



भारतीय रिज़र्व बैंक RESERVE BANK OF INDIA
संपदा विभाग ESTATE DEPARTMENT
तिरुवनंतपुरम THIRUVANANTHAPURAM

निविदा आमंत्रण सूचना

भारतीय रिज़र्व बैंक, तिरुवनंतपुरम बेकरी जंक्शन, तिरुवनंतपुरम स्थित मुख्य कार्यालय भवन (एमओबी) और बैंक की चार आवासीय कॉलोनियों में नए अचल परिसंपत्ति प्रबंधन (एफएएमएस) के रूप में रेडियो फ्रीक्वेंसी आइडेंटिफिकेशन (आरएफआईडी) टैग लगाने और अचल परिसंपत्तियों के मिलान के कार्य के लिए कोटेशन आमंत्रित करता है। निविदाकर्ता आरबीआई की वेबसाइट से निविदा डाउनलोड कर सकता है और इसे संपदा विभाग, दूसरी मंजिल, बेकरी जंक्शन, तिरुवनंतपुरम में आरबीआई के मुख्य कार्यालय में निम्नलिखित निविदा की अनुसूची के अनुसार प्रस्तुत कर सकते हैं:

क. निविदा का नाम	भारतीय रिज़र्व बैंक, तिरुवनंतपुरम के लिए आरएफआईडी आधारित परिसंपत्ति प्रबंधन प्रणाली / सोल्यूशन
ख. निविदा का प्रकार	भाग I - तकनीकी-वाणिज्यिक बोली और भाग II - संपदा विभाग, भारतीय रिज़र्व बैंक, तिरुवनंतपुरम में निविदा (हार्ड कॉपी) प्रस्तुत करते हुए मूल्य बोली
ग. पार्टियों को डाउनलोड करने के लिए उपलब्ध एनआईटी की तारीख	27 जून 2024 को पूर्वाह्न 10:00 बजे से
घ. निविदा जमा करने के लिए निविदा शुरू होने की तिथि	02 जुलाई 2024 को पूर्वाह्न 10:00 बजे से
ङ. बोली पूर्व बैठक	वेबेक्स के माध्यम से 01 जुलाई 2024 को अपराह्न 2.00 बजे
च. बयाना जमाराशि	₹2,900.00 के ईएमडी भुगतान के लिए एनईएफटी का विवरण लाभार्थी का नाम: ESTATE<space>FAMS<space>आपके फर्म का नाम लाभार्थी एसी नंबर: 8614038 आईएफएससी: RBIS0THPA01 टिप्पणियां: एस्टेट FAMS

छ. ईएमडी जमा करने की अंतिम तिथि	04 जुलाई 2024 को अपराह्न 3.00 बजे
ज. संपदा विभाग, भारतीय रिज़र्व बैंक, तिरुवनंतपुरम- 695033 में निविदा प्राप्त करने की अंतिम तिथि	04 जुलाई 2024 को अपराह्न 3.00 बजे
झ. निविदा खोलने की तिथि और समय	भाग-I (तकनीकी बोली): 04 जुलाई 2024 को अपराह्न 4.00 बजे भाग-II (मूल्य/वित्तीय बोली): मूल्य बोली खोलने की सूचना अलग से दी जाएगी।

1. इस निविदा में भाग लेने के इच्छुक आवेदकों को आवश्यक पात्रता मानदंड रखने के समर्थन में दस्तावेज़ी साक्ष्य प्रस्तुत करके बैंक को संतुष्ट करना होगा और ऐसा करने में विफल होने पर, बैंक उनके निविदा को अस्वीकार करने का अधिकार रखता है।
2. ईएमडी के बिना निविदाएं किसी भी परिस्थिति में स्वीकार नहीं की जाएंगी।
3. निविदाकर्ताओं को सभी पृष्ठों का प्रिंट आउट लेना चाहिए, सभी पृष्ठों पर अपनी मुहर और हस्ताक्षर चिपकाना चाहिए, विधिवत अपना कोट भरना चाहिए और निविदा दस्तावेज़ में विनिर्दिष्ट किए गए अनुसार सीलबंद लिफाफे में जमा करना चाहिए, ताकि 04 जुलाई 2024 को अपराह्न 3.00 बजे या उससे पहले संपदा विभाग, आरबीआई, तिरुवनंतपुरम तक पहुंच सके
4. निविदा के भाग I और भाग II को अलग-अलग लिफाफे में रखा जाना चाहिए और दोनों कवरों को अन्य लिफाफे में विधिवत सुपर स्ट्रिबिंग में रखा जाना चाहिए, "भारतीय रिज़र्व बैंक, तिरुवनंतपुरम के लिए आरएफआईडी आधारित परिसंपत्ति प्रबंधन प्रणाली / समाधान के लिए निविदा।
5. कुल कोट की गई राशि जीएसटी सहित होनी चाहिए।
6. किसी भी अन्य स्पष्टीकरण के लिए, आप श्री समीर के खान, एएम- 9645649490 से संपर्क कर सकते हैं।
7. भविष्य में जारी निविदा में संशोधन / शुद्धिपत्र, यदि कोई हो, केवल आरबीआई वेबसाइट पर अधिसूचित किया जाएगा



भारतीय रिजर्व बैंक /RESERVE BANK OF INDIA

संपदा विभाग /ESTATE DEPARTMENT

तिरुवनंतपुरम/THIRUVANANTHAPURAM

(Website: www.rbi.org.in)

(Tender Document)

**Radio Frequency Identification (RFID) based Fixed Asset
Management Solution (FAMS)**

FOR RESERVE BANK OF INDIA (RBI) AT THIRUVANANTHAPURAM

Part 1 – TECHNO COMMERCIAL BID

Name of the bidder:

Address:

Telephone No:

E-mail Id:

Due Date of Submission: On or Before 15:00 hrs on July 04, 2024

Pre Bid Meeting : Online at 14:00 hrs on July 01, 2024

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Disclaimer

The Reserve Bank of India intends to implement RFID technology-based asset management solution for physical verification and reconciliation of fixed assets in cost-effective manner in Bank's Main Office premises and its Various Residential Colonies Located at Thiruvananthapuram. The Bank invites quotations from interested vendors for purchase of RFID tags and delivery of associated services. The Bank will select a vendor who can deliver the asset tagging and reconciliation services as detailed in the Tender Document at a competitive price.

This Tender Document is neither an agreement, nor invitation to perform work of any kind to any party.

The purpose of this Tender Document is to provide requirement of the Bank to all interested parties for submitting their bid. While RBI has taken due care in the preparation of the information contained herein, RBI does not claim that the information is exhaustive. Respondents to this Tender Documents are required to make their own inquiries and they did not rely solely on the information in Tender Documents. RBI is not responsible if no due diligence is performed by the Respondents.

