



भारतीय रिज़र्व बैंक **Reserve Bank of India**
चेन्नै **Chennai**
मानव संसाधन प्रबंध विभाग **Human Resource Management Department**



दिनांक: 09 नवंबर 2023

निविदा आमंत्रण सूचना - भारतीय रिज़र्व बैंक, चेन्नै को लेखनसामग्री की मदों की आपूर्ति के लिए वार्षिक संविदा

भारतीय रिज़र्व बैंक (बैंक), चेन्नै क्षेत्रीय कार्यालय 01 जनवरी 2024 से 31 दिसंबर 2024 तक की अवधि के लिए भारतीय रिज़र्व बैंक, चेन्नै को लेखनसामग्री की मदों की आपूर्ति के लिए पैनल में शामिल विक्रेताओं से निविदा आमंत्रित करता है। यह निविदा प्रक्रिया एमएसटीसी लिमिटेड के ई-टेंडरिंग पोर्टल (<https://mstcecommerce.com/eproc>) के माध्यम से दो-बोली प्रणाली (तकनीकी और वित्तीय बोली) के तहत की जाएगी।

निविदा आमंत्रण सूचना का ब्योरा नीचे दिया गया है:

क्र.सं.	मद	अनुसूची	
1.	कार्य का नाम	01 जनवरी 2024 से 31 दिसंबर 2024 तक की अवधि के लिए भारतीय रिज़र्व बैंक, चेन्नै को लेखनसामग्री की मदों की आपूर्ति	
2.	प्रस्तुति का तरीका	यह निविदा प्रक्रिया एमएसटीसी लिमिटेड के ई-टेंडरिंग पोर्टल (https://mstcecommerce.com/eproc) के माध्यम से दो-बोली प्रणाली (तकनीकी और वित्तीय बोली) के तहत की जाएगी।	
3.	आपूर्ति की जाने वाली मदों का अनुमानित मूल्य	वर्ग	प्रति वर्ष अनुमानित लागत (लगभग) (₹ में)
		लेखनसामग्री की मदें	10,00,000
4.	एमएसटीसी लिमिटेड के ई-टेंडरिंग पोर्टल पर आवेदन दस्तावेज अपलोड करने की तारीख	https://mstcecommerce.com/eproc	
5.	आरबीआई की वेबसाइट पर आवेदन दस्तावेज अपलोड करने की तारीख	www.rbi.org.in	
6.	भरे हुए आवेदन जमा करने की अंतिम तिथि	09 नवंबर 2023 (शाम 05:00 बजे)	
7.	निविदा और अन्य विवरण	बैंक की वेबसाइट https://www.rbi.org.in/Scripts/BS_ViewTenders.aspx से डाउनलोड करें	

नोट: यदि भविष्य में इस आवेदन नोटिस में संशोधन / शुद्धिपत्र जारी किया जाता है तो उसे केवल आरबीआई की वेबसाइट पर अधिसूचित किया जाएगा और उसे समाचार पत्रों में प्रकाशित नहीं किया जाएगा।

क्षेत्रीय निदेशक



भारतीय रिज़र्व बैंक Reserve Bank of India
नं. 16, राजाजी सालै, फोर्ट ग्लासिस No.16, Rajaji Salai, Fort Glacis
चेन्नै Chennai – 600 001

**निविदा आमंत्रित करने की नोटिस - भारतीय रिज़र्व बैंक, चेन्नै को
लेखनसामग्री मदों की आपूर्ति के लिए वार्षिक संविदा**

संविदा की अवधि: – 01 जनवरी 2024 से 31 दिसंबर 2024

भारतीय रिज़र्व बैंक (बैंक), चेन्नै क्षेत्रीय कार्यालय द्वारा 01 जनवरी 2024 से 31 दिसंबर 2024 तक की अवधि के लिए भारतीय रिज़र्व बैंक, चेन्नै को लेखनसामग्री मदों की आपूर्ति के लिए पैनल में शामिल विक्रेताओं से निविदा आमंत्रित की जाती है। निविदा प्रक्रिया एमएसटीसी लिमिटेड के ई-टेंडरिंग पोर्टल (<https://mstcecommerce.com/eproc>) के माध्यम से दो बोली प्रणाली (तकनीकी और वित्तीय बोली) के तहत की जाएगी। निविदा प्रक्रिया में भाग लेने के लिए पैनल में शामिल विक्रेताओं को उपर्युक्त वेबसाइट के माध्यम से एमएसटीसी लिमिटेड के साथ स्वयं को पंजीकृत करना होगा।

2. एमएसटीसी पोर्टल पर ई-निविदा जमा करने की अंतिम तिथि **07 दिसंबर 2023 को शाम 5.00 बजे** तक है।

3. खरीदी जाने वाली लेखनसामग्री मदों की एक सांकेतिक सूची अनुबंध में रखी गई है। इस सांकेतिक सूची के आधार पर, निविदाकर्ता को वित्तीय बोली प्रस्तुत करने की आवश्यकता है जिसमें पूरे लॉट के लिए एमआरपी (सभी करें सहित) पर दिए जाने वाले समान औसत छूट, प्रतिशत में दिया जाना चाहिए। निविदाकर्ता ध्यान दें कि वित्तीय बोली एमएसटीसी पोर्टल में अलग से प्रस्तुत की जानी है।

4. एमआरपी (सभी करें सहित) पर दी जाने वाली समान उच्चतम छूट दर (%) के आधार पर सफल बोलीदाता (H1) का निर्णय किया जाएगा।

5. संविदा अवधि के दौरान अनुमानित खरीद लगभग ₹10,00,000/- (केवल दस लाख रुपये) है।

6. सूक्ष्म और लघु उद्यम (एमएसई) श्रेणी के तहत आने वाले और वैध उद्यम पंजीकरण संख्या (उद्योग आधार ज्ञापन संख्या) रखने वाले निविदाकर्ताओं को बयाना जमा राशि का भुगतान करने से छूट दी जाएगी। तथापि, निविदा (एमएसटीसी) शुल्क, प्रतिभूति जमाराशि आदि का भुगतान करने के लिए कोई छूट नहीं दी जाती है।

7. सफल बोलीदाता को संविदा मूल्य की प्रतिभूति जमाराशि @ 5% अर्थात ₹50,000/- डिमांड ड्राफ्ट (डीडी) या कार्यनिष्पादन बैंक गारंटी (अनुबंध II में प्रारूप के अनुसार) या आरबीआई खाते में ऑनलाइन अंतरण (एनईएफटी) के रूप में प्रस्तुत करना होगा। यह ध्यान दिया जाए कि प्रतिभूति जमाराशि पर कोई ब्याज, अदा नहीं किया जाएगा।

