



भारतीय रिज़र्व बैंक  
मानव संसाधन प्रबंध विभाग  
हैदराबाद

बेटी बचाओ  
बेटी पढ़ाओ

**Notice for Empanelment**

**Empanelment of Vendors for Supply of Office Stationery items, Computer Consumables (cartridges, Toners etc.), Printing material (Registers, envelopes, visiting cards) and Rubber stamps etc. for RBI, Hyderabad – Panel Year 2025 - 2028**

Reserve Bank India, Hyderabad invites application for empanelment of vendors from Hyderabad based firms/companies/agencies for inclusion in the Bank's panel of vendors for supply of office stationery items, printer cartridges / computer consumables, rubber stamps and printing of registers, forms etc.

**2. The panel will remain valid for the period from September 01, 2025 till August 31, 2028**, subject to satisfactory performance and annual review.

3. Separate Applications should be made by vendors in respect of

- i) Office Stationery Articles
- ii) Computer Consumables
- iii) Printed Materials (Registers/Forms /Visiting Cards etc.)
- iv) Rubber stamps as per Bank's requirements.

4. Documents containing detailed eligibility criteria, terms & conditions, application form and declaration are enclosed.

5. The duly completed application forms superscribed "**Empanelment for supply and printing of stationery - 2025-2028**" and complete in all respects may be submitted in sealed covers, addressed to The Regional Director, Reserve Bank of India, Human Resource Management Department, 6-1-56, Secretariat Road, Saifabad, Hyderabad – 500004, **not later than 16:00 hours on August 06, 2025**. Applicants are advised to submit duly completed application form and declaration along with copies of supporting documents. They are also advised to put signature and stamp on each page of the documents.

6. The Bank reserves the right to accept either in full or part of the applications. The Bank also reserves the right to reject any or all applications for being included in its approved list without assigning any reasons thereof.

**Regional Director  
Reserve Bank of India  
Hyderabad**



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**Terms & Conditions and Instructions for Empanelment**

**1. Scope of work**

The Bank will issue 'Request for Quotation' (RFQ) or go for e-tender for supply of stationery articles, printed registers, printer cartridges / computer consumables from the empanelled suppliers as and when required, specifying the requirements and as per the guidelines issued by the Bank in this regard. Generally, supply order will be placed with the supplier quoting the lowest price as per the guidelines issued by the Bank in this regard. The supplier will supply the articles at the lowest quoted price in the stipulated time and at the specified place on the basis of the order issued by the Bank. It may be noted that the Bank is not bound to accept the lowest tender/quote and reserves the right to accept either in full or in part any tender. The Bank also reserves the right to reject an individual or all the tenders without assigning any reason there for. The Bank may split / divide its purchases order among two or more suppliers. The Bank gives no guarantee about the definite volume of purchase from any empanelled supplier at any given time or throughout the tenure of the empanelment.

**2. Eligibility Conditions for Empanelment:**

- I. The applicant should have own office / establishment in Hyderabad.
- II. The applicant should have minimum experience of 3 years of supplying materials in the category applied for. Cut-off date for work experience of 3 years will be March 31, 2025.
- III. The supplier should have duly audited Annual Account Statements (Balance Sheet and Profit & Loss Account) and certificates from client as well as bank:
- IV. The applicant should have executed such works during the last 3 years (cut-off date for work experience of 3 years will be March 31, 2025) for supply to Government / Public Sector Undertakings / Banks & Financial Institutions / Large Corporate MNCs and other reputed institutions etc.
- V. The supplier should not have been debarred/black-listed by any Govt./Semi Govt./PSU/MNC organizations.
- VI. Not more than one of the firms / companies having common management / partner / director or from same business group may apply.
- VII. The applicant should have valid, applicable Trade License and tax registrations viz. GST, PAN etc.
- VIII. The applicant should have current account in a scheduled bank.