Section I: Notice Inviting Quotations

1.1	Name of the work:
	RFID based Fixed Asset Management Solution for Reserve Bank of India and its various Residential Colonies Located at - Thiruvananthapuram.
1.1.1	Minimum Eligibility Criteria:
(a)	Vendor should be in business of providing RFID based Asset management system/ solution at least for the last 3 years as on March 31, 2024 and should have executed similar projects. (Completion certificate (at least one) of executed work (worth the Estimated Cost) to be submitted)
(b)	Vendor should have an annual turnover of amount equal to 100% of estimated cost or more during the last 3 financial years ending 31st March 2024. (Certificate from CA to be submitted for last 3 years of turnover)
(c)	Vendor should be registered under appropriate authorities to confirm engagement in the business of providing RFID based asset management system/ solution. (Necessary registration certificate to be submitted)
(d)	Vendor should have their own RFID scanners, tag printers etc. to take up the work. (Undertaking to be submitted on letterhead of bidder with necessary details related to make, model no. etc. as specified in Annexure A)

1.2 The Schedule of Tender is as follows:

A	Estimate cost of the work	₹1.45 Lakh (Rupees One Lakh and Forty-Five Thousand Only) inclusive of GST (Inclusive of cost of various types of RFID Tags and service charges)
B	Mode of Tender	Offline (Sealed Quotation)
C	Date from which the Tender documents would be available to parties	June 27,2024 onwards (Tender Document can be downloaded from RBI website https://www.rbi.org.in) Or Tender document can be collected directly from 2 nd floor, Estate Department, Reserve Bank of India, Bakery Junction, Thiruvananthapuram-695033
D	Earnest Money Deposit (EMD)	₹2,900/- (Rupees Two Thousand and Nine Hundred only). EMD shall be submitted through NEFT in favor of Reserve Bank of India, Thiruvananthapuram - 695033 The account details of NEFT Transaction is as follows: Beneficiary Name: RBI, Trivandrum Beneficiary A/c. No: 8614038 IFSC: RBIS0THPA01 Note: Micro and Small Enterprises (MSEs) having Udyam Registration Number (Udyog Aadhar Memorandum Number) are exempted from Payment of EMD Please note that EMD will be interest free and will be

		<p>returned to unsuccessful bidders after the award of Work Order. However, EMD would be returned to the L1 bidder/ successful bidder only after submission of Security Deposit.</p> <p>EMD shall be forfeited if the Bidder- Makes Misleading or false representations in the forms, statements and attachments submitted; has suppressed any material information, details of any legal proceedings pending in the court which might otherwise have created any impact on the eligibility criteria Withdraws the bid during the period of Bid Validity; or does not sign the contract after award of contract has been blacklisted by any Govt. Agency and the blacklisting is still in force. Fails to complete the work.</p>
E	Pre-Bid Meeting	14:00 hrs on July 01, 2024 (Through Webex)
F	Last date & time of Submission of EMD	15:00 hrs on July 04, 2024
G	Date and time of Starting Submission of Techno-Commercial Bid and Price Bid	10:00 hrs on July 02, 2024
H	Last Date and time of Closing of Submission of Techno Commercial Bid & Price Bid	15:00 hrs on July 04, 2024
I	Date & time of opening of Part-1 (Techno-Commercial Bid)	16:00 hrs on July 04, 2024
J	Date & time of opening of Part- II Price Bids	Shall be intimated to all the qualified bidders of Part-I
K	Contract Period	Up to March 31, 2025
L	Security Deposit	5% of the contract value
M	Liquidated Damages	₹0.25% per week for the delay subject to maximum 10% of the contract amount.
N	Payment condition	100% on completion of work (clause 3.4). For supply of RFID tags payment will be made based on the actual count of RFID tags used at the rate quoted by the bidder.
O	Validity of the Quotation	90 days from the date of opening of Technical Bid.
P	All disputes arising shall be subject to	Thiruvananthapuram, Kerala

	the jurisdiction	
Q	Address for dispatching the completed bids	The Regional Director, Estate Department, Reserve Bank of India, Bakery Junction, Thiruvananthapuram-33
R	Contact person for communication in connection with this Tender	Name & Designation: Sameer K Khan, AM Phone:0471-2783042 Mobile:9645649490 Email: skkhan@rbi.org.in
1.3	Regional Director, Reserve Bank of India, Thiruvananthapuram reserves the right to accept or reject any or all Bids without assigning any reasons and also reserves the right to relax any of the terms and conditions. No Bidder shall have any cause of action or claim against the RBI for rejection of his Bid.	
1.4	All information submitted in response to this RFQ shall be the property of Reserve Bank of India and it shall be free to use the concept of the same at its will.	

**The Regional Director,
Reserve Bank of India,
Estate Department**

Section II: Instructions to Bidders

2.1	Reserve Bank of India, Estate Department, Thiruvananthapuram invites sealed Bids from the eligible bidders as mentioned at clause 1.1.1. Eligible Bidders are required to submit Technical and Price Bids.
2.2	Bidders are advised to study all the sections of Tender documents thoroughly. Submission of bids shall be deemed to have been done after careful study and examination of the Tender documents with full understanding of its implications.
2.3	Obtaining of Tender documents:
(a)	Tender Document can be downloaded from RBI website (https://www.rbi.org.in) OR Tender documents can be obtained from Estate Department during office hours on any working day from the scheduled time and date as referred to in Clause No. 1.2(C).
(b)	Interested parties, if they so desire, may contact the Estate Department officials on the phone /e-mail indicated in Clause no. 1.2(R).
2.4	Pre-bid Meeting:
	Reserve Bank of India shall conduct pre-bid meeting(s) indicated in clause 1.2 (E) at the time and venue as decided by the Estate Department, to answer any queries / provide clarifications that the Bidders may have in connection with the Project and to give them relevant information regarding the same.
2.5	Amendment to Tender Document:
2.5.1	At any time prior to the deadline for the submission of Bids, Reserve Bank of India may, for any reason, whether at its own initiative or in response to a clarification or query raised by a prospective Bidder, modify the Tender Document by an amendment.
2.5.2	The said amendment in the form of the addendum/ corrigendum will be uploaded in Bank's Website(https://www.rbi.org.in). The addendum(s) issued will form part of the Tender Documents.
2.5.3	In order to afford prospective Bidders reasonable time for preparing their Bids after taking into account such amendments, the Reserve Bank of India may, at its discretion, extend the deadline for the submission of Bids.
2.6	Preparation of bid:
2.6.1	Technical Bid (Part 1 - Section I to VII):
(i)	Sections I to VII are part of the technical bid. All sections must be signed by the bidder.
(ii)	Bidder must fill all the details specified in the Section IV, VI, VII & VIII.
(iii)	EMD shall be part of technical bid & the amount of EMD is indicated in clause 1.2(D).
(iv)	Tender documents must be filled in English and all entries must be made by hand and written in ink. If any of the documents are missing or unsigned, the quotation may be considered invalid by the Bank at its discretion.
2.6.2	Price Bid (Refer separate Part 2 floated by Bank):
(i)	Currency of Bid: Bid prices shall be quoted in Indian Rupees only. These prices should include all costs associated with the work including any out of pocket / mobilization expenses, all taxes, charges, levies, cess, GST, insurance, transportation, entry taxes, WCT, Labour, other Govt. Taxes etc.
(ii)	Any correction in the amount should be authenticated by the bidder.

