



Notice inviting Tender for Rate Contract for Supply and Delivery of Stationery items to the offices of RBI located in Mumbai and Navi Mumbai

e-Tender No: RBI/Mumbai/HRMD/84/22-23/ET/659

Reserve Bank of India (RBI), Mumbai Regional Office, CES, HRMD invites e-tenders under Two Bid system (Technical & Financial Bid) in MSTC portal only (<https://www.mstcecommerce.com/eprochome/rbi>) from the manufacturers/their authorized agents/ distributors/ suppliers of various stationery items for providing stationery items to Reserve Bank's Offices located in Mumbai and Navi Mumbai.

2. Tender document may be downloaded from RBI website and MSTC website from the following URL: www.rbi.org.in & <https://www.mstcecommerce.com/eprochome/rbi>

3. The last date for submission of e-tender on MSTC portal (www.mstcecommerce.com) is **March 03, 2023 at 17:00 hrs.**

4. Corrigenda or clarifications, if any, shall be hosted on the above-mentioned websites only. The Bank reserves the right to reject any/all the tender(s) or to cancel the tender without assigning any reason.

Regional Director for Maharashtra



**Reserve Bank of India
Mumbai Regional Office
CES, HRMD**

**Notice inviting Tender for Rate Contract for Supply and Delivery
of Stationery items to the offices of RBI located in Mumbai and
Navi Mumbai**

e-Tender No: RBI/Mumbai/HRMD/84/22-23/ET/659

Reserve Bank of India (RBI), Mumbai Regional Office, CES, HRMD invites bids through e-tendering process from the manufacturers/their authorized agents/ distributors/ suppliers of various stationery items for providing stationery items to Reserve Bank's Offices located in Mumbai and Navi Mumbai.

Tender document may be downloaded from RBI website and MSTC website from the following URL: www.rbi.org.in & <https://www.mstcecommerce.com/eprochome/mstc>.
Corrigenda or clarifications, if any, shall be hosted on the above-mentioned websites only. RBI reserves the right to accept, reject or cancel any tender without giving any specific reason.

Last date for submission: 17:00 hrs. of March 03, 2023

Regional Director, Maharashtra

SCHEDULE OF TENDER (SOT)

1.	E-Tender No. / Event No.	RBI/Mumbai/HRMD/84/22-23/ET/659
2.	Mode of Tender	<p>e-Procurement System</p> <p>Online submission of Part I - Technical Bid and</p> <p>Part II - Price Bid through https://www.mstcecommerce.com/eprochome/mstc</p> <p>The intending bidders are required to submit their offer electronically through this e- tendering portal.</p> <p>No physical technical/price bid would be accepted by RBI.</p>
3.	Date of publication of e-Tender through Procurement Portal	February 10, 2023
4.	Date of availability of NIT to the Vendors for downloading	February 10, 2023
5.	Date of Starting of e-Tender for submission of Online Technical and Price Bid at https://www.mstcecommerce.com/eprochome/mstc & https://rbi.org.in	February 10, 2023
6.	Date, time and venue of pre-bid meeting	11:00 hrs. of February 17, 2023, Stationery Section, 1st Floor, MOB, RBI, Fort
7.	Date of closing of Online e-tender for submission of Technical Bid & Price Bid	17:00 hrs. of March 03, 2023
8.	Date & time of opening of Technical Bids	15:00 hrs. of March 06, 2023
9.	Date & time of opening of Price Bids	Will be intimated separately through email

10.	Estimated Cost	₹ 100 Lakh.
11.	Earnest Money Deposit (EMD)	₹ 200000.00 (Rupees Two Lakhs) Deposit through NEFT/DD/Bank Guarantee issued by a Scheduled Bank drawn in favor of the Reserve Bank of India. A/c No 04869229907 IFSC – RBIS0MBPA04 ('0' Zero in both places) Mumbai should be credited in the account on or before March 03, 2023 (by 17:00 hrs.) Applicants registered as Micro or Small Enterprise (MSE) are exempted from deposit of EMD. EMD submitted by the unsuccessful bidders shall be returned without interest thereon after finalization of tender and award of job to the successful bidder. EMD submitted by successful bidders would be returned after submission of Performance Bank Guarantee.
10.	Transaction Fees (to be paid to MSTC through NEFT)	As mentioned on the MSTC Portal.

Note:

1. The event of any unforeseen closure of work/ holiday on any of the above days, the same shall be opened / held on the next working day.
2. Tenders received after due date and time shall be rejected without assigning any reason thereof.
3. Tenders not complying with the provisions of bidding documents are liable to be rejected.
4. In case of any problem/dispute, decision of Regional Director, Reserve Bank of India, Mumbai Regional Office, Mumbai, shall be final and binding on all parties.

Important instructions for E-procurement

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

Sl. No.	Process
1	<p>Process of E-tender:</p> <p>A) Registration: The process involves vendor's registration with MSTC e- procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/her/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Price Bid will be done over the internet. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangements for bidding from a computer connected with Internet. RBI/MSTC is not responsible for making such arrangements. (Bids will not be recorded without Digital Signature).</p> <p>SPECIAL NOTE: THE PRICE BID HAS TO BE UPLOADED ON-LINE AT https://www.mstcecommerce.com/eprochome/rbi</p> <p>1).Vendors are required to register themselves online with https://www.mstcecommerce.com → e-Procurement →PSU/Government Departments → Select RBI Logo-Register as Vendor -- Filling up details and creating own user id and password→ Submit.</p> <p>2). Vendors will receive a system generated mail confirming his/her/their registration on the email which has/have been provided during filling the registration form. In case of any clarification, please contact RBI/MSTC (before the scheduled time of the e-tender).</p> <p>Contact person (RBI):</p> <p>1. Shri Anoop Singh (Assistant Manager) (stationerymro@rbi.org.in) Contact No. – 022-22603070, 8319645220</p> <p>2. Shri Mario Quadros (Manager) (stationerymro@rbi.org.in) Mob. 9920176952</p> <p>Details of MSTC official in case of any technical clarification in tenders:</p> <p>1. Mr. Tanmoy Sarkar, Deputy Manager, tsarkar@mstcindia.co.in, Mobile - 08349894664</p> <p>2. Ms. Rupali Pandey, Deputy Manager, rpandey@mstcindia.co.in Mobile- 9458704037</p> <p>Helpdesk at MSTC Mumbai for vendors – 022-22886268/22822789</p>