8. बैंक बिना कोई कारण बताए, किसी एक या सभी निविदाओं को अस्वीकार करने का अधिकार सुरक्षित रखता है।

क्षेत्रीय निदेशक
भारतीय रिज़र्व बैंक
चेन्नै

अस्वीकरण

भारतीय रिज़र्व बैंक, मानव संसाधन प्रबंध विभाग, चेन्नै ने इच्छुक पार्टियों को समझौते पर पृष्ठभूमि की जानकारी देने के लिए यह दस्तावेज़ तैयार किया है। जबकि भारतीय रिज़र्व बैंक ने यहां निहित जानकारी की तैयारी में उचित सावधानी बरती है और इसे सही माना है, न तो भारतीय रिज़र्व बैंक और न ही इसका कोई प्राधिकरण या एजेंसी और न ही इसका कोई संबंधित अधिकारी, कर्मचारी या सलाहकार खुले या अंतर्निहित रूप से इस दस्तावेज़ में निहित जानकारी या इस संबंध में प्रदान की जाने वाली किसी भी जानकारी की पूर्णता या सटीकता के बारे में कोई वारंटी देता है या कोई अभ्यावेदन देता है।

जानकारी संपूर्ण होने का इरादा नहीं है। इच्छुक पार्टियों को पूछताछ करने की आवश्यकता होती है और बोलीदाताओं को लिखित रूप में पुष्टि करने की आवश्यकता होगी कि उन्होंने ऐसा किया है, और वे निविदा प्रस्तुत करने में केवल आरबीआई द्वारा प्रदान की गई जानकारी पर भरोसा नहीं करते हैं। सूचना इस आधार पर प्रदान की जाती है कि यह भारतीय रिज़र्व बैंक या उसके किसी भी प्राधिकरण या इसके किसी भी संबंधित अधिकारी, कर्मचारी या सलाहकार के लिए गैर-बाध्यकारी है।

भारतीय रिज़र्व बैंक करार के साथ आगे नहीं बढ़ने या करार के विन्यास को बदलने, इस दस्तावेज़ में परिलक्षित समय सारिणी को बदलने या लागू की जाने वाली प्रक्रिया या प्रसंस्करण को बदलने का अधिकार सुरक्षित रखता है। यह रुचि व्यक्त करने वाले किसी भी पार्टी के साथ मामले पर आगे चर्चा करने से इनकार करने का अधिकार भी सुरक्षित रखता है। रुचि व्यक्त करने वाले व्यक्ति या संस्थाओं को किसी भी प्रकार की लागत की प्रतिपूर्ति का भुगतान नहीं किया जाएगा।



भारतीय रिज़र्व बैंक Reserve Bank of India
नं. 16, राजाजी सालै, फोर्ट ग्लासिस No.16, Rajaji Salai, Fort Glacis
चेन्नै Chennai – 600 001

भारतीय रिज़र्व बैंक, चेन्नै को लेखनसामग्री मदों की आपूर्ति के लिए वार्षिक संविदा
संविदा की अवधि: 01 जनवरी 2024 से 31 दिसंबर 2024

ई-निविदा नं.: आरबीआई/चेन्नै/एचआरएमडी/1/23-24/ईटी/188

भाग I

बोलीदाता का नाम : _____
पता : _____

प्रस्तुत करने की अंतिम तारीख : 07 दिसंबर 2023 को शाम 5 बजे तक

निविदा खोलने की तिथि : 08 दिसंबर 2023 को सुबह 11.30 बजे

निविदा की अनुसूची (एसओटी)

1.	ई-निविदा नं. / कार्यक्रम नं.	आरबीआई/चेन्नै/एचआरएमडी/1/23-24/ईटी/188
2.	निविदा की प्रवृत्ति	(www.mstcecommerce.com/eproc) के माध्यम से ई-खरीद प्रणाली (ऑनलाइन भाग I - तकनीकी-वाणिज्यिक बोली और भाग II - मूल्य बोली) इच्छुक बोलीदाताओं को इस ई-निविदा पोर्टल के माध्यम से इलेक्ट्रॉनिक रूप से अपनी बोली प्रस्तुत करनी होगी। भारतीय रिज़र्व बैंक द्वारा भौतिक रूप में तकनीकी / वित्तीय बोली स्वीकार नहीं की जाएगी।
3.	खरीद पोर्टल के ज़रिए ई-निविदा प्रकाशन तारीख	09 नवंबर 2023 को सुबह 11.30 बजे
4.	विक्रेताओं को डाउनलोडिंग करने के लिए एनआईटी की उपलब्धता तारीख	17 नवंबर 2023 को दोपहर 1 बजे
5.	बोली-पूर्व बैठक	24 नवंबर 2023 को सुबह 11.30 बजे
6.	www.mstcecommerce.com/eprochome/rbi में तकनीकी-वाणिज्यिक बोली और मूल्य बोली ऑनलाइन प्रस्तुत करने के लिए ई-निविदा शुरू करने की तारीख	27 नवंबर 2023 को सुबह 11.30 बजे
7.	तकनीकी-वाणिज्यिक बोली और मूल्य बोली ऑनलाइन प्रस्तुत करने के लिए ई-निविदा बंद करने की तारीख	07 दिसंबर 2023 को शाम 5 बजे
8.	निविदा खोलने की तारीख और समय	08 दिसंबर 2023 को सुबह 11.30 बजे
9.	लेन-देन शुल्क (एमएसटीसी को अदा की जानी)	एमएसटीसी पोर्टल में उल्लिखित किए गए अनुसार लेन-देन शुल्क का भुगतान एमएसटीसी लिमिटेड के पक्ष में एमएसटीसी पैमेंट गेटवे/एनईएफटी/आरटीजीएस के ज़रिए

नोट:

- उपर्युक्त दिनों में से किसी पर भी काम के अप्रत्याशित बंद होने की / अवकाश होने की स्थिति में, इसे अगले कार्य दिवस पर खोला / आयोजित किया जाएगा।
- बोली दस्तावेज़ों के प्रावधानों का अनुपालन नहीं करने वाली निविदाएं अस्वीकार की जा सकती हैं।
- किसी प्रकार की समस्या / विवाद के मामले में, क्षेत्रीय निदेशक, भारतीय रिज़र्व बैंक, चेन्नै का निर्णय अंतिम होगा और वह सभी पक्षों के लिए बाध्यकारी होगा।