(iii)	The price should be quoted strictly in line with the price bid leaving no column blank whatsoever to avoid any ambiguity.
(iv)	Bidders should ensure that all columns of the price bid are duly filled, and no column is left blank. After opening of the price bid, no clarifications whatsoever shall be entertained by the RBI.
(v)	If any columns of the price bid are found blank, then the tender of the respective bidders shall be treated as non-responsive and will be summarily rejected by the RBI and further EMD shall be forfeited. However, Bank may also take the review in this matter as per clause 1.2(D) if required.
(vi)	Bidders should refer to Annexure C on type and count of fixed assets to estimate costs for hardware requirement in Price Bid.
2.6.3	It will be imperative on each bidder to fully acquaint himself with all the local conditions and factors, which would have any effect on the performance of the contract and cost of the items. No request for the change of price or time schedule of delivery of items shall be entertained, on account of any local condition or factor once the offer is accepted by the Bidder.
2.7	Period of Validity of Bids:
2.7.1	Bids shall remain valid for acceptance by RBI for the period indicated in clause 1.2 (O) This period will be further mutually extended, if required.
2.8	Earnest Money Deposit (EMD) / Bid security:
2.8.1	The Bidders shall enclose Bid Security with their Bid for an amount indicated in Clause 1.2 (D) of Notice Inviting Tender.
2.8.2	The Bid Security shall be in form of NEFT in favor of Reserve Bank of India Trivandrum {as per clause 1.2(D)}. No interest on Bid Security shall be paid.
2.8.3	Bids not accompanied by Bid Security, shall be treated as non-responsive, and will be summarily rejected by the RBI.
2.8.4	The Bid securities of unsuccessful Bidders shall be discharged/ returned by RBI after award of work to successful bidder.
2.8.5	The Bid Security of the Successful Bidder shall be returned upon the Bidder after completion of the work.
2.9	The Bid Security shall be forfeited if:
(i)	Bidder made misleading or false representations in the forms, statements and attachments submitted, suppressed any material information, details of any legal proceedings pending in the court which might otherwise would have created any impact on the eligibility criteria.
(ii)	Bidder left blank the column of the price bid.
(iii)	Bidder withdraws his Bid during the period of bid validity.
(iv)	Bidder has been blacklisted by any government agency and the blacklist is still in force.
(v)	In the case of the Successful Bidder, if he fails to complete the work within the prescribed time limit.
2.10	Procedure for Submission of Bids:
	It is proposed to have a Two-Parts for this bid as following -
2.10.1	Technical Bid (Envelop 1) consist of following items -
(a)	Technical Bid (Part 1 - Section I to Section VII) in one cover superscribing “(Technical Bid and name of the work as mentioned in clause of 1.1)” and date of opening”. Please note that prices should not be indicated in the Technical Bid.
(b)	Documentary proofs of Pre-qualification.
(c)	EMD shall be part of Technical Bid

2.10.2	Price Bid (Envelop 2)
	Price Bid (Part 2) in one cover superscribing "(Price Bid and name of the work as mentioned in clause of 1.1)".
2.10.3	Both envelopes (1 & 2) i.e. technical and price bids are to be kept in single sealed cover superscribed with Tender Document for (name of the work as mentioned in clause 1.1) .
2.10.4	All the covers should also indicate clearly the name and address of the Bidder .
2.10.5	If on opening the single sealed cover, it is discovered that the Technical Bid and Price Bid have not been put in separate cover, the Bid will be liable to be rejected.
2.11	No conditional/optional quote shall be accepted.
2.12	Bidders shall not be permitted to alter or modify their bids after receipt of bids.
2.13	Receipt of Bids:
	The sealed bids will be accepted till the schedule time and date as referred to in refer clause 1.2(H) . The bids shall be submitted at Estate Department, RBI, Thiruvananthapuram before the scheduled last day and time. The bids received thereafter shall not be entertained.
2.14	Opening of Technical Bid:
	The Technical bids will be opened on the scheduled time and date as referred to in clause 1.2(I) at Estate Department, RBI. The bidders or their authorized representatives may be present, if they so desire.
2.15	Scrutiny of Technical Bid:
2.15.1	The Technical bid shall be evaluated as per the procedure indicated in special condition of contract (section III).
2.15.2	After evaluation of the Technical bids, the short-listed Bidders will be intimated to all the bidders. The decision of the Bank on technical suitability of the offer shall be final and shall not be open for discussion.
2.16	Opening of Price Bid:
	Price Bids of short-listed Bidders will be opened later and such short-listed bidders will be intimated about date and time accordingly. The short-listed bidders or their authorized representatives may present, if they so desire.
2.17	Bank has the Right to vary quantities at the time of placement of Supply Order/signing of Contract or split the order among the selected Bidders.
2.18	Employer's right to accept any Bid and to reject any or all Bids:
	Notwithstanding anything mentioned above, RBI reserves the right to accept or reject any Bid at any time prior to award of Contract without thereby incurring any liability to the affected Bidder or Bidders. The Bank shall not assign any reason for rejection of any or all Bids.
	RBI reserves the right to cancel/annul the selection process, at any stage prior to the award of the Contract on account of the following:
(a)	in case no Bid is received.
(b)	occurrence of any event due to which it is not possible to proceed with the selection process.
(c)	evidence of a possible collaboration/mischief on part of Bidders, impacting the competition and transparency of the selection process.
(d)	any other reason, which in the opinion of the Employer necessitates the cancellation of the selection process.