	<p>Google hangout ID- (for text chat)- mstceproc@gmail.com) Confirm from MSTC resource persons.</p> <p>B) System Requirement:</p> <ul style="list-style-type: none"> 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. <p>To disable “Protected Mode” for DSC to appear in The signer box following settings may be applied.</p> <p><input type="checkbox"/> Tools =>Internet Options =>Security => Disable protected Mode If enabled- i.e., Remove the tick from the tick box mentioning “Enable Protected Mode”.</p> <p><input type="checkbox"/> Other Settings:</p> <p>Tools => Internet Options => General => Click On Settings under “browsing history/ Delete Browsing History” => Temporary Internet Files => Activate “Every time I Visit the Webpage”.</p> <p>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)</p>
2	<p>The Price Bid shall have to be uploaded online at www.mstcecommerce.com/eprochome/rbi. Tenders will be opened electronically on specified date and time as given in the Tender.</p>
3	<p>All entries in the tender should be entered in online Price Bid Formats without any ambiguity.</p>
4	<p>Special Note towards Transaction Fee:</p> <p>The vendors shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the vendor login. The vendors have to select the particular tender from the event dropdown box. 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</p>

	<p>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.</p> <p>Transaction fee is levied by MSTC Ltd. and to be paid by the bidders which is non-refundable.</p> <p>A vendor will not have the access to online e-tender without making the payment towards transaction fee.</p> <p>NOTE</p> <p>Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.</p>
5	<p>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 corporate email id provided is valid and updated at the time of registration of vendor with MSTC.</p> <p>Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).</p>
6	<p>E-tender cannot be accessed after the due date and time mentioned in the notice for this tender.</p>
7	<p>Bidding in e-tender:</p> <p>a) Vendor(s) need to submit necessary EMD, Transaction fees to be eligible to bid online in the e-tender. No interest will be paid on EMD. EMD of the unsuccessful vendor(s) will be refunded after the tender process is complete.</p> <p>b) The process involves Electronic Bidding for submission of Technical and Price Bid.</p> <p>c) Submission of transaction fee is compulsory for vendors for submission of their Technical Bid and Price Bid through internet in MSTC website.</p> <p>www.mstcecommerce.com → e-procurement →PSU/Government Departments → Login under RBI→ My menu→ Auction Floor Manager→ live event →Selection of the live event.</p>

d) The vendor should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up Common terms/Commercial specification and save the same. After that click on the Technical bid. If this application is not run, then the vendor will not be able to save/submit the Technical bid.

e) After filling the Technical Bid, vendor should click 'save' for recording their Technical bid. Once the same is done, the Price Bid link becomes active and the same has to filled up and then vendor should click on "save" to record their Price bid. Then once both the Technical bid & Price bid have been saved, the vendor can click on the "Final submission" button to register their bid.

f) Vendors are instructed to use "*Attach Doc button*" to upload documents. Multiple documents can be uploaded.

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

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

i) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.

j) All electronic bids uploaded 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 RBI will form a binding contract between RBI and the Vendor for execution of the job.

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

l) RBI reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.

m) No deviation of the terms and conditions of the tender document is acceptable.

	n) Submission of bid in the e-tender floor by any vendor confirms the acceptance of terms & conditions for the tender by him/her.
8	Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
9	No deviation to the commercial terms & conditions are allowed.
10	The tender inviting authority has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.
11	Vendors are requested to read the vendor guide and see the video available on the MSTC website.
12	Vendor must submit physical samples of items to be supplied by them on or before March 03, 2023. The items should be strictly as per technical specification as mentioned in Annex of this tender document. The vendor failing to submit items or submitting sub-standard items would not be considered for further evaluation.

Place for submission of Physical samples of stationery items, place of pre-bid meeting and place of opening tender offers:

Stationery Section, CES, HRMD, 1st Floor
Mumbai Regional Office
Reserve Bank of India
Shahid Bhagat Singh Marg
Fort
Mumbai-400001

Telephone No: 022 22603070
Email: stationerymro@rbi.org.in



Reserve Bank of India
Stationery Section, CES, HRMD
Mumbai Regional Office

**Notice inviting quotations from manufacturers/their authorised agents/
distributors/suppliers to provide stationery items to offices of Reserve Bank of India
located in Mumbai and Navi Mumbai**

The Reserve Bank of India, Mumbai Regional Office invites quotations from Mumbai based manufacturers/their authorized agents/distributors/suppliers of various stationery items (as per [Annex](#)) for providing stationery items to Reserve Bank's offices located in Mumbai and Navi Mumbai. Bidders with the following pre-qualification criteria will only be considered.

Prequalification Criteria:

Sl. No.	Criteria
a	Minimum experience in the field: 5 years (Certificate of Incorporation or, Memorandum/Articles of Association along with documentary proof to be uploaded)
b	Should be empaneled with/have executed job as stationery items provider for at least three PSUs/ Nationalized Banks/ Private Banks/ Corporates during the last three financial years. (Documentary proof of empanelment/work order to be uploaded)
c	Should have turnover of minimum ₹100 Lakhs for each year during the last three financial years. (Audited balance sheets and Income tax return of last three financial years have to be uploaded)
d	Should be able to provide service as and when required.
e	Vendor's office should be based in Mumbai / Navi Mumbai with same name

2. Tender forms can be downloaded from the link <https://www.mstcecommerce.com/eprochome/mstc> and from our website under the link www.rbi.org.in.

- a. The Bidder should not be a delisted/blacklisted entity by any Government department/ PSU/PSE or banks/FIs for non-implementation/delivery of the order. Self-declaration to that effect should be uploaded along with the technical bid.
- b. Bidder should upload a list of directors/members of management team who are also directors/members of management team in other entities (name of entities should be mentioned). If such director/member of management team is associated with a delisted/blacklisted entity, then such entity is not entitled to participate in the bid.
- c. The bidder should have reputed background.
- d. The bidder should be a financially sound company.

3. Eligible vendors may submit their applications online through MSTC website by 17:00 hrs. on March 03, 2023. Vendors are required to preserve the originals of documents ready for verification by the Bank at any point of time. No extension of time shall be permitted for submission of tenders and/or documents.

Technical bid (Part I of the tender) will be opened at 15:00 hrs. on March 06, 2023, in the presence of authorized representative of the tenderers who chose to be present. Price bid (part II of the tender) would be opened only for those tenderers who are found eligible after scrutiny of their part I tenders and whose samples are as per the specification mentioned (as per [Annex](#)) on any subsequent working day, which would be intimated to all the eligible tenderers.

