligatory upon the Bank to deduct tax at the applicable rate on the amount payable under contract to any person providing service to the Bank. If the applicable tax is not payable by the Bidder, he may produce the required certificate of exemption from the ITO of the circle. The Bank shall also deduct any other taxes/ statutory deductions from the bill as may be applicable at the time of making payment.

6. Other Terms and Conditions

i) Earnest Money Deposit:

Payment of an amount of **₹66,000/- (Rupees Sixty-Six Thousand only)** towards Earnest Money Deposit (EMD) should be made by NEFT only. The bidder must furnish the documentary evidence for a payment of EMD through NEFT. Alternatively, the bidder can also produce Bank Guarantee in lieu of EMD for an equivalent amount towards EMD for a period of twelve months in the specified format mentioned at [Annex III](#).

- (a) The EMD/Bank Guarantee of other Printing agency, who have not been finally selected for the printing work, will be returned without any interest within 30 days from the date of opening of the bids.
- (b) The EMD/Bank Guarantee submitted by the successful bidder will be returned without any interest within 30 days from successful completion of work.
- (c) Non-Payment of EMD will render the bids concerned non-responsive and such bids will be rejected.

ii) Performance Bank Guarantee

- (a) On award of contract, the successful bidder shall furnish an amount of 5% of the contract value in the form of a Performance Bank Guarantee (PBG), valid for one year,

from any scheduled Bank as per the format mentioned in [Annex IX](#) (which will be submitted along with letter of acceptance) towards security deposit for the due fulfilment of the contract.

(b) In case the selected vendor is not able to execute the assigned job of printing of the booklets of the desired quality and quantity within the specified period, PBG will be invoked. In case the vendor has withdrawn from the agreement, the PBG submitted by the vendor will be invoked by the Bank. Further, in the above two scenarios, the Bank reserves the right to forfeit the EMD submitted by the successful bidder. Moreover, such vendors are liable to be disqualified from participation in future tenders.

iii) Acceptance of Terms and Conditions

The Bidder should specifically mention as per format in [Annex I](#) that all the terms and conditions described in the tender, including the penalty clauses and requirements stipulated for dispatch and delivery within the stipulated timelines, are unconditionally acceptable.

iv) Each page of the offer should be signed by the authorised signatory of the bidder. Any correction should be duly authenticated by the authorised signatory of the bidder.

v) Bidder's Terms and Conditions - Non-Applicability

Any terms and conditions stipulated by the bidders in the Tender shall not be considered as forming part of their tender offer.

vi) No alterations, either in quality or quantity of the items ordered or in the period of execution or enhancement in the rate of articles, shall be allowed unless previously ratified by the Bank, in writing.

vii) Selected bidder is required to submit final proof of booklets for approval to FIDD, RBI, Chennai. If it is found that the vendor is unable to submit sample of booklets for approval after submission of two consecutive proofs, or, if it is found that the vendor is unable to carry out the instructions given, the order may be withdrawn by the Bank, in which case, the Bank shall not be liable for payment of damages or compensation but the vendor shall, in such an event, be liable to make good any additional charges that the Bank may incur in getting the job done by another vendor/bidder.

viii) Successful bidder would have to sign a formal contract of agreement with the Bank on stamp paper of requisite denomination for undertaking the work as per the format mentioned in [Annex VIII](#). The agreement mentioned in [Annex VIII](#) is indicative in nature.

ix) After evaluation of the Part I, the short-listed Bidders will be intimated by emails. The decision of the Bank on Part I shall be final and shall not be open for discussion.

x) Liquidated damages for delayed supplies

If the vendor fails to comply with the provisions of the Clause regarding complete delivery on or before the specified date or within such extended time as the Bank may grant at its discretion, the vendor shall be liable for a penalty of 10% of the accepted tender amount for the delayed period (maximum for 15 days) as liquidated damages to the Bank. In case of delay in delivery beyond fifteen days, the Bank reserves the right to reject the delivery.

xi) Retention Money/Security Deposit:

In addition to the Performance Bank Guarantee, as further security for the due fulfilment of the contract by the bidder, 5% of the value of the work done will be deducted by the RBI from payment to be made to the bidder towards Retention Money. This total amount (Performance Bank Guarantee + Retention Money) will be termed as Security Deposit. RBI will release the Performance Bank Guarantee after completion of work and the remaining Security Deposit will be released after a period of three months from the date of completion of work. The amount retained by the Bank shall not bear any interest.

xii) The client-wise names of work(s), year(s) of execution of work(s), awarded and actual cost(s) of executed work(s) and date of completion of work(s) should be furnished to the Bank. The format for the same is given in [Annex V](#).

xiii) Client's certificate as per format at [Annex IV](#) from their clients for whom they have carried out the work of similar nature in terms of the eligibility criteria explained in this notice, should be submitted.

xiv) The intending tenderer should furnish solvency certificate issued by the respective banker for an amount equal to 100% of the estimated cost. The format for the same is given in [Annex VI](#).

7. Recovery towards short supplies / damaged supplies

In case of short supplies / damaged supplies, recovery towards such short supplies / damaged supplies will be made from the payment due to the vendor. Recovery will be calculated as per the quoted price of Booklets.

8. Penalty for deviation in the specifications

If, after the supply is delivered, it is found that the supply does not conform to the specifications i.e. quality of the paper/board, quality of printing, binding, finishing, packaging, etc. is not as per tender, such supply may be rejected at the vendor's cost and the total amount for the rejected supply shall be recovered from the vendor. In the event of non-compliance with the specifications and tender conditions, or in case of any complaint about the quality of the booklets leading to loss of image and goodwill of the Bank, the vendor shall be liable to pay damages and compensation as decided by the Bank up to 10% of the accepted tender amount. The amount of penalty so imposed will be deducted from the bill.

9. Eligibility Conditions:

a) The Printing agency should be registered firm/concern/LLP or a company registered under the Companies Act, 2013. The firm/company/LLP must be registered for GST. Duly Attested copies of the certificates should be uploaded before the closure of tender.

b) Tender from firm(s) in which an employee of the Bank or any of his/her family members holds interest is not acceptable and will be rejected summarily.

c) The annual turnover of the Printing agency should have minimum of ₹33,00,000/- (Rupees Thirty-Three Lakh only) during last three year (2021-22, 2022-23, 2023-24) which is to be supported by Audited/Published Balance Sheets, Income Tax returns, GST statement, etc. (should be enclosed in support of turnover). The Printing agency should have executed, in the last 5 years, at least one of which amounting to at least

₹26.4 lakh or two tenders amounting to at least **₹16.5 lakh each** or three tenders amounting to at least **₹13.2 lakh each**. Please enclose a copy of the contract award.

d) The Printing agency should have an experience of at least 5 years in the work of printing booklets. Specimen copy of the similar job done should be submitted.

e) Applicant should submit documentary evidence in support of minimum experience of 5 years.

f) The tenderers shall submit solvency certificate duly certified by their bank.