(e)	On occurrence of any such event, RBI shall notify all the Bidders within 7 days or any reasonable time of such decision. RBI shall also promptly return the Bid Security submitted by the Bidders within 15 days or any reasonable time of issue of such notice. RBI is not obligated to provide any reason or clarification to any Bidder on this account. Liability of the RBI under this clause is restricted to returning the Bid Security and no other reimbursements of costs/ expenses of any type shall be made by the Employer on this account.
(f)	The Employer further reserves the right to re-tender the process or get the work done by a government agency or Quasi Government agency if the Employer is of the opinion that the bids received are not economically or otherwise feasible or not acceptable due to reasons in sub clauses (a) to (d) above.
2.20	Disputes:
	All disputes arising shall be subject to the jurisdiction of the appropriate court as indicated in Clause 1.2(P) and will be governed by the Laws of India.

Place:

(Signature of Bidder with Stamp)

Date:

(Name)

Section III: Special Conditions of the Contract

3.1	Evaluation of Bid:
3.1.1	The objective of evaluation process is to evaluate bids received and select a vendor who can deliver asset tagging and reconciliation services at a competitive price. The decision of the Bank regarding evaluation and selection would be final.
3.1.2	For consideration of evaluation for FAMS project, bidders are expected to submit responses on Technical Bid and Price Bid.
3.1.3	As part of Technical Bid, Bank will check if bidders meet Minimum Eligibility Criteria outlined in section 1.1.1 basis details and evidences submitted. Bank will also evaluate other requirements as mentioned in sections I to VII. Bidders who are unable to provide required documents, deposits/ bank guarantees or any other required information will be disqualified from evaluation process.
3.1.4	Bidders who fulfil criteria mentioned as part of Technical Bid will move to next stage of evaluation. Price Bids will be opened for all such bidders.
3.1.5	Post opening of Price Bids, bidder with lowest quote for price bid will be ranked as L1 and so on.
3.1.6	Such bidder with lowest price bid will be declared as successful bidder and awarded the contract.
3.2	Execution of Agreement:
	On receipt of intimation from the Bank of the acceptance of his tender, the successful bidder shall be bound to sign the formal contract within fourteen days thereof. The cost of necessary stamp paper (₹200) for execution of the agreement shall be borne by the bidder/bidder. The format of article of agreement is provided at Section VI.
3.3	Liquidated Damages for Delays:
	In case the successful bidder is unable to adhere to the project timelines, the bidder will be charged liquidated damages {refer to clause 1.2(M)}
3.4	Payment Conditions:
(i)	100% on completion of work in all respect i.e., satisfaction to Bank and submission of Security Deposit as specified in clause 3.8.
(ii)	1. Charges for half-yearly addition/ replacement of RFID tags and half-yearly reconciliation services will be paid on half-yearly basis. 2. During the Contract period, charges for RFID tags shall be paid as quoted in section A of the price bid.
(iii)	Each payment shall be liable for statutory deductions as per the Law.
3.5	Force Majeure:
	The Bidder shall not be liable for forfeiture of its EMD, liquidated damages or termination for default, if the delay in performance or other failure to perform its obligations under the contract is a result of an event of Force Majeure. For purposes of the clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics, quarantine restrictions, freight embargoes etc. The Reserve bank of India will decide whether delay or failure on the part of the bidder was the result of an event beyond his control or not. The decision of the Reserve Bank of India in this regard should be final and binding on the supplier and will not be open to question before any court / forum in any proceedings.

3.6	Termination for Default
3.6.1	The Bank may without prejudice to any other remedy for breach of Contract, by Seven Days (07) days written notice of default sent to the Bidder and upon the Bidder's failure and neglect to propose and/or execute any corrective action to cure the default, terminate this Contract in whole or in part:
(i)	If the Bidder fails to deliver any or all of the items within the time period(s) specified in the Contract; or
(ii)	If the Bidder fails to perform any other obligation(s) under the Contract.
3.6.2	On termination of the Contract for default, the EMD/ Bank Guarantee of the Bidder will be forfeited.
3.6.3	Termination for Insolvency:
	The Bank may at any time terminate the Contract by giving written notice to the Bidder, without compensation to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Bank.
3.7	General Terms and Conditions:
3.7.1	Bank intends to contract with successful bidder for a period up to March 31, 2025, subject to satisfactory performance. Subsequently, the contract will be renewed on yearly basis (Maximum of two times) with the price escalation, subject to satisfactory performance during the initial contract periods.
3.7.2	Bank will only purchase RFID tags from selected bidder. Other hardware like RFID printers, readers etc. will need to be managed by selected bidder at their end.
3.7.3	RFID tags should have re-writable memory and should be able to store minimum 12 alphanumeric characters. RFID tags shall be of passive type only
3.7.4	The scheduled visit should be decided by vendor after discussion with the Bank's officials and Bank will ensure necessary support in completion of the work as per plans.
3.7.5	The configuration of RFID tags should be carried out in such a way that any reader/ scanner available in the market should be able to detect encoded details of these RFID tags. Confirmation on compliance to this condition need to be submitted by vendor on their letterhead as specified in Annexure B . This needs to be submitted after completing initial RFID tagging and reconciliation of fixed assets.
3.7.6	Please note that readers/ scanners shall store scanned data in text format and export the same in excel/ csv with data type for values as 'General' and not 'text'.
3.7.7	In case of malfunction of any RFID tags before end of their specified life cycle/ warranty period, vendor will replace the same free of cost.
3.7.8	Half-yearly addition/ replacement activities for half-years ending June and December will be completed along with half-yearly reconciliation process for period ending June and December respectively.
3.8	Security Deposit :
	Successful bidder shall submit Security Deposit for an amount of 10% of contract value* for the initial contract period. * <i>Contract Value</i> : The quoted amount Grand Total (A+B) in the price bid (separate Part 2 floated by Bank) i.e. the sum of the quoted amounts for Hardware Requirement (A) and half-yearly Addition/ Replacement of RFID tags and Half-yearly Reconciliation services (B).

3.9	Annual Maintenance Contract (AMC):
<p>Bank may enter into an AMC with vendor for next two years on yearly basis (after successful completion of initial contract period). The rate for AMC shall be worked out based on the following formula and the rates quoted in the contract for half-yearly addition/ replacement of RFID tags and half-yearly reconciliation services.</p> <p>Renewal Formulae = $A_c = A_p \times (CPI_c / CPI_p)$</p> <p>Where:</p> <p>$A_c$ = Charges for half-yearly addition/ replacement of RFID tags and half-yearly reconciliation services for current period,</p> <p>A_p = Charges for half-yearly addition/ replacement of RFID tags and half-yearly reconciliation services for previous period,</p> <p>CPI_c = Consumer Price Index for Industrial Workers (All India Average) 6 months prior to the commencement date of renewed contract for the current period,</p> <p>CPI_p = Consumer Price Index for Industrial Workers (All India Average) 6 months prior to the commencement date of renewed contract for the previous period.</p> <p>During the period of subsequent two years of AMC, the cost of RFID tags shall be paid as per existing rate with 15% OH & profits. The period of AMC can be extended by mutual agreement between the Bank and Vendor at revised rates as per the above indicated formula.</p>	
<p>Place: (Signature of Bidder with Stamp)</p>	
<p>Date : (Name)</p>	