Evaluation of Price Bid:

- i. L1 vendor for each of Stationery (as indicated in [Annex](#)) will be decided
- ii. A vendor can submit bid for one or more items.
- iii. Vendor will be considered only for those items for which sample was submitted as per specification.

Note: Vendor has to submit Financial bid (Part II) on the MSTC portal.

- iv. RBI, may at its discretion, **empanel more than one vendor**. Decision of the Bank shall be final and binding on all concerned in this regard.
- v. For items at Sr. no. 1 to 7, the price quoted by L1 vendor will be offered to L2 and L3 vendors, provided they are willing to provide supply at L1 rates. If L2 and L3 vendors are not willing, offer may be given to L4, L5 vendors.
- vi. The ratio of giving supply to L1, L2 and L3 vendor will be tentatively 50 percent, 30 percent and 20 percent respectively. If only two vendors are available/eligible, then supply ratio for L1 and L2 vendor would be 60 percent and 40 percent respectively. Decision of the Bank will be final and binding on all concerned in this regard.

FORMAT OF APPLICATION FORM

From

To
The Regional Director
Stationery Section, CES, HRMD
Mumbai Regional Office
Reserve Bank of India
Shahid Bhagat Singh Marg
Fort
Mumbai-400001

Dear Sir,

QUOTATION FROM MANUFACTURERS/ THEIR AUTHORISED AGENTS/DISTRIBUTERS/SUPPLIERS OF STATIONERY ITEMS

Ref: Tender in

I/We wish to introduce myself/ourselves as stationery items manufacturers/authorized agents/distributors/suppliers and request you to consider my/our quotation for providing stationery items (name of the item) in your branches/offices in India. I/We furnish hereby the required information about my/our firm/company and business:

1. a) Name of the firm/company and full addresses of

Head Office and branch/office:

Name:

Address:

b) Telephone No./Mobile No.:

c) Constitution:

d) Date of establishment:

e) E-mail id of the firm:

2. a) Registration and License Number:

(Please provide relevant document)

b) Full name/s and addresses of Proprietor/

Partners/Directors:

3. Name and addresses of branches/associates

of the firm/company:

a)

b)

c)

(Separate list may be uploaded in case the space provided is not sufficient)

Annual Turnover Certificate of last three years (Rs. Lakh)

2019-20

2020-21

2021-22

4. Upload annual audited balance sheet of F.Y. 2019-20, 2020-21, 2021-22
5. Income tax return of 2019 -20, 2020-21, 2021-22 should be uploaded.

6. The details of at least three contracts which the firm/ company had/has with Other Banks/Public Sector undertakings/ other Institution for providing stationery items in the preceding three financial years i.e. from FY 2019-20 to FY 2021-22 (Please provide name of the entity, period and value of the contract, geographical coverage of the entities).

7. Bidder should upload a list of directors/member of management team who are also directors/members of management team in other entities (name of such directors and name of such entities should be mentioned).

8. Other information, if any:

(Please attach sheets, if necessary)

Note: In the event of dispute on any issue, the legal proceedings will be at Mumbai.

DECLARATION OF THE APPLICANT

I/We hereby confirm that the information furnished herein above is true to the best of my/our knowledge and belief. You are free to call for confidential opinion from any one as also from my/ Banker as you deem fit. I/We also certify that, I/We have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Yours faithfully,

Authorized signatory
Name

Place:

Date:

List of documents to be filled and uploaded on MSTC website:

- i) All supporting documents in respect of qualification criteria as mentioned in the tender documents.
- ii) Authorization letter duly signed and stamped.
- iii) Terms and conditions duly signed and stamped on each page
- iv) Application form
- v) Technical bid (Part 1) form – duly filled signed and stamped

PART - I - Technical bid

To
The Regional Director
Stationery Section, CES, HRMD
Mumbai Regional Office
Reserve Bank of India
Main Building
Shahid Bhagat Singh Marg
Fort
Mumbai-400001

Dear Sir,

QUOTATION FROM MANUFACTURERS/ THEIR AUTHORISED AGENTS/DISTRIBUTERS/SUPPLIERS OF STATIONERY ITEMS

Having examined the conditions specified in the memorandum herein set out and acquired the requisite information relating thereto as affecting the tender, I/we hereby offer to provide stationery items specified in the said memorandum while strictly adhering to the time specified in it, at the rates mentioned in Part II of the quotations, and in all other respects in accordance with such conditions as may be applicable.

MEMORANDUM

(a)	Description of work	To supply and deliver stationery items to all RBI offices located in Mumbai and Navi Mumbai.
(b)	Estimated Cost	Annually around ₹ 100 lakh
(c)	Tenure	The Contract is up to March 31, 2024 and renewable annually at the Bank's option for a further period of two years (one year at a time) with an annual increase of up to 5% in the existing rates and as per the existing terms and conditions subject to providing satisfactory services.
(d)	Delivery schedule	The quarterly indent as required would be given and supply and delivery have to be made within 7 days. Urgent requirement should be delivered within 24 hours.

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

3. I/We have deposited a sum of ₹2,00,000 (as EMD) by NEFT/DD/ Bank Guarantee issued by a Scheduled Bank drawn in favor of the Reserve Bank of India. No interest is payable on the above Earnest Money Deposit (EMD) or security deposit amount. Should I/we fail to execute the Contract when called upon to do so, I/we do hereby agree that this sum shall be forfeited by the Reserve Bank of India. And, I/We shall have no objection and shall raise no dispute in this regard.

4. The details of my/our bankers are as under:-

Sr. No.	Name of Bank	Branch and its complete address	Name of the contact person/s	Telephone, mobile and FAX number/s

5. I/We are enclosing herewith list of my/our clients along with full details like names, postal addresses, e-mail ids, telephone (landline and mobile) Nos., Fax Nos., etc., of the contact executives (i.e. the persons who can be contacted by the Reserve Bank of India, if required).

Name of the Director of the company 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 Uploaded.)

Yours faithfully

Signature of authorized signatory

With seal



**Reserve Bank of India
Mumbai Regional Office
CES, HRMD**

**QUOTATION FOR STATIONERY ITEMS FROM MUMBAI BASED
MANUFACTURERS/THEIR AUTHORISED AGENTS/DISTRIBUTERS/SUPPLIERS**

Terms and Conditions of the contract

Tenders are invited from Mumbai based reputed manufacturers/distributors/authorized dealers/suppliers with relevant experience and having wide network and necessary infrastructure for appointment as supplier of stationery items to RBI's offices spread across Mumbai and Navi Mumbai.