**3. Documents establishing eligibility:**

Please attach certified / self-attested copies of the following documents :-

- i. Registration Certificate under Shops and Establishment Act / Certificate of Enlistment - Trade Licence
- ii. Registration Certificate, if any, in respect of SSI/SME/MSME etc.
- iii. Agreement / empanelment order / work order from Government / Public Sector Undertakings / Banks & Financial Institutions / Large Corporate MNCs, and other reputed institutions etc. establishing minimum experience in the field applied for and carrying out such work for minimum three years (cut-off date for work experience of 3 years will be March 31, 2025.) for Government/semi-government/public sector undertakings, banks/MNCs etc.
- iv. Power of Attorney / authorization letter with the seal of the company/firm in the name of the person signing the tender documents.
- v. PAN, GST certificate
- vi. Self-attested copies of Annual Accounts statements (Balance Sheet and Profit & Loss Account) for last 3 financial years, audited by a Chartered Accountant wherever applicable.
- vii. Income Tax Returns for last three financial years
- viii. GST /VAT Returns for last three financial years.
- ix. Declaration ([Annex I](#))
- x. Banker's Certificate as per Proforma ([Annex II](#))
- xi. Clients' report in the prescribed form ([Annex III](#)) about the performance of the firm from any two reputed clients including or excluding, Government/semi government/public sector undertakings, banks/MNCs etc. also indicating the period of service provided by the supplier.
- xii. Address Proof of Office / Establishment in Hyderabad.
- xiii. Authorized dealer/suppliers certificate of HP or Canon (If applying for supply of Printer Cartridges)
- xiv. Any other relevant document/s

#### **4. Period of Empanelment**

The period of the empanelment contract is three years i.e September 01, 2025 to August 31, 2028 subject to satisfactory performance for supply/printing of stationery articles, printed registers, and computer consumables. The performances of the empanelled vendors shall also be reviewed every year and suitable addition/deletion to the list shall be carried out based on their performance.

#### **5. Procedure of application:**

Last date for submission of application - **till 16:00 hours on August 06, 2025.**

Applications should be addressed to The Regional Director, Reserve Bank of India, Human Resource Management Department, 6-1-56, Secretariat Road, Saifabad, Hyderabad – 500004.

Application, complete in all respects, should be submitted only on prescribed Application form (available on web site) along with all the supporting documents indicated at item no. 3 above in a sealed cover super scribed with **“Empanelment for supply and printing of stationery - 2025-2028”**.

All pages of annexure and its enclosures must be signed by the authorized person with seal at the bottom and sent together with duly filled in application form attaching all the duly certified, specified documents.

The Bank will not be responsible for non-receipt of applications within the specified date and time due to any reasons including postal delays or delay in transit. All costs in connection with preparation of documents shall be borne by the applicant.

Applications from entities under common management viz. partnership firms having a common partner or a corporate having a common promoter/director will not be accepted.

Applications containing false or inadequate information are liable for rejection. If empanelled, the empanelment will be liable for cancellation whenever it is found that any of the information submitted was false.

#### **6. Right to accept / reject any or all of the applications:**

Applications received after the due date and time or incomplete in any respect are liable to be rejected. The Bank reserves the right to accept or reject any or all of the applications in full or part without assigning any reasons. The Bank reserves the right to scrap the panel at any time, without assigning any reason thereof. The Bank's decision in this regard shall be binding and final. The Regional Director has the right to modify / alter any requirements in this document at his discretion in the interest of the Bank as deemed appropriate by him. His decision in this regard shall be final. Decision of the Bank with regard to empanelment of the vendors will be final and binding.

#### **7. Notification of acceptance:**

The Bank will communicate by letter to the applicant regarding empanelment.

#### **8. Evaluation criteria for empanelment:**

- i) The applications received after the stipulated last date and time will be summarily rejected.
- ii) The applications received will be scrutinized for satisfaction of eligibility conditions. Applications received from ineligible organizations will be rejected without further reference to the applicant.
- iii) The applications received will be scrutinized for completeness. Incomplete applications i.e. applications where full details are not provided or required documents are not attached will be rejected without further reference to the applicant.
- iv) Applicant's financial standing, business integrity, record of timely delivery, quality of material supplied, quality of work will be assessed. The applications where banker's report and/or clients' reports contain any adverse comments may be rejected.

#### **9. Pricing:**

It should be noted that liability to pay any duties, levies or taxes leviable under the law would be that of the supplier. The supplier will also have to bear all the expenses, etc. connected with proper packaging, carting, transportation etc. in connection with supply to any place specified by the Bank. The Bank will only pay the price quoted.

#### **10. Order for the delivery of the supplies:**

- a) On receipt of order for supply from the Bank, the delivery of supplies in full shall be made at the specified premises of the Bank.
- b) In case of indent for specific brand of provision, the brand shall not be substituted.

### **11. 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 name of the item, quantity, rate, discount amount, name of the manufacturers, batch no., date of manufacture & expiry date, order no. with date etc. and any other information required by the Bank.
- b) The bill shall be supported by the original supply order.
- c) Incomplete bills not accompanied by any of the particulars mentioned in (a) & (b) above will not be entertained.

### **12. Payment:**

Payment of the bills presented will normally be arranged within 45 days from the date of presentation 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 reasons. The payment will be done through NEFT system for which supplier should give requisite details of bank name, address, Account No, IFSC etc.