Section IV: Details of Bidders

4.1. Particulars of Firm:

Sr. No.	Particulars	To be filled by Bidder
1	Name of the firm	
2	Composition of the firm (Whether partnership/ proprietorship/ Public Ltd.)	
3	Names of the proprietor/ partners/ Directors of the firm	
4	TIN and GST details with supporting documents	
5	Address of the Firm	
	Telephone	
	Email	
	Fax	
6	Work experience in years	

4.2 The details of our bankers are as below:

Sr. No.	Particulars	To be filled by Bidder
1	Name of the Bank	
2	Branch Address	
3	Telephone and fax number	
4	Name of the contact person	
5	Credit facility/ overdraft facility enjoyed by firm from the Bank	
6	The period from which the firm has been banking with the Bank	

Signature of Bidder with Stamp/Date

Section V: Project Information

5	Requirement of the Bank/ Specification/ Scope of Work:
5.1	<p>Services in Scope:</p> <ol style="list-style-type: none"> 1. Addition/ Replacement of RFID tags (Half-yearly activity): <ul style="list-style-type: none"> • Addition of RFID tags for new/ transferred assets. • Replacement of RFID tags in case of reported damage. 2. Reconciliation of tagged assets with latest asset master list (Half-yearly activity): <ul style="list-style-type: none"> • Reconciliation of tagged assets with latest asset master list. • Sharing reconciliation report and certificate with the Bank's team. <p>Bidders are advised to refer to detailed explanation on procedures and responsibilities for above set of services in Annexure D towards the end of this Tender document.</p>
5.2	<p>Inclusions and Exclusions:</p> <ul style="list-style-type: none"> • Bank will purchase all types of RFID tags required for asset management from selected bidder. • Bank will not purchase any other hardware like RFID readers, printers etc. Vendors will have to manage these devices at their end for delivery of associated services.
5.3	<p>Applicable SLA:</p> <ul style="list-style-type: none"> • Post award of contract, timeline for initial tagging/ reconciliation should be decided in joint consultation with Bank stakeholders. • Addition/ Replacement of RFID tags planned on half-yearly basis should be completed before 10th day of next month after half-year end. • Reconciliation of assets is planned every six months i.e. twice in a year. For the assets as on March 31st should be finished by April end. Similarly, for the assets as on September 30, should be finished by October end.

Signature of Bidder with Stamp/Date

धारा VI: करार की शर्तों के लिए प्रारूप

Section VI: Format for Articles of Agreement

(On the INR 200/- Non- Judicial stamp paper)

(INR 200/- गैर-न्यायिक स्टाम्प पेपर पर)

यह करार एक ओर भारतीय रिज़र्व बैंक, जिनका केंद्रीय कार्यालय मुंबई में है (जिसे इसके बाद "नियोक्ता" कहा गया है) और दूसरी ओर _____ (जिन्हें इसके बाद बोलादाता कहा गया है) के बीच _____ के _____ दिन को निष्पादित किया गया है।

ARTICLES OF AGREEMENT made the _____ day of _____ between the Reserve Bank of India, having its Central Office at Mumbai (hereinafter called "the Employer") of the one part and _____ (hereinafter called "the Bidder") on the other part.

जबकि नियोक्ता _____ के लिए इच्छुक है और कोटेशन के अनुरोध के अनुसार

WHEREAS the _____ Employer is _____ desirous of _____ and as per Request for Quotation.

और जबकि बोलीदाता यहां निर्धारित शर्तों और संविदा की विशेष शर्तों में निर्धारित शर्तों और मात्राओं की अनुसूची और यथासंशोधित संविदा की शर्तों और अंत में दोनों पक्षों द्वारा स्वीकार किए गए (जिन्हें इसके बाद सामूहिक रूप से "तथाकथित शर्तों" के रूप में संदर्भित किया जाएगा) के अनुसार उक्त कार्य निष्पादित करने के लिए सहमत हो गया है। बैंक की उक्त आवश्यकता पर दिखाए गए कार्य और/या उक्त विनिर्देशनों में वर्णित और कार्य की मात्रा की अनुसूची में शामिल, पर उसमें निर्धारित संबंधित दर पर गणना की गई कुल राशि पर या ऐसी अन्य देय राशि पर (इसके बाद इसे "तथाकथित संविदा राशि" कहा जाएगा) पर कार्य निष्पादित करने के लिए सहमत है।

AND WHEREAS the Bidder has agreed to execute upon the subject work to the conditions set forth herein and to the conditions set forth in the special conditions of the contract and in the schedule of quantities and conditions of Contract as modified and finally accepted by both the parties (all of which are collectively hereinafter referred to as "the said Conditions") the works shown upon the said requirement of the Bank 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 "the said Contract Amount").

अब एतद्वारा निम्नानुसार सहमति हुई है:-

NOW IT IS HEREBY AGREED AS FOLLOWS –

1	<p>यह संविदा भारतीय रिज़र्व बैंक के तिरुवनंतपुरम कार्यालय में आरएफआईडी प्रौद्योगिकी आधारित अचल परिसंपत्ति प्रबंध सॉल्यूशन (एफएएमएस) के कार्यान्वयन के लिए है। This contract is for implementation of RFID technology based Fixed Asset Management Solution (FAMS) for Reserve Bank of India at their - Thiruvananthapuram office.</p>
2	<p>बोलीदाता तथाकथित शर्तों में उल्लिखित समय और नियत तरीके से तथाकथित संविदा राशि के भुगतान करने के मद्देनज़र, तथाकथित शर्तों के अधीन विनिर्देशनों के अनुसार और उक्त शर्तों के अधीन, उक्त विनिर्देशों और मात्राओं की अनुसूची में दिखाए गए और वर्णित कार्य को निष्पादित और पूरा करेगा। In consideration of the said Contract amount to be paid at the times and in the manner set forth in the said conditions, the Bidder shall, upon and subject to the said conditions, execute and complete the work shown and described in the said specifications and the schedule of quantities.</p>
3	<p>नियोक्ता बोलीदाता को कथित संविदा राशि अथवा समय-समय पर देय होनेवाली अन्य राशि तथाकथित शर्तों में विनिर्दिष्ट तरीके से अदा करेगा। The Employer shall pay the Bidder the said Contract amount or such other sum as shall become payable at the times and in the manner specified in the said conditions.</p>
4	<p>तथाकथित शर्तों और साथ में दी गई परिशिष्ट इसके साथ पढ़ी जाएंगी और इस करार का हिस्सा मानी जाएंगी और संबंधित पक्ष इस करार की तथाकथित शर्तों के अधीन रहेंगे और अपनी ओर से क्रमशः तथाकथित शर्तों के अपने-अपने कर्तव्य का पालन करेंगे। The said Conditions and Appendix thereto 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.</p>
5	<p>समय को इस संविदा का महत्वपूर्ण कारक माना जाएगा और बोलीदाता एतद्वारा उक्त शर्तों में प्रदान किए गए कार्य आदेश/स्वीकृति पत्र जारी करने के दिन से काम शुरू करने और समय विस्तार के प्रावधानों के अधीन दायरे में सेवाओं के अनुसार सभी गतिविधियों के लिए बैंक के साथ सहमत समय-सीमा के भीतर पूरे काम को पूरा करने के लिए सहमत है।</p>