ई-खरीद के लिए महत्वपूर्ण दिशानिर्देश Guidelines for e-Procurement

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

Sl.	Process
1	<p>A. <u>Process of e-tender:</u></p> <p><u>Registration:</u> It is notified that the current version of MSTC V2 Portal has been upgraded to MSTC V3 Portal with effective from September 1, 2023. Consequently, the V2 portal will no longer be available and the upcoming tenders will be floated only through MSTC's V3 portal. To take part in e-tenders that are published by the Bank, vendors should register themselves on the MSTC V3 portal, www.mstcecommerce.com/eproc. 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 vendor's common registration with MSTC e-procurement portal. Only after registration, the vendor(s) can submit his / her / their bids electronically. Electronic Bidding for submission of the e-tender will be done over the internet. Vendor must have valid Class-III Digital Signature both Signing & Encryption type Certificate to participate in tenders. Vendors must make their own arrangement for bidding from a PC connected with internet. MSTC is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).</p> <p><u>Special Note:</u> The tender must be submitted on-line through www.mstcecommerce.com/eproc</p> <p>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><u>Contact Persons (MSTC Ltd – During Office Hours only):</u></p> <p>Shri. Shanmugam - 9176397264 Email id: nshanmugam@mstcindia.co.in</p> <p>Shri. J Damodaran– 9841002253 Email id: jdmodaran@mstcindia.co.in</p> <p>MSTC Help Line: 9499054101/2/3/4. Email id: helpdesk@mstcindia.co.in</p> <p><u>Contact Persons (RBI - During Office Hours only):</u></p> <p>Contact person (RBI):</p> <ol style="list-style-type: none">Smt. Karthiga B (Manager): (karthigab@rbi.org.in) Ph: 044-25619791Shri. Sreejith M S (AM): (sreejith@rbi.org.in) Ph: 993040711, 044-25399017Shri Shivanathan M (Assistant): (shivanathanm@rbi.org.in) Ph: 9487763207, 044-25399017 <p>All entries in the tender should be entered online in Technical and Commercial Formats without any ambiguity.</p> <p><u>Special Note towards Transaction fee:</u></p>

The vendors shall pay the transaction fee in the portal by selecting the particular tender in the vendor login. The vendor shall have the facility of making the payment either through NEFT or online payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting online payment, the vendor shall have the provision of making payment using its Credit / Debit Card / Net Banking. Once the payment gets credited to MSTC's designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail. **Transaction fee is non-refundable.** A vendor will not have the access to online e-tender without making the payment towards transaction fee.

Note

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

Information about tenders / corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their e-mail ID provided is valid and updated at the time of registration of vendor with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).

Bidding in e-tender:

- a) The process involves Electronic Bidding for submission of 'Techno-Commercial Bid' and 'Price Bid'.
- b) The vendor(s) who have submitted transaction fee can only submit their Bids through internet in MSTC website www.mstcecommerce.com/eproc
- c) Vendors have to submit both the 'Techno-Commercial Bid' & 'Price Bid' in the portal to register the bids.
- d) In all cases, vendors are advised to use their own ID and Password along with Digital Signature at the time of submission of their bids.
- e) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.
- f) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- g) All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the 'Buyer' will form a binding contract between 'Buyer' and the 'Vendor' for execution of the work.
- h) It is mandatory that all the bids are submitted with Digital Signature Certificate otherwise the same will not be accepted by the system.
- i) 'Buyer' reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part, without assigning any reason thereof.

Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.

No deviation from the terms and conditions of the tender document is acceptable after the pre-bid meeting. No queries will be entertained after the pre-bid meeting.

Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions for the tender. Any order resulting from this tender shall be governed by the terms and conditions mentioned therein. 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 reasons thereof.

NOTE: Vendors are requested to read the vendor guide in the page www.mstcecommerce.com/eproc to familiarize themselves with the system before bidding.

Vendors are requested to quote rates without G.S.T on 'Works Contract' and the same will be added automatically by the system. Thus, the final total amount shown in the system including G.S.T will be the final bid amount. No change in quoted rates will be accepted after opening of the tender.

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)

Address for communication, physical samples of stationery items, and place of opening tender:

The Regional Director
Reserve Bank of India
Stationery Section
Human Resource Management Department
Fort Glacis,
No. 16,
Rajaji Salai, Chennai – 600 001
Email: hcmdchennai@rbi.org.in

Any enquiries sent to the above address should be sent in sealed envelope super-scribed "Supply of Stationery items to Reserve Bank of India, Chennai."

Form of Tender

To:

The Regional Director
Reserve Bank of India
Chennai

Dear Sir,

Having read and examined the Notice Inviting e-Tender, terms and conditions of tender and all other contents in the tender document for the work specified in the memorandum hereinafter set out and having acquired the requisite information relating thereto as affecting the tender, I/We hereby offer to supply Stationery items to Reserve Bank of India, Chennai for the Contract Period specified in the said memorandum at the Uniform Discount rate offered in the Financial Bid (Part-II of the tender).

Memorandum

Description of work	Supply of Stationery items to Reserve Bank of India, Chennai
Estimated cost	₹10,00,000/- (Rupees Ten lakh only)
Period of Contract	January 01, 2024 – December 31, 2024
Security Deposit (for successful bidder)	₹50,000/- (Rupees Fifty thousand only)

2. Should this tender be accepted, I/We hereby agree to abide by and fulfil the terms and provisions of the said Condition of Contract annexed hereto so far as they may be applicable or in default thereof to forfeit and pay to the Reserve Bank of India the amount mentioned in the said conditions.

3. I/We undertake to bear packing, cartage and transportation expenses and also bear all taxes, VAT/Sales Tax/Levy/Cess/Octroi, etc. as required or may be required under law, on aforesaid supplies. Purchaser (the Bank) will pay only the Printed MRP less the above quoted discount. I will not charge any such taxes from the purchaser (the Bank).

4. I/We also undertake to keep the above quoted rate of discount on the Printed Retail Price on all items of supplies valid till duration of this contract.

Name of the partner of the firm authorized to sign	
OR	
Name of person having Power of Attorney to sign the contract. (Certified true copy of the Power of Attorney should be submitted.)	