10. The Printing agency should have full in-house Desk Top Publishing (DTP) set-up. The Printing agency should have latest models of computers along with laser-jet colour printers and complete in-house printing facilities, besides high-speed internet connectivity. The Printing agency should have sufficient number of technically capable staff who can attend to the job of printing faultlessly.

11. The Printing agency should have facilities/arrangements for delivering copies of the booklets at one/ more locations in Chennai and UT of Puducherry.

12. Tamil Version: The Printing agency should have the capability to print booklets in Tamil version. The Printing agency is required to have appropriate and latest software and computer capability so that pen drive/portable hard disks containing Tamil material can also be conveniently used for taking page proofs directly. Computer system or any other system that is in place should be fully capable of supporting Tamil word processing/page making package. The Printing agency would also have to ensure that PC operators available with the Printing agency are adequately proficient in Tamil for speedy and timely completion of the work.

13. Supply of sample booklet: The sample booklet will be supplied by the Department to the Printing agency in soft copies.

14. Confidentiality / Non-disclosure:

(i) The vendor and their personnel shall not, either during the term or after completion of the work, disclose any designated confidential /internal information relating to the services, agreement or the Bank's functions or operations without the prior written consent. The vendor acknowledges that all materials and information which has or will

come into its possession or knowledge in connection with this Agreement or the performance hereof, whether consisting of confidential and proprietary data or not, whose disclosure to or use by third parties may be damaging or cause loss to the Bank, will at all times be held by it in the strictest confidence and it shall not make use thereof other than for the performance of its obligations described in the Agreement and to release it only to employees requiring such information for the purpose of performing obligations described herein and not to any other party.

(ii) The vendor acknowledges that it will abide by the IS Policy (if applicable) and Guidelines of the Bank.

(iii) The vendor shall indemnify the Bank or any loss suffered by the Bank as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the vendor and the Bank shall be entitled to claim damages and pursue legal remedies.

15. Supply of Page Proofs: A minimum of two copies of the page-proofs of each booklet should be made available to the Department within 3 days. The corrections, if any, indicated by the Department should be promptly incorporated.

16. Strict Adherence to Time-Schedule: Strict adherence to the time schedule in respect of printing booklet is a must. **Under no circumstances, extension of time limit shall be allowed.**

17. Defective/Inferior Quality Copies: Printed copies, with defective printing/binding or of inferior quality cover page/paper/impressions/binding/lamination, shall be rejected and shall have to be replaced immediately by the Printing agency at its own cost.

18. Surprise Check: The RBI officials reserves the right to conduct surprise inspection during the process of booklets printing and dispatch. The vendor shall provide full access to facilities, records and staff as required during such inspections to ensure compliance quality & quantity of the booklets.

19. Size of booklets: The Printing agency should ensure that the specification regarding the size of the booklets and inner and outer layout are strictly adhered to. Failure to do so may attract a penalty provisions mentioned in the tender document.

20. Quality of Paper: The Printing agency is also required to certify separately in the bill itself that the paper used for printing the booklets is as per the Department's specifications. In case it is found that the paper quality used even for a single copy is not as per specifications prescribed by the Department, penalty provisions mentioned in the tender document will apply.

21. Bundle: The Printing agency shall pack 10 booklets in a bundle as per the following details,

S No	Booklets	Nos. of booklets per bundle (one booklet in Tamil and English)
1	FAME	2
2	BE(A)WARE	2
3	Raju & 40 thieves	2
4	The Alert Family	2
5	Target Specific Booklets for School Children	2
	Total	10

22. Delivery of Printed Copies

- a) The Printing agency has to deliver the booklet bundles at one/ more locations in Chennai and UT of Puducherry. The set of booklets should be firmly tied around with a string to ensure safety of the copies in transit.
- b) Advance copies (nos.) of the bundles thoroughly checked by the Printing agency, should be delivered to FIDD, RBI, Chennai within seven days, irrespective of intervening holidays for the press, from the date of the final work order issued by RBI.
- c) The Printing agency should itself or engage the service of reputed courier services/India Post to deliver the number of booklet bundles at one/ more locations in Chennai and UT of Puducherry.
- d) Submission of Dispatch Details: While submitting the bills relating to deliver of the Bank's booklets, the acknowledgements of receiver to whom delivery was made shall be furnished to the Bank.

23. Incomplete Tenders: The tenders, which do not contain all the information called for, are liable to be rejected.

24. Price Escalation Clause: All the prices quoted by the bidder shall be in Indian Rupees and shall be final and binding on them and not subject to any price escalation during the year.

25. Trade Discounts: All trade discounts offered by the Printing agency should be clearly indicated in the tender offer itself. Such discounts offered at a later date shall not be considered for evaluation of tender.

26. Contract Termination/Splitting/Rejection Clause: The Bank reserves the right to terminate the contract, split orders, accept or reject any quotation, alter any or all of the terms and conditions any time if the execution of work is unsatisfactory or the time schedule is not strictly adhered to. The decision of the Bank in respect of evaluation of bids and/or award of contract shall be final.

27. Authorised Officer: The Regional Director, Reserve Bank of India, Chennai shall be the authorised officer with regard to the contract. The decision of the authorised officer shall be final and binding on the Printing agency. The authorised officer shall hold all the meetings in Chennai only.

28. The Printing agency may please note that the quotation accepted by the Bank will be final and binding for a period of 90 calendar days from the date of the opening of price bid.

29. Exclusion of Tender Offers: Any attempt to negotiate directly or indirectly on the part of Tenderer with any official of the Bank to influence the acceptance of Tenders by any means shall render the tender liable for exclusion from consideration and may lead to blacklisting of the firm by the Bank.

30. Force Majeure

The vendor shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. For purposes of this Clause, 'Force Majeure' means an event beyond the control of the vendor and not involving the vendor's fault or negligence and not

foreseeable. Such events may include, but are not limited to, Acts of God or of public enemy, acts of Government of India in their sovereign capacity, acts of war, fires, floods and freight embargoes. If a Force Majeure situation arises, the vendor shall promptly notify the Bank in writing of such conditions and the cause thereof. Unless otherwise directed by the Bank in writing, the vendor shall continue to perform its obligations under the Contract as far as it is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of 45 days, Reserve Bank of India and the vendor shall hold consultations with each other in an endeavour to find a solution to the problem. Notwithstanding the above, the decision of the Bank shall be final and binding on the bidder.