	Time shall be considered as the important factor of this Contract and the Bidder hereby agrees to commence the work from the day of issue of work order/letter of acceptance as provided for in the said conditions and to complete the entire work within agreed timelines with Bank for all activities as per services in scope subject nevertheless to the provisions for the extension of time.
6	इस संविदा के तहत नियोक्ता द्वारा सभी भुगतान केवल भारतीय रिज़र्व बैंक, तिरुवनंतपुरम में किए जाएंगे। All payments by the Employer under this Contract will be made only at Reserve Bank of India, Thiruvananthapuram
7	इस करार से या किसी भी तरह से संबंधित सभी विवादों को तिरुवनंतपुरम में उत्पन्न माना जाएगा और केवल तिरुवनंतपुरम की अदालतों के पास इसका निर्धारण करने का अधिकार क्षेत्र होगा। All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen in Thiruvananthapuram and only courts in Thiruvananthapuram shall have jurisdiction to determine the same.
8	इस संविदा के विभिन्न भागों को बोलीदाता द्वारा पढ़ और बोलीदाता द्वारा पूरी तरह से समझ लिया है। The several parts of this Contract have been read by the Bidder and fully understood by the Bidder.

यदि बोलीदाता एक भागीदारी फ़र्म या एक व्यक्ति हो If the Bidder is a partnership or an individual	नियोक्त और बोलीदाता इस बारे में साक्ष्य स्वरूप अपनेअपने - हस्ताक्षर किए और इसकी दो प्रतियाँ उक्त दिन और वर्ष को तैयार की गईं। IN WITNESS WHEREOF the Employer and the Bidder have set their respective hands to these presents and two duplicates hereof the day and year first herein above written.
यदि बोलीदाता एक कंपनी हो If the Bidder is a company	नियोक्ता और बोलीदाता इस बारे में साक्ष्य स्वरूप अपने-अपने अधिकृत हस्ताक्षरकर्ताओं के माध्यम से निष्पादित किए और संविदाकार ने इसकी दोनों प्रतियों पर अपनी सामान्य मुहर लगाई इसकी दो प्रतियों पर उसकी ओर से इन्हें उक्त दिन और वर्ष को निष्पादित किया गया। IN WITNESS WHEREOF the Employer has set its hands to these presents through its duly authorized official and the Bidder has caused its common seal to be affixed

	hereunto and the said two duplicates hereof to be executed on its behalf, the day and year first hereinabove written.
--	---

<p>हस्ताक्षर खंड: Signature Clause:</p>	
<p>SIGNED AND DELIVERED by the hand of Shri _____ in the presence of (1) _____ (Name & Address) (2) _____ (Name & Address) Witness के हाथ से हस्ताक्षरित और वितरित की उपस्थिति में श्री _____ (1) _____ (नाम और पता((2) _____ (नाम और पता(सत्यापित करना</p>	
<p>इनकी उपस्थिति में हस्ताक्षर किए गए श्री _____ (1) _____ (नाम और पता((2) _____ (नाम और पता(SIGNED AND DELIVERED by the Shri _____ in the presence of (1) _____ (Name & Address) (2) _____ (Name & Address) साक्षी Witness</p>	<p>यदि पार्टी भागीदारी फर्म या व्यक्ति हो If the party is a partnership firm or individual</p>
<p>निम्नलिखित की उपस्थिति में दिनांक ----- को संपन्न निदेशक बोर्ड की बैठक में पारित संकल्प के अनुसरण में इस पर----- -की कॉमन मुहर लगाई गई है। THE COMMON SEAL OF _____ was hereunto affixed pursuant to the resolutions passed by its Board of Directors at the meeting held on _____ in the presence of - (1) _____ (2) _____</p>	<p>यदि बोलादाता उसके कॉमन मुहर के अंतर्गत हस्ताक्षर करता है तो हस्ताक्षर खंड संस्था के अन्तर्नियमों में दिए गए मुहर खंड से मेल खाने चाहिए। If the Bidder signs under common seal the signature presence of -</p>

<p>निदेशक, जिन्होंने निम्नलिखित की मौजूदगी में इसके प्रमाणस्वरूप इन दस्तावेजों पर हस्ताक्षर किए हैं।</p> <p>Directors who have signed these presents in token thereof in the presence of -</p> <p>(1) _____</p> <p>(2) _____</p>	<p>clause should tally with the sealing clause in the articles of association</p>
<p>विधिवत गठित अटर्नी एवं श्री</p> <p>द्वारा हस्ताक्षरित एवं सुर्पुद</p> <p>SIGNED AND DELIVERED BY the Bidder by the hand of Shri _____ and duly constituted attorney.</p>	<p>यदि संविदा चाहे कंपनी के रूप में या व्यक्ति के रूप में मुख्तारनामा के अंतर्गत हस्ताक्षर करता हो तो</p> <p>If the Contract is signed by the hand of power of attorney, Whether a company or an individual.</p>

Section VII: Format for Unpriced Bill of Quantity

Sr. No.	Particulars	Estimated Quantity
A – Hardware Requirement (Supply of following RFID tags):		
1.	RFID tags for electronic items	258
2.	RFID tags for non-electronic metallic items	66
3.	RFID tags for non-electronic non-metallic items	116
Total Price (A):		
B - Half-Yearly Addition/ Replacement of RFID tags and Half-yearly Reconciliation Services		
1.	Charges for half-yearly reconciliation + addition/ replacement of RFID tags after every 6 months (6 months period ending June and December)	2
Total Price (B):		
Grand Total (A+B):		

Note:

The Bank has arrived the estimated quantity of RFID tags based on the Previous year utilization. However, the actual requirement of the tags for the contract period i.e. up to March 31, 2025 may vary according to Bank's requirement.