Yours faithfully,

Signature of the Bidder

With seal

**Terms and conditions for Supply of Stationery items for the Contract Period
January 01, 2024 – December 31, 2024**

1. Scope of Work and Evaluation criteria –

- a. The vendors have to submit the Part I – Technical Bid and Part II - Financial Bid on www.mstcecommerce.com/eproc
- b. Vendors must register themselves with MSTC portal for submission of the tender on www.mstcecommerce.com/eproc
- c. The Successful bidder (H1) will have to supply stationery items as specified in the purchase order issued by the Bank from time to time. Successful bidder will be decided based on the uniform highest discount rate (%) offered on MRP (inclusive of all taxes). The Bank will enter into an annual purchase contract with the vendor who offer the highest uniform discount rate on the lot of specified items. In the event of quoting equal discount rates by the vendors, the purchase will be made on rotation basis.
- d. The suppliers will supply the stationery items after deducting agreed discount on MRP (no additional tax may be applied on the discounted price) at RBI Chennai based on the indents issued by the Bank.
- e. It may be noted that the Bank is not bound to procure all its requirements of stationery items only from the supplier offering the highest discount.

2. Pricing–

- a. In response to the Part-II Financial Bid of the tender, the supplier should quote the uniform discount rate on the retail price (MRP inclusive of all tax) printed on the lot of specified items, in percentage term in respect of all items of supplies to be made under the Contract irrespective of their brands or manufacturers.
- b. It should be noted that liability to pay any duties, levies or taxes leviable under the law would be that of the supplier.
- c. The supplier will also have to bear all the overheads & expenses etc. connected with proper packaging, carting, transportation etc. in connection with the supply to the Office or any other location as specified by the Bank.
- d. The supplier will also have to bear MSTC portal charges for participation in the bidding process.
- e. The Bank will only pay the labelled MRP minus agreed discount allowed thereon. No further tax may be applied over this amount.
- f. The quoted offer shall remain valid for the entire duration of the contract.

3. Period of Contract –

- a. The period of contract is one year, subject to satisfactory performance. However, the contract may be renewed for a further period of 2 years, one year at a time subject to satisfactory services by the vendor. The extension period may vary at the Bank's discretion.
- b. In respect of the annual purchase contract, supply orders will be placed against the contract up to the last date of the contract.

- c. Orders received even on the closing date should be honoured in accordance with the terms of the contract even though the last date of the contract may have expired on the date of supply of the stationery items.

4. Amendment to the tender document –

- a. At any time before the deadline for submission of tenders, the Bank may amend this document by issuing amendments/corrigendum which will be intimated through MSTC e-portal. Amendments/corrigendum will not be published in the newspaper.
- b. Any amendments/corrigendum issued shall be a part of this document as well as the agreement.
- c. To give prospective bidder(s) reasonable time in which to take any/all amendments/corrigendum into account in preparing their bids, the Bank may, at its discretion, extend the deadline for the submission of tenders.

5. Cost of tendering – The bidder(s) shall bear all costs associated with the preparation and submission of tender, and the Bank shall not be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

6. Letter of Tender – The bidder(s) shall submit the tender using the digital class 3 signature via the e-tendering process without any alterations. All blank spaces shall be filled in with the information requested.

7. Period of Validity of Bids –

- a. The Bid validity period shall be 180 days from the last date of the submission of Bid and the tenderer shall not cancel or withdraw the tender during this period.
- b. In exceptional circumstances, before the expiration of the tender validity period, the Bank may request bidder(s) to extend the period of validity of their tenders. The request and the responses shall be made in writing.

8. Procedure for application –

- a. All pages of the documents must be signed by an authorized person on behalf of the firm along with seal at the bottom and uploaded on the **MSTC portal**.
- b. Applicants should ensure that copies of all relevant documents are enclosed with the tender document. Vendors/Suppliers are required to preserve the originals of documents ready for verification by the Bank at any point of time.
- c. The **Technical Bid** along with the Annexures, if any, and the **Financial Bid** should be submitted on the MSTC portal **separately**.
- d. Eligible suppliers may submit their bids online by not later than December 07, 2023 till 5.00 PM.
- e. The Bank is not responsible for non-submission of bids within the specified date and time due to any reasons. No bid after the deadline shall be allowed on the portal.
- f. The Bank may, at its discretion, extend the deadline for the submission of tenders by amending the tender Document.
- g. All costs in connection with the submission of the tender documents shall be borne by the applicant.

- h. The items mentioned in Annex I are tentative for evaluation of tender only. Actual requirement may vary.
 - i. The Bank does not accept any conditional bids. If there are any conditions in the bid submitted by the vendor, the bid shall be rejected without assigning any reason thereof.
- 9. Tender opening** – The Bank shall open the tender electronically on the notified date and time i.e. on December 08, 2023 at 11.30 AM.
- 10. Confidentiality** – Information relating to the evaluation of tenders shall not be disclosed to bidder(s) or any other person not officially concerned with such process until information on the award of the contract is communicated to all bidder(s).
- 11. Clarification of Tenders** –
- a. To assist in the examination, evaluation, comparison of the bids and qualification of the bidder (s), the Bank may, at its discretion, ask any bidder (s) for a clarification of its tender, allowing a reasonable time for response. Any clarification submitted by a bidder(s) that is not in response to a request by the Bank shall not be considered. The Bank’s request for clarification and the response shall be in writing. No change in the prices or substance of the bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Bank in the evaluation of the tenders.
 - b. If a bidder(s) does not provide clarifications of its bid by the date and time set in the Bank’s request for clarification, the bid shall be liable to be rejected.
- 12. Notification of Award** –
- a. The bidder(s) who qualifies the Technical Evaluation and is ‘H1’ in Financial Bid shall be awarded the tender.
 - b. The Bank will communicate award of work by letter.
 - c. Until a formal agreement is prepared and executed, the notification of award shall constitute a binding agreement. The successful bidder(s) shall take over entire work with effect from January 01, 2024 or as advised by the Bank.
 - d. The Bank reserves the right to accept any or reject any or all the bids without assigning any reason.
 - e. The Bank reserves the right to avail of the services of one or more Vendors/Suppliers for the same item of supply.
- 13. Signing of Agreement** – The successful bidder(s) shall execute an agreement with the Bank on Non-Judicial stamp paper of value (as applicable) within 14 days of award of work. The stamp duty shall be borne and paid by the bidder. However, the issue of work order by the Bank shall be considered as binding Agreement, as though such an agreement has been executed and all the terms and conditions shall apply on this Agreement. The agreement and rates will be valid for a period of one year. However, the contract may be renewed for a further two years, one year at a time subject to satisfactory services by the vendor. The extension period may vary at the Bank’s discretion.