31. Items rejected as damaged after the receipt will have to be taken back by the vendor at their risk and cost. Such damaged lot should be shredded and treated as scrap and cannot be sold to any third party for use as is.

32. No Commitment to Accept Lowest or Any Tender

The Bank shall be under no obligation to accept the lowest or any of the bid received in response to this tender notice and shall be entitled to reject any or all bids including incomplete bids, without assigning any reason whatsoever. The Bank reserves the right to make any changes in the terms and conditions of the tender which would be intimated only through the website of the Bank and of MSTC. The Bank will not be obliged to meet and have discussions with any bidder and/or to consider any representations. In the event of the Bank accepting a part of any item of the bidder's offer, rate as quoted in the tender for the entire lot shall be considered as valid.

33. Order Cancellation

a) The Bank reserves its right to cancel the order in the event of non-delivery of material (booklets) in full or part thereof within the specified time limit. Further, the Bank shall not be liable to pay any amount and the vendor shall not be entitled to recover from the Bank any amount by way of damages, loss or otherwise for such cancellation of the order but at the same time the Bank shall be entitled to recover the loss which the Bank may incur on account of non - delivery or late delivery or on

account of placing orders with other suppliers and recover from the vendor / supplier the difference between the price at which it has been agreed to supply and the price at which the Bank is forced to place fresh orders.

b) The work order can be cancelled for any serious discrepancy in the booklets printed. The Bank's decision on seriousness of the discrepancy will be final in addition to the cancellation of release order. The Bank reserves the right to appropriate the damages from the Security Deposit of the vendor.

34. Provisions pertaining to sexual harassment

(i) The Vendor shall be solely responsible for full compliance with the provisions of “the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013”. In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Vendor and the Vendor shall ensure appropriate action under the said Act in respect to the complaint.

(ii) Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.

(iii) The vendor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the vendor, for instance any monetary relief to the Bank’s employee, if sexual violence by the employee of the vendor is proved.

(iv) The vendor shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.

35. Dispute Resolution

The Bank and the vendor/bidder shall make every effort to resolve amicably, by direct informal negotiations, in case of any disagreement or dispute arising between them in connection with the contract. In case of any unsettled disputes, the same shall be referred to the sole Arbitrator appointed by the Regional Director, Reserve Bank of India, Chennai and the provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time shall be applicable to such proceedings. The vendor has

no objection to any such appointment to the effect that the Arbitrator so appointed is the Bank's own Officer or that he was a part to the Contract or that he had to deal with matters which relate to this arrangement or that in the course of this duties as such Officer he had expressed views on all or any of the matters in dispute or difference. The award of the Arbitrator so appointed shall be final and binding on both the parties in regard to such dispute or disputes. The arbitration proceedings shall take place at Chennai only. The provision of Arbitration and Conciliation Act, 1996 and the rules framed thereunder and in force shall be applicable to such proceedings.

36. Jurisdiction of Courts in case of dispute: All matters and disputes arising from, relating to or concerning the contract shall be subject to the jurisdiction of the courts in Chennai.

37. The clarifications / interpretations provided by the Bank shall be final.

38. Compliance with Statutes:

i. The contractor shall abide by all relevant laws in force in the country and state(s) concerned. The contractor shall indemnify the Bank from all types of legal implications due to any negligence on their part and for which the Bank is not responsible.

ii. The bidder must ensure adherence to various statutory provisions relating to labour, taxation, workmen safety, child and women labour, employment reservations etc. The bidder must be registered under appropriate authorities i.e., must be registered with GST authorities/Income Tax/ PAN/ EPF/ESI authorities/ Indian Registration Act 1908/ Labour license etc.

iii. The contractor shall abide by the provisions of the Motor Vehicle Acts and the rules of various States in force in the States concerned.

iv. The contractor shall make all applicable statutory payments like Minimum Wages, Employee Provident Fund (EPF), Employees' State Insurance Corporation (ESIC), payment of Gratuity under Payment of Gratuity Act, 1972 to their deployed Workmen as per the notification published by Central Govt. / State Govt. whichever is higher from time to time, besides paying all other statutory payments.

v. The workmen should be paid the minimum wages under the Minimum Wages Act, 1948 & rules made thereunder. Besides, the workmen should be given Employees Provident Fund as per EPF Act, 1952, Bonus and / or dividends as per Payment of Bonus Act, 1965 and ESI under ESI Act, as applicable. In the absence of ESI, the contractor should undertake the liability under the coverage of Insurance such as Workmen's Compensation Insurance under Workmen's Compensation Act, 1923. The total premium shall be borne by the contractor. The contractor shall have a valid EPF Account for making EPF Contribution for its workmen. In case of any complaint regarding non-compliance of any statutory payments; the same shall be deducted from the bill without prejudice to the Bank's right to cancel the contract.

vi. The Contractor shall maintain all records and legal documents updated as per prevailing statute and have to produce before the management / statutory authorities as and when asked for.

vii. The Principal Employer i.e. the Bank shall not be responsible for providing any employment benefits to the contract labour/workers/employees. In the event of the Bank as the Principal Employer being required/called upon to pay any amount to the contract labour/workers/employees engaged by the contractor due to lapse or default on his part in discharging his obligation in terms of any law in force, such amount would be recoverable by the Bank from the contractor as debt due to the Bank by the contractor.

I/We have read and understood all the above General instructions, Terms and Conditions, and shall comply with them.

Date:

Place:

Signature of authorised signatory with seal of the firm / company

Contact details for seeking clarifications

1. Dr. K. Sridhar (AGM, FIDD, Chennai) 044-2539 9035
2. Shri Anbarasu C (Manager, FIDD, Chennai) 044-2561 9937

Part-II
(Price Bid)
Unpriced Bill of Quantities

The Regional Director
Reserve Bank of India
Financial Inclusion and Development Department
Fort Glacis, 16, Rajaji Salai,
Chennai – 600090.

Sir/Madam

Printing of Financial Literacy booklets

Being duly authorized to represent and act on behalf of.....
....., and having read, fully understood and accepted all the requirements provided pertaining to the captioned work. We are pleased to quote as below:

Item of Expenditure	Number of Copies	Rate per Copy (₹) (inclusive of applicable GST)	Total Cost (₹) (Inclusive of applicable GST)
	(A)	(B)	C=(A)x(B)
FAME Booklet	10,000		
Target Specific Booklets for School Children	10,000		
BE(A)WARE	10,000		
Raju and Forty Thieves	10,000		
The Alert Family	10,000		
Total Cost in ₹			

Note: All figures to be in Indian Rupees

Total cost (in words): _____

INSTRUCTIONS AND CONDITIONS: -

- 1) The bidder should ensure to compliance with local laws, works contract tax, etc. except GST imposed/to be imposed by Central/State Government/ Local Bodies and the contractor shall pay the said taxes to the government and the Bank will not entertain any claim thereof for reimbursement of the same to the contractor. If the contractor fails to include such taxes and duties in the bill, no claim thereof will be entertained by the Bank afterwards.
- 2) The Bank would establish the reasonableness of the rates in relation to the estimated rates, prevailing market rates, economic indices of the raw material/ labour and other input costs etc., Accordingly, the Bank may, at its discretion, ask any bidder to furnish the breakup and rationale based on which the quoted rates have been arrived. Abnormally low quotes which does not commensurate with market rates will not be considered.
- 3) I/We agree that the Financial Bid is liable to be rejected if any of the above rates and percentage are found not to be in compliance with the respective statutory laws.
- 4) I/We have gone through the terms and conditions of the e-tender and is agreeable to them.