### **13. Corrupt, fraudulent or unethical practices**

The Bank requires that the supplier observes the highest standard of ethics during the procurement and execution of orders for supply of articles. The articles supplied will be of standard quality. In pursuance thereof, the terms set forth are as follows:

- a) The supplier should not resort to offering, giving, receiving or soliciting of anything of value or influence the action of any official of the Bank in the empanelment process or in the supply order execution.
- b) The supplier shall not resort to misrepresentation of facts in order to influence the empanelment process or execution of the supply orders to the detriment of the Bank.
- c) The bank will declare a supplier ineligible, either indefinitely or for a specified period of time, for empanelment, if at any time, it determines that the supplier has engaged in corrupt and fraudulent practices in executing the contract.
- d) 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 provisions.
  - (ii) Delay in supply/ refusal to supply/ non-supply of provisions.
  - (iii) Overcharging the bill.
  - (iv) In case it is found that any particular provision's date is 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 judgment of the Bank, the supplier has engaged in corrupt or fraudulent practices.
- e) If any such case indicated in (d) 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 provisions in question. The Bank may stop payments due or recover the cost of such supplies from the amounts due to the supplier.

### **14. 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 execution of or in connection with the work of this contract and

against any loss or damage to the Bank in consequence of any action or suit being brought against the supplier for anything done or committed to be done in execution of this contract.

### **15. Secrecy**

Every empanelled vendor shall be required to maintain the strictest secrecy regarding the Bank's affairs and the affairs of its constituents and shall not divulge, directly or indirectly, any information of a confidential nature either to a member of the public or of the Bank's Staff, unless compelled to do so by judicial or other authority, or unless instructed to do so by a superior officer of the Bank in the discharge of his/her duties.

No vendor shall contribute to the press anything relating to the affairs of the Reserve Bank of India without the prior sanction in writing from the Bank or publish any document, paper, or information which may come into his/her possession in his/her capacity as empanelled supplier.

### **16. Compliance with the provisions of “the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013”**

The Suppliers 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 suppliers 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 involves the employees of the contractor, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the supplier is proved.

The supplier shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.

**17.** All legal suits, actions or proceedings relating to or arising out of the agreement shall be subject to jurisdiction of courts/tribunals at Hyderabad only.

**18.** The contract/tender is based on mutual trust and confidence. Both the parties agree to carry out the assignment in good faith. If any dispute or difference of any kind whatsoever (the decision whereof is not herein otherwise provided for) shall arise between the Bank and the Vendor in connection with or arising out of the Contract, whether during the contract period or completion and whether before or after the termination, abandonment or breach of the contract, shall be referred to and settled by sole arbitration by the Regional Director, Reserve Bank of India, Hyderabad who shall give written award of his decision to the Vendor. The decision of the Regional Director will be final and binding.

- 19.** The terms and conditions mentioned in the tender document shall form the part and parcel of this agreement/tender/empanelment.
- 20.** All the expenses required for execution of this contract/associated with this empanelment shall be borne by the vendors/contractors/agency.
- 21.** Cut-off date for work experience of 3 years will be March 31, 2025.
- 22.** Application sent through e-mail/Fax will not be accepted.
- 23.** Application forms will be evaluated based on eligibility criteria mentioned in the Application forms. The decision of the Bank in this regard will be final and binding on all the applicants/vendors. Information regarding inclusion in panel or rejection will be sent to all the participants.

Name, Designation and Signature of the authorized person:

Firm's Name, Address and Seal

## Application for Empanelment of Vendors

To

Regional Director,  
Reserve Bank of India,  
Hyderabad

Dear Sir/ Madam,

### **Empanelment of Vendors for Supply of Office Stationery items, Computer Consumables (cartridges, Toners etc.), Printing material (Registers, envelopes, visiting cards) and Rubber stamps etc**

With reference to your advertisement dated....., we request you to empanel us as "Supplier/Contractor/Vendor" for under noted items of work –

1. Office Stationery
2. Printer Cartridges / Computer Consumables
3. Printed Materials (Register/Forms/Visiting Cards)
4. Rubber Stamps


(Applicant may please 'tick' the items to be supplied)

1.	Name of the Applicant/Organization Address of the Registered Office Address of the office/agency in Hyderabad  (with Telephone/ Mobile No., E-mail ID)	
2.	Type of Organization (Proprietorship/ Partnership firm/ Co-Op. Society / Limited Company etc.	
3.	Name of Proprietor/Partners/Directors in the firm	
4.	Date of Commencement of Business / Date of Registration / Registration No. (copy of registration certificate should be attached)	
5.	Total Experience in undertaking similar supplies to other firms (mention only relevant experience in years/months)	
6.	Designation, Telephone No., e-mail ID of the authorized signatory dealing with the Bank	
7.	Details of Bank A/c  Account No.  Name of Bank  Branch  IFS Code  Type of A/c	