14. Performance Security –

- a. The successful bidder shall submit a Demand Draft (DD) or Performance Bank Guarantee or through NEFT/RTGS, a security deposit of ₹50,000/- (Rupees Fifty Thousand Only).
- b. Failure of the successful bidder to submit the security deposit of ₹50,000/- or to sign the agreement shall constitute sufficient grounds for the annulment of the award and delisting of such bidder.
- c. The security deposit shall be released **without interest after one month of satisfactory completion of the agreement period**. No claim shall be made against the Bank in respect of interest on the Security Deposit.
- d. The amount of Security Deposit shall be liable to be forfeited if the provisions indented by the Bank are not supplied or the provisions/items provided by the supplier/vendor against the indents placed on them in pursuance of this contract are subsequently found to be not conforming to adequate quality or up to the mark.

15. Indent and delivery of supplies –

- a. On receipt of indent for supply from the Bank, the delivery of supplies in full shall be made at the indicated premises of the Bank, during the working hours, as soon as possible but not later than seven days.
- b. In case, the brands specified for the stationery items in the indicative list are not available, the brand shall be substituted only after prior (e-mail/letter) confirmation from the Bank.
- c. The supplier should ensure that any person appointed by him for any purpose is not under the age of 18 years. The suppliers should have complete information on the delivery persons engaged and ensure that only persons having a clean police record are deployed for RBI duty. The supplier shall arrange to provide the Bank with copies of the photographs of the delivery persons along with their Government issued Photo identity card (PAN, AADHAAR, Bank Passbook, Voter ID) with their Names and Addresses and Contact Numbers. The supplier shall arrange to provide the Bank with details of the delivery persons (with photographs) and RC Copy of vehicle entering the Bank premises for delivering the order.
- d. Bank reserves the right to demand change of delivery staff if warranted. In case of leave taken by any delivery staff, it will be the responsibility of the vendor to ensure uninterrupted service/substitute arrangement. However, frequent change in the personnel may be avoided.
- e. The vendor shall take all reasonable precautions to prevent any unlawful riot or disorderly conduct or acts of its delivery personnel so deployed and ensure preservation of peace and protection of persons and property of RBI, Chennai. The delivery staff for delivering provisions to RBI, Chennai shall be employed by the vendor only and RBI shall not in any way, be responsible for their terms of employment/engagement or violation of any labour laws. The Vendor shall inform to the staff so employed/engaged in this regard. The staff must have necessary experience of delivery service. The staff shall be properly dressed besides being courteous, well-mannered and attentive. Delivery staff should be well conversant in English/ Tamil and he must obtain an entry pass issued by RBI and the same shall be displayed on person during the delivery of provisions and the delivery staff is not permitted to enter the Bank premises without a valid entry pass.

- 16. Penalty** – The Bank reserves the right to levy a penalty if there is deterioration in the service provided or poor/deficient service, insolvency, irregular activities, unsatisfactory/ deficiency in the quality of material, hygiene, etc. In case of delay in delivering the requirements within the specified period, the Bank may, without prejudice to any other steps it may take in this regard, impose penalty of 50% cut in charges payable for delay up to three days and 100% cut in charges payable for delay of more than seven days except in case of “force majeure”. The delivery period may be waived at the Bank’s discretion. In case of any dispute in this regard, the decision of the Bank shall be final and binding. In such a scenario, the security deposit made by the supplier will be forfeited. In the scenario of vendors not responding to the orders by RBI on three occasions, they may be delisted by the Bank.
- 17. Force Majeure** - Neither party shall be liable for any delay in performing obligations or for failure to perform obligations if the delay or failure results from any of the following (whether happening in India or elsewhere) FORCE MAJEURE, Act of God or any governmental Act, fire, earthquake, explosion, accident, industrial dispute, civil commotion or anything beyond the control of either party. The parties hereto shall make all reasonable endeavours to minimize any such delay. Upon cessation of the event giving rise to the delay, the parties shall, in so far as may be practicable under the circumstances, complete performance of their respective obligations as described in these terms and conditions.
- 18. Termination Policy** –
- a. The Bank also reserves the right to terminate the contract by giving a notice of 15 days without assigning any reasons thereof.
 - b. The Bank reserves the right to levy penalty and even remove the vendor from contract/empanelment with a notice of 10 days for reasons such as poor/ deficient service, fraudulent activities, deficiency in the quality of items, material, hygiene, etc. In case of any dispute in this regard, the decision of the Bank shall be final and binding. In such a scenario, the security deposit made will be forfeited.
- 19. Non-Disclosure clause** - The agency shall not disclose directly or indirectly any information or materials and details of the Bank’s structure/systems/equipment etc. which may come to possession or knowledge of the agency while discharging its contractual obligations in connection with this agreement to any third party and shall at all times hold the same in the strictest confidence. The agency shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The agency shall not publish, permit to be published or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Bank. The agency shall indemnify the Bank for any loss suffered by the employer as a result of the disclosure of any confidential information. Failure to observe the above shall be treated as a breach of contract on the part of the agency, the Bank shall be entitled to claim damages and pursue legal remedies. The agency shall take all appropriate actions concerning its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The agency’s obligation for non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.
- 20. Presentation of bills** –
- a. The supplier shall present the bill to the office for the supplies made. The bill should clearly indicate the details of the supplies made such as the name of the item, quantity, rate, discount

amount, name of the manufacturer, batch number, indent no. with date etc. and any other information required by the Bank.

- b. The bill shall be supported by the original indent along with the certificate from the authorized official of the Bank receiving the delivery under his/her signature, with date, seal of the office for receipt of the items indented.
- c. Incomplete bills not accompanied by any of the particulars mentioned in (a) & (b) above will not be entertained.

- 21. Payment Terms** - Payment of the bills presented, will normally be arranged within 15 working days from the date of presentation of the bill subject to the correctness of the bill. However, the supplier shall make no claim from the Bank in respect of interest or damages in case the payment is delayed for any unforeseen reason. The payment will be made through NEFT/RTGS for which the supplier needs to submit the requisite details such as bank address, account number, IFSC Code, PAN details, etc.

As per Indian laws, taxes as applicable, shall be deducted at source and a certificate for the same shall be issued to the Service Provider. It shall be binding on Contractor to remit the Taxes paid by the Bank on bills to respective Government Authorities.

Any objection regarding the payment received by the agency may be brought to the notice of the Bank within 10 days of the date of the payment. In case no such objection is received within the stipulated period, it will be deemed that there is no objection regarding the payment.