1. Pre-Qualification criteria:

Sl. No.	Criteria
a	Minimum experience in the field: 5 years (Certificate of Incorporation or, Memorandum/Articles of Association along with documentary proof to be uploaded)
b	Should be empaneled with/have executed job as stationery items provider for at least three PSUs/ Nationalized Banks/ Private Banks/ Corporates during the last three financial years. (Documentary proof of empanelment/work order to be uploaded)
c	Should have turnover of minimum ₹100 lakhs for each year during the last three financial years. (Audited balance sheets and Income tax return, Turnover Certificate issued by CA of last three financial years have to be uploaded)
d	Should be able to provide service as and when required.
e	Vendor's office should be based in Mumbai / Navi Mumbai with same name

2. Procedure for tenders

The tenders for the Stationery items and Printing of Stationery will be uploaded in two parts i.e.

- a) Technical Bid - Part-I – Vendors have to upload Part-I on MSTC portal. This will contain the Bank's terms and conditions for the services (Rates and amounts of items shall not appear

anywhere in this part) with tenders' covering letter and the Earnest Money Deposit (EMD) – subject to the EMD of Rs. 2 lakh) in the form of a Demand Draft payable at Mumbai or Bank Guarantee issued by a Scheduled Bank drawn in favour of the Reserve Bank of India, in the Bank's standard proforma which is available in the tender form. All the columns in the proforma should be duly filled and supporting documents, e.g., DD towards EMD/bank guarantee audited balance sheet, proof of date of commencement of Business, copies of the job award letters from at least three customers being provided stationery items along with list of such customers etc. Each page of the tender document including attachments should be duly signed by the authorized signatory (who has signed the Bid) and uploaded with the Technical Bid in token of bidder's confirmation to accept the terms and conditions and other provisions contained in it. Incomplete Bid shall not be considered and will be summarily rejected. The tender form must be filled in Hindi/English. If any of the documents is missing or unsigned or not uploaded, the tender may be considered invalid by the Bank in its discretion. All erasures and alterations made while filling the tender must be attested by initials of the tenderer. Failure to comply with any of these conditions will render the tender void at the Bank's option

b) Price Bid - Part-II – This will contain only rates in Indian Rupees in figures **(exclusive of applicable GST)** which is to be inserted by vendor in financial bid section on MSTC portal. No other tax/charges, except for the prevalent GST for the respective item, will be paid. The tenderer must fill in the rates only in the space provided against the item in the e-tender. **No request for any change in terms and conditions after the opening of the financial bid (part II) tender will be entertained. The rates quoted shall be binding without any escalation whatsoever till 03 months.**

3. **Schedule of opening of tenders**

Part I of the tenders will be opened at **15:00 hrs. on March 06, 2023** in the presence of the authorized representative of the tenderers who choose to be present. Price bid (Part II) of only those tenderers who are found eligible after scrutiny of their Part I of the tenders will be opened on any subsequent working day which will be intimated to all the eligible tenderers.

4. **EMD**

EMD requirement for amount of Rs. 2,00,000/- (Rupees Two Lakhs Only) EMD shall be paid by a NEFT/DD/ Bank Guarantee issued by a Scheduled Bank drawn in favor of the Reserve Bank of India. A/c No. 04869229907 IFSC – RBIS0MBPA04 ('0' Zero in both places) payable at Mumbai in favor of the Mumbai Regional office, Reserve Bank of India, Mumbai

in the proforma enclosed initially for a period of three months. No interest shall be payable on EMD amount. EMD submitted by the unsuccessful bidders shall be [returned to them](#) after finalization of tender and award of job to the successful bidder. EMD submitted by successful bidders would be returned after submission of Performance Bank Guarantee.

5. Security Deposit

The successful bidder at the time of award of contract will have to submit the Performance Bank Guarantee (PBG) (as per [Annex](#)) equivalent amount of 5 % of estimated value of Rate Contract issued by a Scheduled Bank drawn in favor of the Reserve Bank of India. The PBG shall be valid for a period of 60 days after the expiry of contract period. The EMD of such bidder will be returned on receipt of PBG. The Performance Bank Guarantee will be renewed for a further period as stated above upon renewal of the contract for this work by the Reserve Bank. Failure of the bidder to submit the above-mentioned Performance Bank Guarantee shall constitute sufficient grounds for the annulment of the contract award.

Terms of Payment

6. The successful tenderer shall execute an agreement with the Bank on non-judicial stamp paper within Seven days of receipt of letter of acceptance. However, the issue of letter of acceptance by the Bank shall be construed as a binding contract, as though such an agreement has been executed and all the terms and conditions shall apply on this contract.

7. Indents will be made by various offices/departments of RBI located in Mumbai and Navi Mumbai, normally on quarterly basis. The indent will be sent preferably on e-mail. Payments will be made by the respective departments/offices which has placed orders.

8. 100% payment for the Stationery item provided shall be released within 15 (fifteen) working days from the date of the submission of the bills duly supported by the relevant documents as proof of delivery in good condition through electronic mode. Bank will pay the agreed amount on the basis of monthly bill submitted by the agency. No other charges, except applicable GST, shall be payable. The rate should be inclusive of all cost of materials, transportation, labour, taxes, etc.

9. The Stationery items provider should submit their bills to the office with the

consignment.

10. The Stationery items should be delivered in good condition. In case of any damage, the responsibility shall be that of the Service Provider. The cost of the material and loss of time shall be recovered from them. If the material supplied is not standard quality as specified by the Bank the same will be rejected and no payment shall be made for that supply. In case of failure/delay in supplies fully or partially the Bank is at liberty to get the same printed through other sources at its sole discretion and the difference in cost, if any, will be recoverable from defaulting party.

Duties and Responsibilities of the Service Provider

11. The authorized representative of the service providers would collect the indent from the office as and when desired or requirement would be mailed/faxed/sent by post.

12. The service providers will arrange to deliver the requirements within a maximum period of 7 (days) days clock.

13. **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”.**

14. **In the scenario of vendors not supplying any or all items on any occasion for more than 1 month from the date of placement of order or late supply of more than seven days from the date of placement of order on three occasions, Bank may forfeit the Performance Bank Guarantee submitted by them and may delist them from the panel. In addition to above, the Bank may also debar such vendor for next 2 years.**

15. The service providers would ensure delivery to the concerned office only.

16. **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 endeavors 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.

17. Bank shall make claims, if any, in writing – (a) within 30 days from the date of payment of the relative bill, if the claim relates to shortage, damage or delay, (b) Any such claim lodged by the Bank shall be settled by the service provider within a period of one month.