Place:

Signature and seal of the agency

Date:

(Name of Authorized signatory)

[Scanned copy (in pdf format) of the same to be uploaded with tender]

Certificate of Acceptance of terms and conditions

on Company/firm letterhead

“Certified that we have read and understood all the terms and conditions in the Tender Document titled “Printing of Financial Literacy booklets” and that our company/firm, namely, do hereby unconditionally accept all the Terms and Conditions set out in the Tender Document including the penalty clauses therein.

It is further certified that no employee of the Reserve Bank of India or any of his / her family member(s) holds / hold interest in the Company.”

Date:

Signature of Authorized Signatory

Place:

(Name of Company/firm)

Seal of Company/firm

Annex II

[Scanned copy (in pdf format) of the same to be uploaded with tender]

Tenderer profile

1.	Company/Firm Name:			
2.	Registration Number and Date of Registration:			
3.	Details and copies of the following documents <ul style="list-style-type: none">• PAN• GST• Micro and Small Enterprises (MSE) GOI, if applicable.• Office of Labour Commissioner, if applicable.			
4.	Composition of the firm (Full particulars (whether contractor is an individual, or a partnership firm, or a company etc.,) about the composition of the firm of contractors in details should be submitted along with name(s) and address (es), of the partner's copy of the Articles of Association / Power of Attorney / Attorney / another relevant document)			
5.	Address and contact details of the office set up at Tamil Nadu. Also, the supporting documents viz., registration certificate, electricity bills, landline bills, rental agreements shall be submitted.			
6.	Whether MSME, if so, please provide Udyam Registration certificate			
7.	Annual Turnover as per the Income Tax returns of last three years (in ₹ Lakh) @	2021-22	2022-23	2023-24
8.	Profit of the company/firm (Audited financial Statements for the last three years)			

9.	Contract amount of at least three previous work orders *	1. 2. 3.
10.	List of major clients during the last two years	
11.	Earnest Money Deposit	Transaction details
12.	Bank Guarantee	Details: <u>Bank/Branch</u> <u>Bank</u> <u>Guarantee No:</u> <u>Date</u> <u>Amount</u> <u>Period</u>
13.	Names and Addresses of the bidder's Bank	
14.	Account details (A/c No., Name, IFSC, type of account) of the bidder	
15.	Any other special feature that the Printing agency would like to mention:	

@ Minimum Turnover needs to be ₹33 lakh. Please enclose copies of Annual audited Balance Sheet and Profit and Loss Account for the last three years

* At least one of which amounting to at least **₹26.4 lakh** or two tenders amounting to at least **₹16.5 lakh each** or three tenders amounting to at least **₹13.2 lakh each**. Please enclose a copy of the contract award.

No employee of the Bank or any of his/her family members holds any interest in (Insert name of company/firm)

Certified that the above particulars are true.

Date:

Signature of Authorized Signatory

Place:

(Name of the Company/Firm)

Seal of the company

Annex III

[Scanned copy (in pdf format) of the same to be uploaded with tender]

PROFORMA OF BANK GUARANTEE FOR EARNEST MONEY DEPOSIT

(On Non-Judicial Stamp Paper of appropriate value)

To,
The Regional Director
Reserve Bank of India
Chennai

Sir/Madam,

Name of Work: **Printing of Financial Literacy booklets**

Ref: **NIT / Advt. No.**....., **dated**.....

WHEREAS

The Reserve Bank of India, Chennai having its Central Office at Shahid Bhagat Singh Road, Mumbai (hereinafter called the 'RBI') has invited tenders for the captioned work (hereinafter called "the said tender") on the terms and conditions mentioned in the said tender documents.

It is one of the terms of invitation of tenders that the tenderer shall furnish a Bank Guarantee for a sum of ₹ (Rupees only) as Earnest Money Deposit (EMD).

M/s (name of the bidder and address of their registered office), (hereinafter called as "the Tenderer / Bidder"), who are our Clients / Constituents, intend to submit their Tender / Bid for the said work, and have requested us to furnish Bank Guarantee to RBI in respect of the said sum of ₹ (Rupees only) in respect of EMD.

NOW THIS GUARANTEE WITNESSETH

1.0 We, (name of the Bank), do hereby agree with and undertake to RBI, their Successors, Assigns that in the event of the RBI coming to the conclusion that the Tenderer have not performed their obligations under the said conditions of the tender or have committed a breach thereof, which conclusion shall be binding on us as well as the said Tenderer; we shall on demand by the RBI, pay without demur to the RBI, a sum of ₹ (Rupees

..... only) or any lower amount that may be demanded by the RBI. Our guarantee shall be treated as equivalent to the Earnest Money Deposit for the due performance of the obligations of the Tenderer under the said Conditions, provided, however, that our liability against such sum shall not exceed the sum of ₹ (Rupees only).

2.0 We also agree to undertake to and confirm that the sum not exceeding ₹ (Rupees only) as aforesaid shall be paid by us without any demur or protest, merely on demand from the RBI on receipt of a notice in writing stating that the amount is due to them and we shall not ask for any further proof or evidence and the notice from the RBI shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. We undertake to pay the amount claimed by the RBI within a period of one week from the date of receipt of the notice as aforesaid.

3.0 We confirm that our obligation to the RBI under this guarantee shall be independent of the agreement or agreements or other understandings between the RBI and the Tenderer.