22. Corrupt, fraudulent, or unethical practices –

- a. The Bank requires that the supplier observes the highest standards of ethics during the procurement and execution of the contract for supply of stationery items. The stationery items to be supplied in terms of this tender should be of the best quality and as per the brands indicated. In pursuance thereof, the following provisions are set forth:
 - i. The supplier shall not resort to offering, giving, receiving or soliciting of anything of value to influence the action of any official of the Bank in the contract execution or award of work.
 - ii. The supplier shall not resort to misrepresentation of facts, any act or omission that knowingly or recklessly misleads, or attempts to mislead, to influence the empanelment process or execution of a contract to the detriment of the Bank.
 - iii. The supplier shall not resort to coercive practice i.e. impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
 - iv. The supplier shall not indulge in collusive practice wherein an arrangement between two or more parties is designed to achieve an improper purpose, including influencing improperly the actions of another party.
 - v. The Bank will declare a supplier ineligible, for the award of contract, either indefinitely or for a specified period of time if at any time, it determines that the supplier has engaged in corrupt and fraudulent practices in executing the contract.
- b. The Bank may, without prejudice to any other remedy for breach of contract, at its sole discretion, terminate the contract in whole or part in respect of any supplier for any of the following reasons;
 - i. supply of sub-standard/spurious/substitute stationery items;

- ii. delay in supply /refusal to supply/non-supply of materials;
 - iii. overcharging in the bill;
 - iv. in case it is found that for any particular item in the indent, the date has expired or is near the date of expiry;
 - v. if the supplier fails to perform any other obligation(s) under the contract;
 - vi. in the judgement of the Bank, the supplier has engaged in corrupt and fraudulent practices; and
 - vii. poor/deficient service in terms of on-time delivery.
- c. If any such case indicated in (b) above is noticed during subsequent scrutiny after or before the payment, then the supplier shall refund the disputed/excess amount already paid by the Bank, replace the materials in question. The Bank may stop payments due or recover the cost of such supplies from the amounts due to the supplier.
- d. The arrangements with the vendors/suppliers shall also stand terminated in the case of their insolvency or them entering any arrangement/compensation with their creditors.
- e. **Sexual Harassment of women at workplace:** - The Supplier 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 the supplier’s employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Bank and the Supplier shall ensure appropriate action under the said Act in respect to the complaint”. Any complaint of sexual harassment from any aggrieved employee of the supplier against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank. The supplier shall be responsible for any monetary compensation that may need to be paid in case the incident involving the employees of the supplier, for instance, any monetary relief to Bank’s employee, if sexual harassment by the employee of the supplier is proved by the Committee. The supplier shall be responsible for educating its employees about the prevention of sexual harassment at workplace and related issues. The staff/employees deployed by the vendor as delivery staff do not confer any rights to be the Employees of Reserve Bank of India.

23. Indemnity – The supplier shall indemnify the Bank against all actions, suits, claims and demands brought or made against the Bank in respect of anything done or committed to be done by the supplier in the execution of or in connection with the work of this contract and against any loss or damage to the Bank in consequence to any action or suit being brought against the supplier for anything done or committed to be done in the execution of this contract.

24. Compliance to Statutory Obligations - The service provider shall be solely responsible for compliance with the provisions of all central and state laws, various taxes (Income tax, etc.), labour and industrial laws, such as minimum wages, compensation, EPF, Bonus, Gratuity, etc. such as Contract Labour (R &A) Act 1970, Contract Labour (Regulation and Abolition) Central Rules, 1971; Child labour (Prohibition and Regulation) Act, 1986; Minimum Wages Act (Central) Rules, 1950; Payment of Wages Act ,1936; Minimum Wages Act, 1948; Employee Liability Act, 1938; Workmen’s Compensation Act, 1923; Industrial Dispute Act, 1947; Maternity Benefit Act

1961, and any other act/rules of state/central Government/Municipal Corporation prevailing under the jurisdiction, relating to persons deployed for providing services to RBI.

25. Sub-contracting and Intermediaries–

- a. The supplier shall not engage any agent or enter into sub-contract with any other supplier for executing the supply order.
- b. Each bidder (each member in the case of partnership firm / joint venture/ consortium) is required to confirm and declare with the bid that no agent, middlemen or any intermediary has been, or will be, engaged to provide any services, or any other item or work related to the award and performance of this contract. They will have to further confirm and declare that no agency commission or any payment which may be construed as an agency commission has been or will be paid and that the tender price will not include any such amount. If the Bank subsequently finds to the contrary, it reserves the right to declare the bidder as non-compliant and declare the contract, if already awarded to the bidder, to be null and void.

26. Dispute Resolution and Arbitration –

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

27. Jurisdiction: This agreement shall be subject to the jurisdiction of the courts at Chennai only.

General instructions to the Contractors

1. E-Tenders comprising duly filled in details of specifications of the tender should be uploaded in MSTC website for the work of Contract for Supply of Stationery Items to RBI Chennai, not later than 5.00 PM on December 07, 2023.
2. Digital Signatures may be used to submit the tender in token of his/their acquainted himself/themselves with the Terms and Conditions of Contract, Specifications, Special Conditions, etc. as laid down.
3. If any of the document is missing, the tender may be considered invalid by the Bank at its discretion. No advice of any change in rate or conditions after the opening of the tender will be entertained.
4. The successful bidder will enter into a Contract with the Bank as per format in Annex-III. The Contract will be valid for a period of twelve months (January 01, 2024 – December 31, 2024) and the uniform discount quoted by you shall remain firm and valid for the period of contract.
5. Under no circumstance will a request for alteration in the discount rate will be accepted/ considered.
6. As time is the essence of the contract, you have to make delivery at the Bank as per the delivery schedule given in each Purchase Order.
7. Any correction or overwriting in the uploaded documents should be signed by the authorized signatory signing the document. Tender will be opened on the due date and time as specified in this document. You may nominate a representative to be present on the occasion.
8. Fulfilling the above terms & conditions and offering the highest discount does not necessarily mean qualifying for the award of the Contract.
9. The Regional Director, Reserve Bank of India, Chennai reserves the right to accept any or reject any or all the offers received without assigning any reason thereof. The Regional Director also reserves the right to relax or alter any clauses mentioned in this document as seem appropriate to him in interest of the Bank.
10. The Regional Director, Reserve Bank of India, Chennai reserves the right to terminate the Contract at any point of time by giving 15 days' notice period without assigning any reason and without prejudice to any other remedies available to the Bank.