Annexure A: Undertaking regarding ownership of requisite hardware

(On letterhead of the Bidder)

Date: _____

To
The Regional Director
Estate Department,
Reserve Bank of India,
Thiruvananthapuram-33

Dear Sir,

We hereby confirm that our organization has all requisite hardware in possession for successful execution of services mentioned under FAMS work. We will also be able to provide required type and number of RFID tags for asset tagging during contract period.

Please see below details of required hardware –

	Count	Make	Model	Owned (Yes/ No)
RFID Reader				
RFID Printer				

We assure you that FAMS work will not get impacted due to any hardware related issues.

Yours Faithfully,

(Authorized Signatory)

Name and Designation:

Annexure B: Confirmation on encoding practices for RFID tags

(On letterhead of the Bidder)

Date: _____

To
The Regional Director
Estate Department,
Reserve Bank of India,
Thiruvananthapuram-33

Dear Sir,

We hereby confirm compliance to special condition mentioned in clause 3.7.5 of Tender. We have configured RFID tags in such a way that any reader/ scanner available in the market will be able to detect all encoded details in these RFID tags. We will ensure the same for future addition/ replacement related requirements of RFID tags.

Yours Faithfully,

(Authorized Signatory)

Name and Designation:

Annexure C: Type of Fixed Assets

Sr. No	Asset Type/ Description
1.	Electrical/ Electronic Assets
	Weighing scales
	Franking Machine
	Note counting machine, Note Sorting Machine, Coin Dispenser
	Security Equipment, Metal Detector, Walkie Talkie sets
	<u>Electrical equipment's-</u> All types of Fans, Water Dispensers, Photo copier, Tea/ Coffee Vending Machine, TV, Rat repellent Machine, Treadmill, Exercise Cycle, Fridge, AC, Inverter, Dishwasher, Air Purifiers, Dust Catchers
	<u>Electronics Equipment's-</u> Computer, (Monitor, CPU, Keyboard and Mouse together as one) MICR Coder, Optical Comparator, Printer, Modem, Servers, Projectors, Servers, Hard disc
	Telecommunication Equipment- EPBAX, Fax, Push Button, Conference system, Microphone,
	Laptops
	Any electrical items movable for quarters
	Electrical instrument and Office equipment Fixed Office
	Electrical instrument and Office equipment Fixed Residence
	Electrical Instrument- CVPS
	Electrical Instrument Security
2.	Non-Electronic Metallic (Steel)
	Cup Boards, Wardrobe, Bookcases
	Drawer, Storage Units
	Safes
	Elevating Trucks and Trolleys
	Motor Vehicles
	Compactor
	Miscellaneous
3	Non- Electronic Non- Metallic (Wooden)
	Tables (All types)
	Chairs (All types)
	Sofa Sets
	Side units, Shoe Racks, Steel Racks
	Any Furniture for Residence
	Miscellaneous

Annexure D: Responsibilities and Deliverables for Services in Scope

1. Addition/ Replacement of RFID tags (Half-Yearly activity):

This procedure is to be carried out after every half-year end to -

- Add RFID tags for new/ transferred assets.
- Replace RFID tags in case of reported damage.

Vendor teams are expected to visit to Bank's office locations for the same on half-yearly basis and work towards completing this activity before 10th day of next month after half-year end. Responsibilities for vendor partner are detailed out in sub-sections below –

1.1. Addition of RFID tags:

- Get asset lists for all departments from Bank with information on following -
 - New assets added during previous half-year.
 - Assets transferred to them and also accepted/ updated in system during previous half-year.
- These lists should have necessary data fields like Internal Inventory Number, Inventory Number, Branch, Dept, Section, Asset Desc, Asset Type etc. These lists will be provided at least 3 days prior to vendor's visit so that vendor can estimate no. of new RFID tags needed. Vendor shall ensure configuration and printing on tags before visiting office for tagging purpose.
- Encode Internal Inventory Number data field for each asset in RFID tag identified for that particular asset. Print Internal Inventory Number and Inventory Number data fields for each asset on corresponding RFID tag. Also print Barcode for Internal Inventory Number for each asset on corresponding RFID tag.
- The configuration of RFID tags shall be carried out in such a way that any reader/ scanner available in the market should be able to detect encoded details of these RFID tags. A confirmation shall be submitted by vendor for compliance to the same. Readers/ Scanners shall store scanned data in text format and export the same in excel/ csv with data type for values as 'General' and not 'Text'.
- Affix these RFID tags on corresponding assets. Take placement, position and surface of asset into consideration while affixing RFID tags so as to ensure that RFID readers will be able to scan these tags without any problem during reconciliation.
- In case of transferred assets, ensure that each such asset is actually physically located in department to which transfer is mentioned. If not, notify the same to coordinator from Bank's end and get this transfer done. Then remove old RFID tag on transferred asset and add new RFID tag as per same procedure mentioned in 1.2. Please note that old tag needs to be removed because of old Inventory Number printed on it which gets changed after transfer. Hence caution must be taken to ensure print of new Inventory Number on new tag.
- After affixing RFID tags for all new/ transferred assets, fill out necessary information in sign-off form provided by Bank and take signature of coordinator from Bank's end indicating completion of given activity. Attach asset list printout with this sign-off form for easy reference.
- Submit above set of documents to Bank.
- Please ensure that you complete tagging of new/ transferred assets for all departments.

1.2. Replacement of RFID tags:

- Get asset lists for all departments from Bank with information of assets reported to have damaged RFID tags during previous half-year (if any). These lists should have necessary data fields like Internal Inventory Number, Inventory Number, Branch, Dept, Section, Asset Desc, Asset Type etc. These lists will be provided at least 3 days prior to vendor's visit so that vendor can estimate no. of replacements required.
- In addition to above asset lists, vendor is also expected to identify damaged tags during reconciliation process and replace them. It is suggested to get few extra tags during visit to Bank's premises for such type of activity. If RFID tag is damaged due to normal wear & tear or due to any activity from Bank's side, the cost of tag will be reimbursed. If tag is not working due to sensor issue, vendor should replace during contract period without any additional cost to Bank.
- In case RFID tags on any reported assets have not been damaged, report the same to coordinator from Bank's end and answer on any apprehensions/ objections.
- For RFID tags on reported assets that have been verified to be damaged, encode Internal Inventory Number data field for each such asset in new RFID tag allotted for that particular asset.
Print Internal Inventory Number and Inventory Number data fields for each such asset on corresponding RFID tag.
Also print Barcode for Internal Inventory Number for each such asset on corresponding RFID tag.
- Affix these RFID tags on corresponding assets. Take placement, position and surface of asset into consideration while affixing RFID tags so as to ensure that RFID readers will be able to scan these tags without any problem during reconciliation.
- After affixing RFID tags for all such assets, fill out necessary information in sign-off form provided by Bank and take signature of coordinator from Bank's end indicating completion of given activity. Attach asset list printout with this sign-off form for easy reference.
- Submit above set of documents to Bank.
- Repeat above activities for each department.