4.0 This guarantee shall not be revoked by us without prior consent in writing of the RBI.

We hereby further agree that-

a) Any forbearance or commission on the part of the RBI in enforcing the conditions of the said agreement or in compliance with any of the terms and conditions stipulated in the said tender and / or hereunder or granting of any time or showing of any indulgence by the RBI to the Tenderer or any other matters in connection therewith, shall not discharge us in any way and our obligation under this guarantee. This guarantee shall be discharged only by the performance by the Tenderers of their obligations and in the event of their failure to do so, by payment by us of the sum not exceeding ₹ (Rupees only).

b) Our liability under these presents shall not exceed the sum of ₹ (Rupees only).

c) Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said Clients / Constituents in tendering for the said work or their obligations there under or by dissolution or change in the constitution of our said constituents.

d) This guarantee shall remain in force up to (..... months from the last date of receipt of tender) provided that if so desired by the RBI, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein.

e) Our liability under these presents will terminate unless these presents are renewed as provided hereinabove on the or on the day when our said constituents comply with their obligations, as to which a certificate in writing by the RBI alone is the conclusive proof whichever date is later. Unless a claim or suit or action is filed against us within or any extended period, all the rights of the RBI against us under this guarantee shall be forfeited and we shall be released and discharged from all our obligations and liabilities hereunder.

Yours faithfully,

For and on behalf of _____ Bank.

Authorized Bank Official 's Signature
(with Seal)

Name:

Designation:

Place:

Date:

Stamp / Seal of the Bank:

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

Witness

(1) Signature with
Name, Address and Date

(2) Signature with
Name, Address and Date

Note: This guarantee will require stamp duty as applicable in the state where it is executed, and shall be signed by the official whose signature and authority shall be verified

[Scanned copy (in pdf format) of the same to be uploaded with tender]

PROFORMA FOR CLIENT'S CERTIFICATE REGARDING PERFORMANCE OF CONTRACTOR

Name and Address of the Client:

Details of Works executed by M/s (name of the Contractor).

1. Name of work with brief particulars:
2. Agreement no. and date:
3. Agreement amount:
4. Date of commencement of work:
5. Stipulated date of completion:
6. Actual date of completion:
7. Details of compensation levied for delay (indicate amount), if any:
8. Gross amount of the work completed and paid:
9. Name and address of the authority under whom works were executed:
10. Whether the contractor employed qualified Engineer / Overseer during execution of work?
11. (a) Quality of work (indicate grading):
(Outstanding / Very Good / Good / Satisfactory / Poor)
- (b) Amount of work paid on reduced rates, if any:
12. (a) Did the contractor go for arbitration?
- (b) If yes, total amount of claim:
- (c) Total amount awarded:
13. Comments on capabilities of the contractor:
(a) Technical Proficiency:

(Outstanding / Very Good / Good / Satisfactory / Poor)

(b) Financial Soundness:

(Outstanding / Very Good / Good / Satisfactory / Poor)

(c) Mobilization of adequate T & P:

(Outstanding / Very Good / Good / Satisfactory / Poor)

(d) Mobilization of manpower:

(Outstanding / Very Good / Good / Satisfactory / Poor)

(e) General behavior:

(Outstanding / Very Good / Good / Satisfactory / Poor)

Place:

Signature with Office Seal

Date:

Note: All columns shall be filled in, properly 'counter signed'.

Annex-V

[Scanned copy (in pdf format) of the same to be uploaded with tender]

PROFORMA FOR LIST OF CLIENTS

(For whom works of similar scope, each qualifying minimum eligibility criteria, have been completed in the last 5 years.)

Sl. No.	Details	Client no. 1	Client no. 2	Client no. 3
1	Name, address, fax and telephone nos.			
2	Project name, location and address.			
3	Brief details of the work.			
4	Value of work as completed.			
5	Date of award of contract.			
6	Date of completion of work.			
7	Reason for delay in execution of work, if any.			

Note: Add more columns in case of more than 3 clients.

Place:

Signature and Seal of The Contractor

[Scanned copy (in pdf format) of the same to be uploaded with tender]

FORMAT OF BANKERS' CERTIFICATE

To,
The Regional Director,
Reserve Bank of India,
Chennai

This is to certify that to the best of our knowledge and information M/s. /Shri.....
a customer of our bank having marginally noted address, are/is respectable and can
be treated as good for any engagement up to a limit of ₹.....
(Rupees.....). This certificate is issued without any
guarantee or responsibility on the bank or any of its officers.

For the Bank with Name, Designation & Seal
Email Id and Phone No.

Note: - (i) Bankers' certificates should be on letter head of the Bank

(ii) In case of partnership firm, certificate to include names of all partners as
recorded with the Bank.

[Scanned copy (in pdf format) of the same to be uploaded with tender]

FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF PROPOSAL

(On Non-Judicial Stamp Paper of appropriate value)

To,
The Regional Director
Reserve Bank of India
Chennai.

Sir/Madam,

Name of Work: **Printing of Financial Literacy booklets**

We (name of the bidder and address of their registered office) do hereby constitute, appoint, and authorize Mr. / Ms. (name and residential address of Power of Attorney holder) who is presently employed with us and holding the position of as our attorney, to do in our name and on our behalf, all such acts, deeds, and things necessary in connection with or incidental to our bid for the captioned Project, including signing and submission of all documents and providing information / responses to the Reserve Bank of India (RBI), representing us in all matters before RBI, and generally dealing with RBI in all matters in connection with our proposal for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

Signature of Mr. / Ms. is attested below:

Signature(s) of the Bidder:

Name(s), Stamp / Seal of the Bidder:

Note: Power of Attorney should be properly stamped, and notarized Power of Attorney furnished by Contractor shall be irrevocable.

Draft Articles of Agreement

(On Non-Judicial Stamp Paper of appropriate value)

ARTICLES OF AGREEMENT made on the _____ day of _____ between the Reserve Bank of India, Fort Glacis, 16, Rajaji Salai, Chennai - 600001, having its Central Office at Shahid Bhagat Singh Marg, Fort, Mumbai- 400001 (hereinafter called "the Employer") of one part and

_____ (hereinafter called "the Contractor") of another part.

WHEREAS the Employer is desirous of carrying out the work of '**Printing of Financial Literacy booklets**'. And has caused specifications and schedule of quantities describing the works to be done.

AND WHEREAS the said Specifications and the Schedule of Quantities have been signed by or on behalf of the parties hereto.

AND WHEREAS the Contractor has agreed to execute upon and subject to the conditions set forth herein and to the conditions set forth in the Special Conditions and in the Schedule of Quantities and Conditions of Contract (all of which are collectively hereinafter referred to as "the said Conditions") the works shown upon the said drawings and / or described in the said Specifications and included in the Schedule of Quantities at the respective rates therein set forth amounting to the sum as therein arrived at or such other sum as shall become payable there under (hereinafter referred to as "said Contract Amount").