List of stationery items to be supplied (Actuals may vary)

Sl. No.	Item Description	Specification
1.	A4 Paper	JK copier, TNPL or equivalent (80 GSM and 75 GSM)
2.	Adhesive Tape (Brown)	2inch, 1-inch sizes
3.	Transparent Tape	2inch, 1 inch, ½ inch sizes
4.	Gum Paste	Camel or equivalent
5.	Fevi stick	Kores or equivalent
6.	Correction Pen	Kores, cello or equivalent
7.	Sketch pen	Faber castell or equivalent
8.	Highlighter	Faber castell or equivalent
9.	Pencil	Faber castell/ apsara/ Nataraj or equivalent
10.	Eraser	Apsara or equivalent
11.	Pencil Sharpner	Apsara or equivalent
12.	Foot Scale	Nataraj or equivalent
13.	CD Marker	Luxor or equivalent
14.	Stapler (Small)	Kangaroo or equivalent
15.	Stapler Pins (Small)	Kangaroo or equivalent
16.	Stapler (Large)	Kangaroo or equivalent
17.	Stapler Pins (Large)	Kangaroo or equivalent
18.	Bell Pins	Bell Pins or equivalent
19.	Self-Adhesive Stickers (Colour)	As specified at the time of purchase
20.	Punching Machine – Big-DP800	Kangaroo or equivalent
21.	Punching Machine – Big-DP500	Kangaroo or equivalent
22.	Punching Machine – Small-DP280	Kangaroo or equivalent
23.	Pens	Rorito or equivalent as specified by the Bank (with Reserve Bank of India printed in English and Hindi)
24.	White board marker	Camlin or equivalent
25.	White board duster	As specified at the time of purchase
26.	Scissors	
27.	Gem Clips (Small)	Bell clips or equivalent
28.	Gem Clips (Large)	Bell clips or equivalent
29.	Binder clips (19,25,32, 44 mm)	
30.	Colour board pins	Good quality
31.	Flag A to Z	As specified at the time of purchase
32.	Self-Adhesive notes (Yellow)	As specified at the time of purchase
33.	Sponge Cups	Good quality
34.	Pin Cushion	Good quality
35.	Stamp Pad (Red)	Faber castell or equivalent
36.	Stamp Pad (Blue)	Faber castell or equivalent

37.	Stamp Pad Ink (Red)	Camlin or equivalent
38.	Stamp Pad Ink (Blue)	Camlin or equivalent
39.	Rubber Band	Good quality
40.	Candle	As specified at the time of purchase
41.	Sealing wax	As specified at the time of purchase
42.	Twine country (Jute thread)	As specified at the time of purchase
43.	Twine thread (white)	As specified at the time of purchase
44.	Tape roll (cotton nada)	As specified at the time of purchase
45.	80 pages ruled notebook	TNPL or equivalent
46.	Paper weight	As specified at the time of purchase
47.	Square notebook	With the RBI name and logo printed in Hindi and English, as per sample
48.	Spiral Meeting Pad	With the RBI name and logo printed in Hindi and English, as per sample
49.	Ordinary Meeting Pad	With the RBI name and logo printed in Hindi and English, as per sample
50.	Era File (Box file)	F/C size - (equivalent to classic brand) with good quality of clips and good quality of cardboard and steel switch lever.
51.	Spring file	With the RBI name and logo printed in Hindi and English, as per sample
52.	File board (2 flaps)	F/C size of good quality cardboard with a 40" lace securely fastened & 4" flap of any color except black
53.	Wastepaper basket	As specified at the time of purchase
54.	Brown Sheet	As specified at the time of purchase
55.	Spring less folder (calico folder)	With the RBI name and logo printed in Hindi and English, as per sample
56.	Brown paper folder	With the RBI name and logo printed in Hindi and English, as per sample
57.	File board (4 Flaps)	Foolscap size of good quality cardboard with a 40 inches white and good quality lace fitted from within the full flap - any colour other than black - in packets of 10 each
58.	CD - RW	Sony or equivalent
59.	CD-R	Sony or equivalent
60.	DVD - RW	Sony or equivalent
61.	DVD -R	Sony or equivalent
62.	Legal Paper	80gsm, Ledger Paper JK Copier
63.	Ruled Register -1 Quire	Good quality with RBI printing on each page as per sample
64.	Ruled Register -2 Quire	Good quality with RBI printing on each page as per sample
65.	Cloths for Parcel (in metre)	As per Sample
66.	White Envelopes A4 size with self-gum – window type	70 gsm, With the RBI name and logo printed in Hindi and English along with address of the office/department
67.	White Envelopes A4 size with self-gum – non-window type	70 gsm, With the RBI name and logo printed in Hindi and English along with address of the office/department

68.	Green cloth cover envelopes -File size	With the RBI name and logo printed in Hindi and English along with address of the office/department
69.	Green cloth cover envelopes - A4 size	With the RBI name and logo printed in Hindi and English along with address of the office/department
70.	A3 cut paper	As specified at the time of purchase
71.	Ruled paper	Good Quality
72.	A4 size plain white sticker	As specified at the time of purchase
73.	A3 paper	JK copier, TNPL or equivalent
74.	A5 paper	JK copier, TNPL or equivalent
75.	Permanent Marker	Camlin or equivalent
76.	Desk Calendar	As specified at the time of purchase
77.	Desk Calendar Base	Good quality
78.	Calculator	Casio or equivalent

*** Please note that this is an indicative list only, items may be added/changed as per requirement**

Proforma of Bank Guarantee for Security Deposit

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

No.