18. The Bank may for any reasons whatsoever or without assigning any reason discontinue the arrangement before the expiry of the period mentioned in this agreement by issuing a notice of 30 days to the service providers.

19. The quantities mentioned in the financial offer are tentative and taken together for all offices/departments located in Mumbai and Navi Mumbai, for evaluation of tender only. Actual quantities may vary. Offices / Departments will place orders as per their requirement independently.

20. The offer should be valid for a minimum period of three months from the date of opening of technical bid.

21. 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.

22. The whole of the works included in the contract shall be executed by the bidder and the bidder shall not directly or indirectly transfer, assign or sublet the contract or any part, share or interest therein without written consent of the Bank. Notwithstanding the above, the decision of the Reserve Bank to grant such permission shall be final and binding on the bidder.

23. **Sexual Harassment of women at workplace:**

a. The service provider shall be solely responsible for full compliance with the provisions of "the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual

harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the service provider and he/she shall ensure appropriate action under the said Act in respect to the complaint*.

b. Any complaint of sexual harassment from any aggrieved employee of the service provider against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.

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

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

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

* As per the section 6 read with section 4 of this act, it is mandatory for each employer to constitute an "Internal Complaints Committee" where his 10 or more employees are employed. As per section 6 of said act, inter alia, provisions have been made that whereas Internal Complaints Committee is not constituted then "Local Complaints Committee" will be responsible for full compliance of bye laws of "the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013" at work place of Contractor/Agency. Any complaint related with Sexual Harassment in Bank premises against any employee then it should be presented before Internal Complaints Committee and Contractor/Agency will take appropriate action on the complaint as per said act.

24. **Taxes:** The amount payable under this agreement shall be inclusive of all taxes (works contract tax etc.) exclusive of GST. GST as applicable shall be paid to the service provider and TDS on GST shall be deducted as applicable. The service provider shall quote the Goods and Services Tax Identification Number (GSTIN) in the bill/invoice submitted to the Bank. The service provider shall produce documentary evidence regarding GSTIN registration to the Bank. The service provider shall produce the proof of payment of GST (as applicable to the service provided under this contract) to the concerned authorities, if and when called for by the Bank. If the service provider fails to include applicable taxes, duties, local levies in the bill, no claim thereof will be entertained by the Bank afterwards. In terms of the

Income Tax Act, 1961, taxes as applicable shall be deducted at source and a certificate for the same will be issued to the service provider by the Bank.

25. ARBITRATION

26. The Bank and the tenderer / bidder / contractor shall make every effort to resolve amicably, by direct informal negotiation, any disagreement or dispute arising between them in connection with the contract. If after thirty days from the commencement of such informal negotiation, Reserve Bank of India and the tenderer are unable to resolve amicably a contract dispute; either party may require that the dispute be referred for resolution by formal arbitration by invoking the provisions of the "Arbitration and Conciliation Act, 1996" by appointing sole arbitrator with the mutual consent of the parties. In case the parties do not agree to the appointment of sole arbitrator, each party shall appoint its arbitrator and the arbitrators so appointed shall appoint a presiding arbitrator to decide the dispute between the parties under contract. The decision of the arbitrator shall be final and binding upon the parties. The provisions of the Arbitration and Conciliation Act, 1996 and the rules framed thereunder shall govern the arbitration proceedings. The venue of the arbitration shall be at Mumbai.

27. NON- DISCLOSURE CLAUSE

The contractor / vendor / agency shall not disclose directly or indirectly any information materials and details of the Bank's, infrastructures/ systems/ equipment's etc. which may come to the possession or knowledge of the contractor during the course of discharging its contractual obligations in connection with this agreement, to any third party and shall at all-time hold the same in strictest confidence. The contractor / vendor / agency / bidder shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it to comply with applicable laws. The contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper to elsewhere without the previous written consent of the Bank. The contractor shall indemnify the bank for any loss suffered by the bank as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the contractor and the bank shall be entitled to claim damages and pursue legal remedies. The contractor shall take all appropriate action with respect to its employees to ensure that the obligation of non- disclosure of confidential information under the agreement are fully satisfied.

28. INDEMNITY

The bidder shall indemnify the Bank against all actions, suits, claims and demands brought or made against it in respect of anything done or committed to be done by the bidder in 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 bidder for anything done or committed to be done in the execution of this contract. The bidder will abide by the job safety measures prevalent in India and will free the Bank from all demands or responsibilities arising from accidents or loss of life, the cause of which is the bidder's negligence. The bidder shall pay all indemnities arising from such incidents without any extra cost to the Bank and shall not hold the Bank responsible or obligated. The Bank may at its discretion and entirely at the cost of the bidder defend such suit, either jointly with the bidder or alone in case the latter chooses not to defend the case.

29. All the expenses required for execution of this contract shall be solely borne by the vendors only.

30. All legal suits, actions or proceedings relating to or arising out of the agreement / contract / tender shall be subject to jurisdiction of courts/tribunals at Mumbai only.

31. **Miscellaneous:**

i. Interested tenderers can attend tender opening process.

ii. All pages of the technical bid including all enclosures should be numbered (except printed leaflets/catalogue) and must be duly filled in, signed and stamped by the bidder or by his authorized representative must be uploaded. Offers received without signature and seal on all pages are liable to be rejected.

iii. Bidders are requested to see the tender site www.rbi.org.in & <https://www.mstcecommerce.com/eprochome/mstc> regularly before the due date of submission for changes, if any, which may be uploaded subsequently in respect of this tender.

iv. Bank reserves the right to reject any or all the bids without assigning any reason thereof and also reserves the right to reissue tender if required.

v. If the service provider is terminated prematurely by the act/omission on the part of the service provider, the service provider agrees that, earnest money/security deposit shall not be refunded by the Bank and the same shall be forfeited. In case the contract is terminated prematurely by the act/omission on the part of the service provider, he (the service provider) shall make temporary arrangement for the services provided by him for a period of 3 months or till Bank appoints new

service providers or whichever is earlier.

vi. RBI reserves the right to seek clarification from any vendor at any point of time.

vii. At the time of actual placing of orders, quantity of items may increase/ decrease.

viii. Interested parties bidding tenders should submit detail of product (brand, make, size and any other specification). Physical sample of items must also be submitted.

ix. If information provided by the bidder is found to be incorrect at any point of time during tendering process and even after entering into contract, the vendor shall be delisted/blacklisted for the period as decided by the Bank. The bidder shall raise no dispute in this regard.

x. The Bank does not accept any conditional bids. If there are any conditions in the bid submitted by the vendor, the bid will not be considered for evaluation.