NOW IT IS HEREBY AGREED AS FOLLOWS

1. In consideration of the said Contract Amount to be paid at the times and in the manner set forth in the said Conditions, the Contractor shall upon and subject to the said Conditions execute and complete the work described in the said Specifications and the Schedule of Quantities.
2. The Employer shall pay the Contractor the said Contract Amount or such other sum as shall become payable at the times and in the manner specified in the said Conditions.
3. The Reserve Bank of India shall administer and directly arrange for supervision of works, certification of bills, making payments and implementation of various terms, conditions and stipulations of the contract.
4. The said Conditions, Appendix and various schedules thereto and any correspondence exchanged between the Bank and the firm from the date of opening

Part-I of the tender till the date of letter of acceptance of their tender shall be read and construed as forming part of this Agreement and the parties hereto shall respectively abide by, submit themselves to the said Conditions and perform the agreements on their part respectively in the said Conditions contained.

5. The plans, agreement and documents mentioned herein shall form the basis of this Contract.

6. This contract is neither a fixed lump sum contract nor a piece work contract but is a contract to carry out the work in respect of '**Printing of Financial Literacy booklets**', subject only to the Price Variation Clause as specified elsewhere, to be paid for at the rates / amounts contained in the Schedule of Rates and Probable Quantities or as provided in the said Conditions.

7. The Employer reserves to itself the right of altering the nature of the work by adding to or omitting any items of work or having portions of the same carried out without prejudice to this contract.

8. Time shall be considered as the essence of this contract and the Contractor hereby agrees to commence the work soon after the site is handed over to him.

9. Execution of work

a) Completion of the entire job (including delivery) should be within 25 days from the date of work order.

b) Draft sets of all the printing material should be presented well in advance for approval by the Bank prior to final printing of the same.

c) If the work is not found to be of good quality and there is a variation from the specifications given, then the Bank will have the right to make suitable deductions from the payable amount as per terms and conditions. The Bank would also have the right of invoke the Performance Bank guarantee submitted by the vendor, in case of supply of booklets having quality below specifications.

d) Base material including cover, paper, etc should be procured promptly, so that the entire work is completed within prescribed timelines. No relaxations would be accorded on account of non-availability/delay in procurement of materials.

10. Payment Terms

a) No advance payment will be made for executing the work order.

b) No escalation in the rates will be accepted / entertained.

c) Payment would be made within 45 days from the date of production of supporting evidence of delivery of the booklets at specified locations in good condition and on satisfactory completion of the work.

d) **Applicability of Income Tax:** In pursuance of the provisions of Section 194C of Income Tax Act, it is obligatory upon the Bank to deduct tax at the applicable rate on the amount payable under contract to any person providing service to the Bank. If the applicable tax is not payable by the Bidder, he may produce the required certificate of exemption from the ITO of the circle. The Bank shall also deduct any other taxes/ statutory deductions from the bill as may be applicable at the time of making payment.

11. Performance Bank Guarantee

(a) On award of contract, the successful bidder shall furnish an amount of 5% of the contract value in the form of a Performance Bank Guarantee (PBG), valid for one year, from any scheduled Bank as per the format mentioned in [Annex IX](#) (which will be submitted along with letter of acceptance) towards security deposit for the due fulfilment of the contract.

12. Liquidated damages for delayed supplies

If the vendor fails to comply with the provisions of the Clause regarding complete delivery on or before the specified date or within such extended time as the Bank may grant at its discretion, the vendor shall be liable for a penalty of 10% of the accepted tender amount for the delayed period (maximum for 15 days) as liquidated damages to the Bank. In case of delay in delivery beyond fifteen days, the Bank reserves the right to reject the delivery.

13. Retention Money/Security Deposit:

In addition to the Performance Bank Guarantee, as further security for the due fulfilment of the contract by the bidder, 5% of the value of the work done will be deducted by the RBI from payment to be made to the bidder towards Retention Money. This total amount (Performance Bank Guarantee + Retention Money) will be termed as Security Deposit. RBI will release the Performance Bank Guarantee after completion of work and the remaining Security Deposit will be released after a period of three months from the date of completion of work. The amount retained by the Bank shall not bear any interest.

14. Recovery towards short supplies / damaged supplies

In case of short supplies / damaged supplies, recovery towards such short supplies / damaged supplies will be made from the payment due to the vendor. Recovery will be calculated as per the quoted price of Booklets.

15. Penalty for deviation in the specifications

If, after the supply is delivered, it is found that the supply does not conform to the specifications i.e. quality of the paper/board, quality of printing, binding, finishing, packaging, etc. is not as per tender, such supply may be rejected at the vendor's cost and the total amount for the rejected supply shall be recovered from the vendor. In the event of non-compliance with the specifications and tender conditions, or in case of any complaint about the quality of the booklets leading to loss of image and goodwill of the Bank, the vendor shall be liable to pay damages and compensation as decided

by the Bank up to 10% of the accepted tender amount. The amount of penalty so imposed will be deducted from the bill.

(b) In case the selected vendor is not able to execute the assigned job of printing of the booklets of the desired quality and quantity within the specified period, PBG will be invoked. In case the vendor has withdrawn from the agreement, the PBG submitted by the vendor will be invoked by the Bank. Further, in the above two scenarios, the Bank reserves the right to forfeit the EMD submitted by the successful bidder. Moreover, such vendors are liable to be disqualified from participation in future tenders.

16. Confidentiality / non-disclosure:

(i) The vendor and their personnel shall not, either during the term or after completion of the work, disclose any designated confidential /internal information relating to the services, agreement or the Bank's functions or operations without the prior written consent. The vendor acknowledges that all materials and information which has or will come into its possession or knowledge in connection with this Agreement or the performance hereof, whether consisting of confidential and proprietary data or not, whose disclosure to or use by third parties may be damaging or cause loss to the Bank, will at all times be held by it in the strictest confidence and it shall not make use thereof other than for the performance of its obligations described in the Agreement and to release it only to employees requiring such information for the purpose of performing obligations described herein and not to any other party.

(ii) The vendor acknowledges that it will abide by the IS Policy (if applicable) and Guidelines of the Bank.

(iii) The vendor shall indemnify the Bank or any loss suffered by the Bank as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the vendor and the Bank shall be entitled to claim damages and pursue legal remedies.

17. Supply of Page Proofs: A minimum of two copies of the page-proofs of each booklet should be made available to the Department within 3 days. The corrections, if any, indicated by the Department should be promptly incorporated.

18. Strict Adherence to Time-Schedule: Strict adherence to the time schedule in respect of printing booklet is a must. **Under no circumstances, extension of time limit shall be allowed.**

19. Defective/Inferior Quality Copies: Printed copies, with defective printing/binding or of inferior quality cover page/paper/impressions/binding/lamination, shall be rejected and shall have to be replaced immediately by the Printing agency at its own cost.

20. Surprise Check: The RBI officials reserves the right to conduct surprise inspection during the process of booklets printing and dispatch. The vendor shall provide full

access to facilities, records and staff as required during such inspections to ensure compliance quality & quantity of the booklets.

21. Delivery of Printed Copies

- a) The number of bundles to be delivered to one/ more locations in Chennai and UT of Puducherry. The set of booklets should be firmly tied around with a string to ensure safety of the copies in transit.
- b) Advance copies (nos.) of the bundles thoroughly checked by the Printing agency, should be delivered to FIDD, RBI, Chennai within ten days, irrespective of intervening holidays for the press, from the date of the final work order issued by RBI.
- c) The Printing agency should itself or engage the service of reputed courier services/India Post to deliver the number of booklet bundles at one/ more locations in Chennai and UT of Puducherry.
- d) Submission of Dispatch Details: While submitting the bills relating to delivery of the Bank's booklets, the acknowledgments of receiver to whom delivery was made shall be furnished to the Bank.

22. Contract Termination/Splitting/Rejection Clause: The Bank reserves the right to terminate the contract, split orders, accept or reject any quotation, alter any or all of the terms and conditions any time if the execution of work is unsatisfactory or the time schedule is not strictly adhered to. The decision of the Bank in respect of evaluation of bids and/or award of contract shall be final.

23. Force Majeure

The vendor shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure. For purposes of this Clause, 'Force Majeure' means an event beyond the control of the vendor and not involving the vendor's fault or negligence and not foreseeable. Such events may include, but are not limited to, Acts of God or of public enemy, acts of Government of India in their sovereign capacity, acts of war, fires, floods and freight embargoes. If a Force Majeure situation arises, the vendor shall promptly notify the Bank in writing of such conditions and the cause thereof. Unless otherwise directed by the Bank in writing, the vendor shall continue to perform its obligations under the Contract as far as it is reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. In such a case, the time for performance shall be extended by a period(s) not less than the duration of such delay. If the duration of delay continues beyond a period of 45 days, Reserve Bank of India and the vendor shall hold consultations with each other in an endeavour to find a solution to the problem. Notwithstanding the above, the decision of the Bank shall be final and binding on the bidder.

24. Items rejected as damaged after the receipt will have to be taken back by the vendor at their risk and cost. Such damaged lot should be shredded and treated as scrap and cannot be sold to any third party for use as is.

25. Order Cancellation

a) The Bank reserves its right to cancel the order in the event of non-delivery of material (booklets) in full or part thereof within the specified time limit. Further, the Bank shall not be liable to pay any amount and the vendor shall not be entitled to recover from the Bank any amount by way of damages, loss or otherwise for such cancellation of the order but at the same time the Bank shall be entitled to recover the loss which the Bank may incur on account of non - delivery or late delivery or on account of placing orders with other suppliers and recover from the vendor / supplier the difference between the price at which it has been agreed to supply and the price at which the Bank is forced to place fresh orders.

b) The work order can be cancelled for any serious discrepancy in the booklets printed. The Bank's decision on seriousness of the discrepancy will be final in addition to the cancellation of release order. The Bank reserves the right to appropriate the damages from the Security Deposit of the vendor.

26. Provisions pertaining to sexual harassment

(i) The Vendor shall be solely responsible for full compliance with the provisions of “the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013”. In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Vendor and the Vendor shall ensure appropriate action under the said Act in respect to the complaint.

(ii) Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.

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

(iv) The vendor shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.

27. Dispute Resolution

The Bank and the vendor/bidder shall make every effort to resolve amicably, by direct informal negotiations, in case of any disagreement or dispute arising between them in connection with the contract. In case of any unsettled disputes, the same shall be referred to the sole Arbitrator appointed by the Regional Director, Reserve Bank of

India, Chennai and the provisions of the Arbitration and Conciliation Act, 1996, as amended from time to time shall be applicable to such proceedings. The vendor has no objection to any such appointment to the effect that the Arbitrator so appointed is the Bank's own Officer or that he was a part to the Contract or that he had to deal with matters which relate to this arrangement or that in the course of this duties as such Officer he had expressed views on all or any of the matters in dispute or difference. The award of the Arbitrator so appointed shall be final and binding on both the parties in regard to such dispute or disputes. The arbitration proceedings shall take place at Chennai only. The provision of Arbitration and Conciliation Act, 1996 and the rules framed thereunder and in force shall be applicable to such proceedings.

28. Jurisdiction of Courts in case of dispute: All matters and disputes arising from, relating to or concerning the contract shall be subject to the jurisdiction of the courts in Chennai.

29. The clarifications / interpretations provided by the Bank shall be final.

30. Compliance with Statutes:

i. The contractor shall abide by all relevant laws in force in the country and state(s) concerned. The contractor shall indemnify the Bank from all types of legal implications due to any negligence on their part and for which the Bank is not responsible.

ii. The bidder must ensure adherence to various statutory provisions relating to labour, taxation, workmen safety, child and women labour, employment reservations etc. The bidder must be registered under appropriate authorities i.e., must be registered with GST authorities/Income Tax/ PAN/ EPF/ESI authorities/ Indian Registration Act 1908/ Labour license etc.

iii. The contractor shall abide by the provisions of the Motor Vehicle Acts and the rules of various States in force in the States concerned.

iv. The contractor shall make all applicable statutory payments like Minimum Wages, Employee Provident Fund (EPF), Employees' State Insurance Corporation (ESIC), payment of Gratuity under Payment of Gratuity Act, 1972 to their deployed Workmen as per the notification published by Central Govt. / State Govt. whichever is higher from time to time, besides paying all other statutory payments.

v. The workmen should be paid the minimum wages under the Minimum Wages Act, 1948 & rules made thereunder. Besides, the workmen should be given Employees Provident Fund as per EPF Act, 1952, Bonus and / or dividends as per Payment of Bonus Act, 1965 and ESI under ESI Act, as applicable. In the absence of ESI, the contractor should undertake the liability under the coverage of Insurance such as Workmen's Compensation Insurance under Workmen's Compensation Act, 1923. The total premium shall be borne by the contractor. The contractor shall have a valid EPF Account for making EPF Contribution for its workmen. In case of any complaint

regarding non-compliance of any statutory payments; the same shall be deducted from the bill without prejudice to the Bank's right to cancel the contract.

vi. The Contractor shall maintain all records and legal documents updated as per prevailing statute and have to produce before the management / statutory authorities as and when asked for.

vii. The Principal Employer i.e. the Bank shall not be responsible for providing any employment benefits to the contract labour/workers/employees. In the event of the Bank as the Principal Employer being required/called upon to pay any amount to the contract labour/workers/employees engaged by the contractor due to lapse or default on his part in discharging his obligation in terms of any law in force, such amount would be recoverable by the Bank from the contractor as debt due to the Bank by the contractor.

IN WITNESS WHEREOF the Employer and the Contractor have set their respective hands to these presents the day and year first hereinabove written.