8.	Details of Registration for Tax Payment	GST No.  PAN (copy of GSTN, PAN should be attached)	
9.	Whether MSME Certified? If yes, attach certificate		
10.	Any pending court case/s against the firm pertaining to orders executed? If yes, provide necessary details		

Details of Turnover for last 3 years:

Year	Avg. value of orders executed	Turnover during the year
2022-23		
2023-24		
2024-25		

Details of work / supplies for last Three Years:

Sr. No.	Details of Work	Cost (Rs.)	Year	Name of the Organization
1				
2				
3				
4				

Hyderabad:

Yours faithfully,

Date:

(Signature of Vendor/Contractor)

Name & Address:

Contact No. :

E-Mail ID:

Note:

1. Copies of following documents are required to be submitted along with the application:
  - (a) Copy of Certificate of Incorporation (in case of companies registered under the Companies Act, 1956/2013)/ Registration Certificate (in case of partnership firms and proprietary concerns)
  - (b) GST registration certificate copy
  - (c) MSME Certificate (If applicable)
  - (d) Copy of PAN / TAN
  - (e) A copy of Cancelled Cheque
  - (f) Documentary Evidence (Like supply / Purchase Orders /Delivery Challans) for supply made during last three years to organisations to support experience details.
  - (g) Copies of last three years Income Tax returns/audited Accounts statements (Profit & Loss and Balance Sheet).
  - (h) Authorized dealer/suppliers certificate of HP or Canon (If applying for supply of Printer Cartridges)
2. Each page of the application must be signed with seal at the bottom by the authorized person.
3. Banker's certificate as per [Annex II](#)
4. The Bank may ask for any additional information at any time, if required.

**DECLARATION**

1. I/We have carefully studied the eligibility conditions and other terms and conditions and satisfied myself / ourselves that all the eligibility conditions are being met by me / us.
2. The information furnished is true to the best of my/our knowledge and if any information is found untrue or false, I/we may be debarred from the empanelment process or if empanelled then I/we may be removed from the approved list of suppliers.
3. I/We understand that the Bank reserves the right to accept or reject any or all the applications for empanelment either in part or in full, without assigning any reason thereof.
4. I/We understand that if empanelled then I/We may be removed from the approved list of suppliers if my / our performance is not found to be satisfactory and I/We may also be liable to be debarred from dealing with the Bank for a period extending up to three years.
5. I/we have not been debarred / Black listed by any Govt. / Semi Govt. / PSU Organizations/ Regulatory Bodies.

Signature:

Name:

Designation:

Seal of the Supplier:

Date:

**Banker's Certificate**  
**(On the bank's Letter Head)**

Reference No.

Date:

1. Name of the firm
2. Composition of the firm (whether Partnership / Private Limited / Proprietorship / Public Limited)
3. Name of the Proprietor / Partners / Directors of the firm
4. Turnover of the firm for the last three years (2022-23; 2023-24; 2024-25)
5. Credit facility / Overdraft facility enjoyed by the firm
6. Dealings
7. The period from which the firm has been banking with the bank.
8. The amount for which the firm is considered financially sound to be entrusted with a contract in the opinion of the bank.
9. Any other remarks

Signature and Seal of Authorized Official of the Bank

## Annex III

### PROFORMA OF CLIENT'S CERTIFICATE REGARDING PERFORMANCE (can be filled and printed separately)

Name & address of the Client :  
 Details of works executed by Shri/M/s \_\_\_\_\_ (Name of the supplier)

1.	Name of work with brief particulars	:	
2.	Agreement No. and date	:	
3.	Agreement amount (approximates are also acceptable)	:	
4.	Details of penalties levied (indicate amount) if any, for non-performance or non-adherence to terms	:	
5.	Name, address, telephone number and e- mail id of the authority under whom supply executed		
a)	Name & Designation	:	
b)	Telephone No.(s)	:	
c)	Email	:	
6.	Comments on the capabilities of the supplier	:	
a)	Technical Proficiency Financial	:	
b)	Soundness Adherence to	:	
c)	timeliness Quality of work	:	
d)	General behavior	:	
e)		:	

The undersigned is competent to issue this certificate

“Countersigned”

Signature of the Reporting Officer (with Office seal)  
 Name & Designation:  
 Contact number/(s):