Date

To:

The Regional Director
Reserve Bank of India
Human Resource Management Department (HRMD)
Rajaji Salai, Fort Glacis
Chennai - 600001

Dear Sir

In consideration of your agreeing to accept the security deposit of Rs. _____ (in words) furnishable to you by M/s _____ (hereinafter referred to as "the Contractor") in terms of their contract with you for supply of stationery items to Reserve Bank of India, Chennai as per their Tender dated _____ and the Terms and Conditions of Contract and other tender documents relating thereto subject to the conditions and alterations mutually agreed upon the set forth or referred to in your Contract dated in the form of guarantee from us in the manner hereinafter contained, we, _____ (Name of the Bank) do hereby covenant and agree with you as follows :

1. We undertake to indemnify you and keep you indemnified from time to time to the extent of Rs. _____ (in words) against any loss or damage caused to or suffered by or that may be caused to or suffered by you by reason of any breach or breaches on the part of the Contractor of any of the terms and conditions contained in the said Contract and in the event of the Contractor making any default or default in carrying out any of the work under the said Contract or otherwise in the observance and performance of any of the terms and conditions relating thereto in accordance with the true intent and meaning thereof, we shall forthwith on demand pay to you such sum or sums not exceeding in total the said sum of Rs. _____ (in words) as may be claimed by you as your losses and/or damages, costs, charges or expenses by reason of such default on the part of the Contractor.
2. Notwithstanding anything to the contrary, your decision as to whether the Contractor has made any such default or defaults and the amount or amounts to which you are entitled by reasons thereof will be binding on us and we shall not be entitled to ask you to establish your claim or claims under this Guarantee but will pay the same forthwith on your demand without any protest or demur.
3. This guarantee shall continue and hold good until it is released by you on the application by the Contractor after expiry of the relative guarantee period of the said Contract and after the contractor had discharged all his obligations under the said Contract and produced a certificate of due completion of the work under the said contract and submitted a "No Demand Certificate", provided always that this guarantee shall in no event remain in force after the day of _____ without prejudice to your claim or claims arisen and demanded from or otherwise notified to us in writing before the expiry of six months from the said date which will be enforceable against us

notwithstanding that the same is or are enforced after the said date.

4. Should it be necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this Guarantee on your request till such time as may be required by you. Your decision in this respect shall be final and binding on us.
5. You will have the fullest liberty without effecting this guarantee from time to time to vary any of the terms and conditions of the said contract or extend the time of performance of the Contractor or to postpone for any time or from time to time any of your rights or powers against the Contractor and either to enforce or forbear to enforce any of the terms and conditions of the said Contract and we shall not be released from our liability under this guarantee by the exercise of your liberty with reference to matters aforesaid or by reason of any time being given to the Contractor or any other forbearance, act or omission on your part or any indulgence by you to the Contractor or by any variation or modification of the said contract or any other act, matter or things whatsoever, which under the law relating to sureties would but for the provisions hereof have the effect of so releasing us from our liability hereunder provided always that nothing herein contained will enlarge our liability hereunder beyond the limit of Rs. _____ (in words) as aforesaid.
6. This guarantee shall not in any way be affected by your taking or varying or giving up any securities from the Contractor or any other person, firm or company on its behalf or by the winding up, dissolution, insolvency or death as the case may be, of the Contractor.
7. In order to give full effect to the guarantee herein contained you shall be entitled to act as if we were your principal debtors in respect of all your claims against the Contractor hereby guaranteed by us as aforesaid and we hereby expressly waive all our rights of surety-ship and other rights, if any, which are in any way inconsistent with any of the provisions of this guarantee.
8. Subject to the maximum limit of our liability as aforesaid, this guarantee will cover all your claim or claims against the contractor from time to time arising out of or in relation to the said contract and in respect of which your claim in writing is lodged on us before expiry of six months from the date of expiry of this guarantee.
9. Any notice by way of demand or otherwise hereunder may be sent by special courier, telex, fax or registered post to our local address as aforesaid and if sent by post, it shall be deemed to have been given when the same has been posted.
10. This guarantee and the powers and provisions herein contained are in addition to and not by way of limitation of or substitution for any other guarantee or guarantees heretofore given to you by us (whether jointly with others or alone) and now existing un cancelled and that this guarantee is not intended to and shall not revoke or limit such guarantee or guarantees.
11. This guarantee shall not be affected by any change in the constitution of the contractor or us nor shall it be affected by any change in your constitution or by any amalgamation or absorption thereof or therewith but will ensure to the benefit of and be available to and enforceable by the absorbing or amalgamated company or concern.
12. Any forbearance, act or omission on the part of the Bank in enforcing any of the conditions of the said tender or showing of any indulgence by the Bank to the Tenderer shall not discharge the Surety in any way and the obligations of the Surety under this guarantee shall be discharged only on the intimation thereof being given to the Surety by the Bank.

13. This guarantee is irrevocable during the period of its currency and shall not be revoked without your previous consent in writing.
14. We further agree and undertake to pay you without demur the amount demanded by you in writing notwithstanding any difference or dispute or controversy that may exist or arise between you and contractor or any other person.
15. Notwithstanding anything contained herein above our liability under this guarantee is restricted to Rs. _____ (in words). Unless a written claim is lodged on us for payment under this guarantee within six months from the date of expiry, including extensions if any, of this guarantee all your rights under the guarantee shall be forfeited and we shall be deemed to have been released and discharged from all liabilities there under, irrespective of whether or not the original guarantee is returned to us.
16. We have power to issue this guarantee in your favour under the Memorandum and Articles of Association of our Bank and the undersigned has full power to execute this Guarantee under the Power of Attorney granted to him by the Bank.

SIGNED AND DELIVERED

(For & on behalf of the above-named Bank)

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

BRANCH MANAGER

(Banker's Seal)

वित्तीय बोली केवल एमएसटीसी पोर्टल में अलग से जमा करें



भारतीय रिज़र्व बैंक Reserve Bank of India
नं. 16, राजाजी सालै, फोर्ट ग्लासिस No.16, Rajaji Salai, Fort Glacis
चेन्नै Chennai – 600 001

भारतीय रिज़र्व बैंक, चेन्नै को लेखनसामग्री मदों की आपूर्ति के लिए वार्षिक संविदा
संविदा की अवधि: 01 जनवरी 2024 से 31 दिसंबर 2024

ई-निविदा नं.: आरबीआई/चेन्नै/एचआरएमडी/1/23-24/ईटी/188

भाग II – वित्तीय बोली

बोलीदाता का नाम : _____
पता : _____

प्रस्तुत करने की अंतिम तारीख : 07 दिसंबर 2023 को शाम 5 बजे तक

वित्तीय बोली केवल एमएसटीसी पोर्टल में अलग से जमा करें

भाग II – वित्तीय बोली

क्रमांक	व्यक्तियों	अनुबंध I में उल्लिखित संपूर्ण लॉट के लिए एमआरपी (सभी करों सहित) पर प्रदान की जाने वाली समान छूट दर, प्रतिशत में
1	भारतीय रिज़र्व बैंक, चेन्नै को लेखनसामग्री मदों की आपूर्ति	

नोट: वार्षिक संविदा पैनल में शामिल विक्रेता को दिया जाएगा जो उच्चतम समान छूट प्रतिशत प्रदान करता है।