If the contractor is a partnership or an individual.

IN WITNESS WHEREOF the Employer has set its hands to these presents through its duly authorized official and the Contractor has caused its common seal to be affixed hereunto and has caused these presents to be executed on its behalf, the day and year first hereinabove written.

If the contractor is a company.

Signature clause

SIGNED AND DELIVERED by the Reserve Bank of India by the hand of Shri. _____

(Name and Designation)

In the presence of

(1) _____

(2) _____

(Witnesses)

Signature clause

SIGNED AND DELIVERED by

If the party is partnership firm or an individual should be signed by all or on behalf of all the partners.

In the presence of

(1) _____

(2) _____

(Witnesses)

**The COMMON SEAL OF _____
Was hereunto affixed pursuant to resolutions
passed by its Board of Directors at the meeting
held on _____ in the
presence of**

(1) _____

(2) _____

**Directors, who have signed these presents in
token thereof in the presence of**

If the Contractor signs under common seal, the signature clause should tally with the sealing

clause in the Articles of Association.

(1) _____

(2) _____

SIGNED AND DELIVERED by the Contractor by
the _____ hand of Shri.
_____ and duly
constituted attorney.

If the Contractor is signing by the hand of power of attorney, whether a company or an individual.

**PROFORMA OF BANK GUARANTEE FOR PERFORMANCE SECURITY
DEPOSIT**

(On Non-Judicial Stamp Paper of appropriate value)

To,
The Regional Director
Reserve Bank of India
Chennai.

Sir/Madam,

Name of Work: **Printing of Financial Literacy booklets**

Ref: **NIT / Advt. No.**....., **dated**.....

WHEREAS

The Reserve Bank of India, Chennai having its Central Office at Shahid Bhagat Singh Road, Mumbai (hereinafter called the 'RBI') has awarded the Contract for the captioned work (hereinafter called "the Contract") to M/s (name of the Contractor) (hereinafter called "the said Contractor" which expression shall include its successors and assigns).

AND WHEREAS the Contractor is bound by the said Contract to submit to RBI a Performance Security for a total amount of ₹ (Rupees only) for the due fulfilment by the said Contractor of the terms and conditions contained in the contract. We, (name of the Bank), (hereinafter called "the Bank"), at the request of M/s, the Contractor, do hereby undertake to pay to the RBI an amount not exceeding ₹ (Rupees only) as Performance Guarantee for due fulfilment of the terms and conditions of the contract.

NOW THIS GUARANTEE WITNESSETH

1.0 We, (name of the Bank), do hereby agree with and undertake to RBI, their Successors, Assigns that in the event of the RBI coming to the conclusion that the Contractor have not performed their obligations under the said conditions of the Contract or have committed a breach thereof, which conclusion shall be binding on us as well as the said Contractor; we shall on demand by the RBI, pay without demur to the RBI, a sum of ₹ (Rupees only) or any lower amount that may be demanded by the RBI. Our guarantee shall be treated as equivalent to the

Performance Security Deposit for the due performance of the obligations of the Contractor under the said Conditions, provided, however, that our liability against such sum shall not exceed the sum of ₹ (Rupees only).

2.0 We also agree to undertake to and confirm that the sum not exceeding ₹ (Rupees only) as aforesaid shall be paid by us without any demur or protest, merely on demand from the RBI on receipt of a notice in writing stating that the amount is due to them and we shall not ask for any further proof or evidence and the notice from the RBI shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. The Bank shall pay to the RBI any money so demanded notwithstanding any dispute(s) raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal. We undertake to pay the amount claimed by the RBI within a period of one week from the date of receipt of the notice as aforesaid.

3.0 We confirm that our obligation to the RBI under this guarantee shall be independent of the agreement or agreements or other understandings between the RBI and the Contractor.

4.0 This guarantee shall not be revoked by us without prior consent in writing of the RBI.

We hereby further agree that-

a) Any forbearance or commission on the part of the RBI in enforcing the conditions of the said agreement or in compliance with any of the terms and conditions stipulated in the said Contract and / or hereunder or granting of any time or showing of any indulgence by the RBI to the Contractor or any other matters in connection therewith, shall not discharge us in any way and our obligation under this guarantee. This guarantee shall be discharged only by the performance by the Contractor of their obligations and in the event of their failure to do so, by payment by us of the sum not exceeding ₹ (Rupees only).

b) Our liability under these presents shall not exceed the sum of ₹ (Rupees only).

c) Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said Clients / Constituents in Contracting for the said work or their obligations there under or by dissolution or change in the constitution of our said constituents.

d) This guarantee shall remain in force up to provided that if so desired by the RBI, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein.

e) Our liability under these presents will terminate unless these presents are renewed as provided hereinabove on the or on the day when our said constituents comply with their obligations, as to which a certificate in writing by the RBI alone is the conclusive proof whichever date is later. Unless a claim or suit or action is filed against us within or any extended period, all the rights of the RBI against us under this guarantee shall be forfeited and we shall be released and discharged from all our obligations and liabilities hereunder.

Yours faithfully,

For and on behalf of _____ Bank.

Authorized Bank Official 's Signature
(with Seal)

Name:

Designation:

Place:

Date:

Stamp / Seal of the Bank:

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

Witness

(1) Signature with
Name, Address and Date

(2) Signature with
Name, Address and Date

Note: This guarantee will require stamp duty as applicable in the State where it is executed, and shall be signed by the official whose signature and authority shall be verified

List of the Documents to be submitted

1. Copy of certification of incorporation / certification of registration of the company/firm
2. Copy of GST registration certificate
3. Copy of PAN card
4. In case of MSME, copy of Udyam registration certificate
5. Audited financial Statements for the last three years (Copies of the Profit and Loss (P/L) statements along with Balance Sheet for the concerned period.)
6. Documentary evidence in support of minimum experience of 5 years
7. Income tax returns of the last three financial years (2021-22, 2022-23 and 2023-24).
8. Bank Account details of the bidder.
9. Information regarding any litigation, current or during the last five years, in which the Bidder is involved, the parties concerned, and disputed amount, if any
10. Solvency certificate duly certified by the bank showing positive net worth as per the latest audited balance sheet.
11. Documentary evidence of the Earnest Money Deposited to RBI, Chennai Account through NEFT.
12. Details of at least one order of similar kind of work amounting to at least **₹26.4 lakh** or two tenders amounting to at least **₹16.5 lakh each** or three tenders amounting to at least **₹13.2 lakh each**. Please enclose a copy of the contract award.
13. A copy of the Tender Document duly certified by the Printing agency accepting the terms and conditions of the Tender Document.
14. Documentary evidence in support of minimum experience of 5 years