Proforma for Bank Guarantee in lieu of Earnest Money Deposit/Security Deposit

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

This deed of Guarantee made this _____ day of _____ two thousand _____ between _____ (Name of Banker) having its registered office at _____ (place) and one of its local offices at _____ (hereinafter referred to as Surety), and Reserve Bank of India, a Corporation Constituted by the Reserve Bank of India Act, 1934, having its Central Office at Central Office Building, Shahid Bhagat Singh Road, Mumbai – 400 001, India (hereinafter referred to as the RBI).

Whereas _____ (Tenderer's name hereinafter referred to as 'Tenderer') a Proprietary/Company registered under _____ and having its registered office at _____ is bound to deposit with the RBI by way of earnest money INR _____ (INR _____ only) in connection with its quotation for stationery items to the RBI and all its branches spread across Mumbai and Navi Mumbai and the specifications and terms and conditions enclosed therein. WHEREAS the tenderer as per clause No. _____ of instructions to tenderers and special conditions has agreed to furnish a Bank Guarantee valid up to _____ instead of deposit of earnest money in cash.

NOW THIS WITNESS

1. That the Surety in consideration of the above Tender made by the Tenderer to the RBI hereby undertakes to guarantee payment on demand without demur to the RBI the said amount of INR _____ (INR _____ only) within one week from the date of receipt of demand from the RBI on presentation of this deed of guarantee, which the Tenderer is bound to deposit with the RBI by way of earnest money in connection with his Tender.
2. This guarantee shall not be affected by any infirmity or irregularity on the part of the Tenderer or by the dissolution or any change in the constitution of the RBI, Tenderer or the Surety.
3. The RBI shall be eligible to make any claim under this guarantee if the Tenderer after submitting his Tender, rescinds from his offer or modifies the terms and conditions thereof in a manner not acceptable to the RBI or expresses his unwillingness to accept the order after the RBI has decided to place order with the quotation for providing stationery items to the RBI and all its branches spread across Mumbai and Navi

Mumbai. The RBI's decision in this regard shall be final and binding.

4. The Surety shall not and cannot revoke this guarantee during its currency except with previous consent of the RBI in writing.
5. Notwithstanding anything contained in the foregoing, the Surety's liability under the guarantee is restricted to INR_____ (INR _____ only)
6. This guarantee shall remain in force and effective up to _____ and shall expires and become ineffective on intimation thereof being given to the Surety by the RBI in which event this guarantee shall stand discharged.
7. The Surety will make the payment pursuant to the demand notice issued by the RBI, notwithstanding any dispute that may exist or arise between the Tenderer and the RBI or any other person.
8. Any forbearance, act or omission on the part of the RBI in enforcing any of the conditions of the said Tender or showing of any indulgence by the RBI to the Tenderer shall not discharge the Surety in any way and the obligations of the Surety under this guarantee shall be discharge only on the intimation thereof being given to the Surety by the RBI.
9. Notwithstanding anything contained hereinabove, unless demand or claim under this guarantee is made on the Surety in writing on or before_____, the Surety shall be discharged from all liabilities under guarantee thereafter.
10. The Surety has the power to issue this guarantee under its Memorandum and Articles of Association and the person who is hereby executing this deed has the necessary powers to do so under the Power of Attorney granted to him by the Surety.

SIGNED AND DELIVERED for and on behalf of the above-named bank. (Banker's Name and Seal)

Branch Manager

(Banker's Seal)

Annex

List of Stationery Items				
Sl.no	Name of Item	Specification	Unit for Quoting Rates(in Rs.) excl. of GST	Expected Annual Requirement
1	A4 Size paper	80 GSM – packet equivalent to JK Sparkle or TNPL Paper or Bilt Copy Power– containing 500 sheets	(consisting of 500 pages)	20465
2	A4 size paper	75 GSM – packet equivalent to JK Sparkle or TNPL Paper or Bilt Copy Power– containing 500 sheets	Packet (consisting of 500 pages)	2145
3	Paper folders	12"x9"- Eco Kraft Card (Khaki)- 350GSM - pre – printed – Logo and bi-lingual name of RBI (some important phrases will be printed in English and Hindi on inner sides of the folder in Black colour. The text will be supplied to the successful bidder.) Two pockets in inner side of folder - pocket size – 8.5"x5". Folder to be made in single piece. Pocket separately pasted will not be accepted.	Pieces	46690
4	Spring files	Spring files of superior quality – size-14"x10" - pre-printed in assorted colour except black –card printing on front side with Name and Logo of RBI– good quality heavy duty long cobra spring - card thickness- 900 gsm - with full cloth pasting on sides and spine (back).	Pieces	27920
5	Meeting pads (Ordinary)	10 pages (exclusive of cover pages) 8 1/2 " * 5 1/2 " size Paper -80 gsm- pre– printed – Logo and bi-lingual name of RBI	Pieces	24235
6	Executive Meeting Pads	25 page (good quality) 80 gsm - pre – printed – Logo and bi-lingual name of RBI-8 1/2" x5 1/2"	Pieces	6925
7	Spiral Meeting Pads – Medium (Ruled)	20 pages 80 gsm – size 8 1/2" X 5 1/2"- pre – printed – Logo and bi-lingual name of RBI	Pieces	9739
8	Thick Blue Sheets	Thick blue Ledger paper - A/4 size - 80 gsm – packet of Equivalent to JK Paper	Packet (consisting of 500 pages)	2705

9	Spring Box (Sumo) files	Box type Sumo Spring files with cloth patti long pasting - foolscap size - pre-printed in assorted colour except black – Card Printing on front side with Name and Logo – good quality heavy spring – card thickness 900 gsm - equivalent to Raj spring file	Pieces	745
10	Envelopes – white - plain printed – (15"*11")	with the RBI name and logo printed in Hindi and English along with address of the office/department 80 gsm with Stick Flap	Pieces	5200
11	Envelopes – white – Laminated - printed – (15"*11")	with the RBI name and logo printed in Hindi and English along with address of the office/department 80 gsm with Stick Flap	Pieces	9330
12	Envelopes – white - plain printed – (12"*9")	with the RBI name and logo printed in Hindi and English along with address of the office/department 80 gsm with Stick Flap	Pieces	8480
13	Envelopes – white – Laminated- printed – (12"*9")	with the RBI name and logo printed in Hindi and English along with address of the office/department 80 gsm with Stick Flap	Pieces	8830
14	Envelopes – white - Window printed – 10"*5"	with the RBI name and logo printed in Hindi and English along with address of the office/department 80 gsm with Stick Flap	Pieces	24120
15	Envelopes – off white – without Window printed – 10"*5" (for Executive use)	with the RBI name and logo printed in Hindi and English along with address of the office/department 100 gsm with Stick Flap	Pieces	10820
16	Envelopes – white – Without Window, plain - printed –10"*5"	with the RBI name and logo printed in Hindi and English along with address of the office/department 80 gsm with Stick Flap	Pieces	17870
17	Envelopes – white – Without Window, Laminated - printed– 10"*5"	with the RBI name and logo printed in Hindi and English along with address of the office/department 80 gsm with Stick Flap	Pieces	10570
18	Envelopes clothline – Green colour – 12"x9"	with the RBI name and logo printed in Hindi and English along with address of the office/department -superfine quality	Pieces	12360

19	Envelopes clothline – Green colour – 15"x11"	with the RBI name and logo printed in Hindi and English along with address of the office/department -superfine quality	Pieces	6565
20	Envelopes clothline - half file (size 16" X 12")	with the RBI name and logo printed in Hindi and English along with address of the office/department -superfine quality	Pieces	7685
21	Envelopes clothline – Green colour – 18"x 14"	with the RBI name and logo printed in Hindi and English along with address of the office/department -superfine quality	Pieces	6185
22	Envelopes clothline - Box type (size 16" X 12")	with the RBI name and logo printed in Hindi and English along with address of the office/department -superfine quality	Pieces	8420
23	Paper Folders for RIA – Light Pink colour	Size -12"x9"- 350GSM – Art card(matt)- pre – printed – Logo and bi-lingual name of RBI. Two pockets in inner side of folder - pocket size – 8.5"x5". Folder to be made in single piece. Pocket separately pasted will not be accepted.	Pieces	2850
24	Paper Folders for Parliament Question – Green colour	Size -12"x9"- 350GSM – Art card(matt)- pre – printed – Logo and bi-lingual name of RBI. Two pockets in inner side of folder - pocket size – 8.5"x5". Folder to be made in single piece. Pocket separately pasted will not be accepted.	Pieces	1805
25	File board (Two flaps)	F/C size of good quality cardboard with a 40" lace securely fastened & 4" flap of any colour except black (Gauge 32)	Pieces	1893
26	File board (Four flaps)	Foolscap size of good quality card board with a 40 inches white and good quality lace fitted from within the full flap - any colour other than black - in of 12 each -Gauge 32	Pieces	1243
27	Pencil – Black (of 10 each)	Pencil with eraser – (equivalent to Faber Castell brand - black matt - 1112 (2B) with the RBI name in Hindi & English)	Packet (10 pencil)	1791

28	Pencil – Black (of 10 each)	Pencil with eraser – (equivalent to Apsara brand with the RBI name in Hindi & English)	Packet (10 pencil)	1021
29	Punching machine - small	Equivalent to Kangaroo 280	Pieces	649
30	Punching machine – medium	Equivalent to Kangaroo DP-500	Pieces	542
31	Punching machine – Big	Standard product (Equivalent to Veeto)	Pieces	230
32	Box Files	F/C size - with good quality of clips and good quality of cardboard Gauge 32 (equivalent to Raj brand Kangaroo metal clip with heavy laminated card board)	Pieces	1688
33	Scroll Books Ordinary	Legal size - 80 GSM (with RBI logo engraving)	Pieces	676
34	Ordinary register – 72 pages	72 pages - Ledger Paper (with RBI logo engraving)	Pieces	729
35	Ordinary register – 144 pages	144 pages – Ledger Paper (with RBI logo engraving)	Pieces	1446
36	Meeting pen	Equivalent to Lexi 0.5 – Cello speed with printing of logo and bilingual name of RBI	Pieces	24253
37	Pen – Gel pen	Equivalent to Add Gel Achiever pen (with Printing of RBI logo)	Pieces	4293
38	Pen - Equivalent to Cello Pointec 0.5 pen	Equivalent to Cello Pointec 0.5 pen (with Printing of RBI logo)	Pieces	4817
39	Pen - Equivalent to Rorito Jetter Aerosoft	Equivalent to Rorito Jetter Aerosoft	Pieces	2180
40	Ink stamping pad – Small	Equivalent to Faber Castle brand - 51 mmX95 mm.	Pieces	184
41	Ink stamping pad – Medium	Equivalent to Faber Castle brand - 70 mmX111 mm.	Pieces	202
42	Ink stamping pad – Big	Equivalent to Faber Castle brand -95 mmX159 mm.	Pieces	129
43	Ink for stamp pads – Violet, Black, Blue and Red	Equivalent to Faber Castle brand - 50 ml.	Pieces	128
44	Eraser	Equivalent to Natraj / Apsara brand – 621 PLASTO	Packet (20 pieces)	1505
45	Sharpener	Equivalent to Camlin brand	Packet (20 pieces)	1381

46	Foot rule	Acrylic foot rulers- Equivalent to Camlin 1.5" width * 12 " length - of 10 pcs each- with the RBI name and logo printed in Hindi and English	Packet (containing 10 pieces)	486
47	Highlighters – various colour (Red, Yellow, Blue, Orange, Green)	Equivalent to Faber-Castell Text liner 48 refill	Pieces	5503
48	White Board Markers (Black, Blue, Red, green)	Equivalent to Kores Smoothie White Board Marker -EN- 71/3 Bullet Tip	Pieces	1797
49	Scissors (medium)	Equivalent to model no. ms 65, brand-music, stainless steel – 16 cm	Pieces	758
50	Scissors (big)	Equivalent to model no. ms 95, brand-music, stainless steel – 23.5 cm	Pieces	358
51	Stapler - Small	Equivalent to Kangaroo brand no. 10 - 384556 - Co. packing	Pieces	2029
52	Stapler -Big	Equivalent to Kangaroo brand-HD 45- 384556 - Co. packing	Pieces	1071
53	Stapler Pins – 24/6 (Big)	Equivalent to 24/6 Kangaroo brand		1670
54	Stapler Pins - (Small)	Equivalent to Kangaroo brand staples no. 10 1M - Chisel pointed staples - small of 1000 staples each		9631
55	C D Marker	Standard product equivalent to Faber Castle product		999
56	Rubber Band (500 GMS. PACKET)	2" and 4" size - A-1 / Equivalent to Leera brand packet of 500 gms each [NYLON GRIP]	(500 gms)	121
57	Permanent Marker (76mmx25mm)	Permanent marker pen – Equivalent to Kores Bright mark - Co. packing		922
58	Stick on Notes - Size 1"X3" yellow colour paper	Size 1"X3" yellow colour –100 pcs–equivalent to 3M post it flags – 150pcs	Packet(150pcs)	1106
59	Stick on Notes - Size 2"X3" yellow colour paper	Size 2"X3" yellow colour –100 pcs–equivalent to 3M post it flags-100pcs	Packet(100pcs)	2059
60	Stick on Notes - 3"X3" yellow colour paper	Size 3"X3" yellow colour –100 pcs–equivalent to 3M post it flags-100pcs	Packet(100pcs)	2021
61	Stick on Notes - 3"X4" yellow colour paper	Size 3"X4" yellow colour-100 pcs–equivalent to 3M post it flags-100pcs	Packet(100pcs)	1007

62	Stick on Notes - 3"X5" yellow colour paper	Size 3"X5" yellow colour –100 pcs–equivalent to 3M post it flags – 100pcs	Packet(100pcs)	925
63	Stick on Notes – 25 mmX76 mm (3 colour) paper	Size 25 mmX76 mm (3 colour) –equivalent to 3M post it flags – 100pcs	Packet(150pcs)	454
64	Stick on Notes – Size 1.9 cmX7.6 cm (4 colour) paper	Size 1.9 cmX7.6 cm (4 colour) –equivalent to 3M post it flags -200 pcs	Packet(200pcs)	1567
65	Stick on notes-plastic	5 colour – quality equivalent to Music 555 – 250 pcs	Packet(250pcs)	4032
66	Flags – A to Z – set	1' X6' Yellow colour Card Board Paper (with bilingual alphabets)	Sets of A to Z	15
67	Urgent/Immediate Flags (per pieces)	Flags of 3" width* 13" length-pink colour card paper of good quality - bilingual	Packet (25 pieces)	630
68	Confidential Flags – per piece	Flags of 3" width* 13" length-blue colour card paper of good quality - bilingual	Packet (25 pieces)	523
69	Sealing Wax	Standard product (Line)-pack of 8 pcs.	Packet (8 pieces)	238
70	Gum brush	Standard product	Pieces	34
71	Adhesive Paste Bottle	Equivalent to Camel 700 ml. gum brand of Camlin Ltd.	Pieces	80
72	Glustick – 8 gram	8 gram–Equivalent to fevistick product	Pieces	905
73	Glustick -15 gram	15 gram–Equivalent to fevistick product	Pieces	2483
74	Glustick -22 gram	22 gram–Equivalent to fevistick product	Pieces	1357
75	Cello tape -30 metres	Tape of 1" width - 30 metres spindle pkg	Pieces	586
76	Cello tape -65 metres	Tape of 1" width - 65 metres spindle pkg	Pieces	797
77	Brown Tape	Tape of 2" width - 40 metres spindle pkg	Pieces	902
78	Cello Tape - white	Tape of 2" width - 40 metres spindle pkg	Pieces	1024
79	Twine Country(Pkts)	Plastic/nylon -70 gm	Rate per 70 gram	395
80	Binder Clips –15 mm sizes(pack of 12 pcs)	Equivalent to Music 555 brand -pincers double clip - of 15 mm. Each packet contains one dozen binder clips.	Packet (12 pieces each)	2005
81	Binder Clips –19 mm sizes(pack of 12 pcs)	Equivalent to Music 555 brand -pincers double clip - of 19 mm. Each packet contains one dozen binder clips.	(12 pieces each)	2148

82	Binder Clips – 25mm sizes(pack of 12 pcs)	Equivalent to Music 555 brand -pincers double clip - of 25 mm. Each packet contains one dozen binder clips.	(12 pieces each)	1943
83	Binder Clips – 32mm sizes(pack of 12 pcs)	Equivalent to Music 555 brand -pincers double clip - of 32 mm. Each packet contains one dozen binder clips.	(12 pieces each)	1271
84	Binder Clips – 41mm sizes(pack of 12 pcs)	Equivalent to Music 555 brand -pincers double clip - of 41 mm. Each packet contains one dozen binder clips.	(12 pieces each)	1050
85	Binder Clips – 51mm sizes(pack of 12 pcs)	Equivalent to Music 555 brand -pincers double clip - of 51 mm. Each packet contains one dozen binder clips.	(12 pieces each)	876
86	Gem Clips – 30 mm (Pkts) / U-clips	Paper clips -U clips - bright nickel electro plated -100 special clips -30 mm in original mill packing (equivalent to Rolex)	(100 pieces each)	2778
87	Gem clips – Plastic – coloured – 28 mm	Equivalent to Music product – packet of 100 pcs	(100 pieces each)	830
88	Pin (Tachani)	Equivalent to Rolex Bright electro nickel plated with 50 gms of pins in each box	(weight - 50 grams)	43
89	Water Sponge	Equivalent to Mangal brand	Pieces	476
90	Plastic I card cover (5"x4") with metal clips – for visitors entry pass	Standard product – Gauze 10	Pieces	6500
91	Tag Multi colour – Tag for tying papers	Good quality – of 50 pieces	Bunches (50 pieces each)	105
92	Coloured push pins	Packet of 100 pins-standard product	Packet – packet of 100 pins	282
93	Calculator	Equivalent to Casio MJ 120D-12 digits	Pieces	713
94	Tissue Paper Boxes	200 sheets - 100 pulls – 2 ply – 20 cmX20 cm -equivalent to Premier Special	Boxes (containing 200 sheets)	3647
95	Wet wipe - 10 pcs.	Fresh Ones – Colonge, Valencia, Vogue – equivalent to M/s Taniwala Product – 200mm x 150mm	Packet (10 pcs.)	420
96	Wet wipe - 20 pcs.	Fresh Ones – Colonge, Valencia, Vogue – equivalent to M/s Taniwala Product – 200mm x 150mm	Packet (20 pcs.)	889
97	Cloth for parcel - White	1 mt width	Meters (Per 10 metre)	821

98	Pen - Parker brand	equivalent to Parker Vector Standard CT BP Mix (with Printing of RBI logo)	Pieces	1272
99	Brown Envelopes -A4	A4 Size, 80 gsm	Pieces	15750
100	Brown Envelopes - Half A4	25*10 cm Size (80 gsm)	Pieces	12350