1.3 Deliverables:

- Report on type and count of new/ replaced RFID tags.
- Minutes of governance meeting with Bank's team.
- Confirmation on encoding Particles for RFID Tags ([Annexure B](#)).

2. Reconciliation of tagged assets with latest asset master list (Half-yearly activity):

Before reconciliation activity, vendor should complete activities mentioned in sub-section 2.1/2 above i.e. Addition/ Replacement of RFID tags for previous half-year end.

After completion of these half-yearly activities, reconciliation activity should be taken up.

Reconciliation activity is to be carried out every six months i.e. twice in a year. For the assets as on March 31st it should be finished by April end. Similarly, for the assets as on September 30, it should be finished by October end.

Data for all fixed assets at a particular office location should be captured through RFID readers and exported in Excel. Post that detailed reconciliation should be carried out with latest asset master lists shared by the Bank. Responsibilities for vendor partner are detailed out in sub-sections below –

2.1. Scanning of fixed assets:

- Get latest asset master lists for all departments from Bank with necessary data fields like Internal Inventory Number, Inventory Number, Branch, Dept, Section, Asset Desc, Asset Type etc.
- Assess asset master lists for each department and estimate approx. time required for scanning of fixed assets for each department.
- Arrange meeting with coordinators from Bank's end and jointly finalize time slots for scanning of fixed assets for each department.
- Scan fixed assets for all departments during allotted time slots with help of RFID readers. Take help from coordinators from Bank's end in case of issues in accessing any area/ cabins/ rooms in any of the departments.

2.2. Reconciliation of scanned data with latest asset master list:

- Extract scanned data for all departments and transfer in excel sheet to workstation allotted by the Bank.
- Reconcile this scanned data for all departments with latest asset master list provided by the Bank for all these departments.
- Usage of VLOOKUP functions in excel is advisable to match Internal Inventory Number data fields to find out discrepancies. It is recommended that reconciliation of consolidated data from asset master lists for all departments should be done with consolidated scanned data for all departments at one go.
- Detailed explanation of reconciliation using VLOOKUP functions in excel is provided in excel file embedded at the end of this annexure.

2.3 Reporting of discrepancies observed during reconciliation:

Vendor should jointly conduct this exercise with coordinators from Bank's end. Goal is to analyse discrepancies observed and take necessary actions to cross verify causes of discrepancies. Post this cross verification, discrepancies can be reported.

Below are some of the pointers for this analysis and subsequent cross verification –

- **Scenario 1: Assets present in asset master list but not captured in scanned data (scanned data mismatch for Internal Inventory Number)**
 - Physically verify all such assets with help of coordinators from Bank's end.
 - Check if any of these assets have not been tagged before. Also check if any of these assets have damaged RFID tags.
 - Check if any of these assets have been transferred to other office location but not accepted/updated in CBS/Excel.
 - Check if data for any of these assets was not captured during scanning activity due to issues with RFID readers. Please note this count for reporting purposes.
If yes, scan such assets again and include corresponding records in excel data extracted from RFID readers. Correct corresponding discrepancies observed during reconciliation.
 - Check with Bank's team if any of these assets have been reported to be lost.
 - Analyze reasons for observed discrepancies and mark count for below for reporting purposes –
 - Assets not present in department
 - Assets with no RFID tags

- Assets with damaged RFID tags
 - Assets transferred to other office location without acceptance/update in CBS/Excel
 - Lost assets
 - Assets not captured during first scan
- **Scenario 2: Assets present in scanned data but not in asset master list (asset master data mismatch for Internal Inventory Number)**
 - Check if any on these assets are present in system but marked for other office location i.e. if transfer for any of these assets was accepted/updated in CBS/Excel by other office location but physical transfer has not happened yet.
 - Check if any of these assets have been written off/marked for disposal and subsequently removed from CBS/excel data but still physically present in office location.
 - Analyze reasons for observed discrepancies and mark count for below for reporting purposes –
 - Assets accepted/updated for transfer in CBS/Excel by other office location but still physically present in old office location
 - Assets written off/marked for disposal in CBS/Excel but still physically present in office location

2.4 Deliverables:

- Report on type and count of new/ replaced RFID tags.
- Reconciliation report and certificate based on scanning of assets data for RBI office premises at a particular location.
- Minutes of governance meeting with Bank's team.

3. Reconciliation process example along with screenshots:

Please refer to excel embedded below –



Annexure 'E' Compliant Escalation Matrix

Sl No.	Support Level	Name	Phone No.	E-Mail ID
1.	LEVEL 1			
2.	LEVEL 2			
3.	LEVEL 3			

Signature and Seal of the Firm

Annexure 'F' Details of Addresses of RBI, Thiruvananthapuram

SL No	Location	Delivery Address
1.	Main Office Premises	Reserve Bank of India, Estate Department, 2 nd Floor, Bakery Junction, Thiruvananthapuram - 695 033
2.	Kowdiar	Reserve Bank of India Officers Colony, Caretaker Office, Belhaven Road, Kowdiar, Thiruvananthapuram -695 003
3.	Thrivikramangalam (Thamalam)	Reserve Bank of India Staff Quarters, Caretaker Office, Thamalam- 695 012
4.	Plamoodu	Reserve Bank of India Staff Quarters, Caretaker Office, Plamoodu
5.	Nanthencode	Reserve Bank of India Staff Quarters, Caretaker Office, Nanthencode

Place:
Date:

Seal and Signature of the Vendor

Radio Frequency Identification (RFID) based Fixed Asset Management Solution(FAMS) at Reserve Bank of India(RBI), Thiruvananthapuram's Main office Premises and its Residential colonies located at Thiruvananthapuram.

(PART II Price- BID)

Table A: Hardware Requirement- Supply of Following RFID tag for One year					
Sr No.	Particulars	Qty (Approx)	Rate Per Tag	GST @18	Total Amount (Inclusive of GST)
1.	RFID tag for Electronic Items	258			
2.	RFID tag for Non electronic Metallic Items	66			
3.	RFID tag for Non-Electronic Non- Metallic	116			
Subtotal(A)					
Part B - Half-Yearly Addition/ Replacement of RFID tags and Half-yearly Reconciliation Services					
Sr No	Particulars	Qty	Service Charges	GST @18	Total Amount (Inclusive of GST)
	Half-Yearly Addition/ Replacement of RFID tags and Half-yearly Reconciliation Services	2			
Total(Part A+B)					

Rupees-----only

Place:

Seal and Signature of the Vendor

Date: