Reserve Bank of India
Estate Department, New Delhi

Notice Inviting Quotation

Reserve Bank of India, New Delhi (hereinafter called the “Bank") invites quotation from eligible and willing firms for undertaking “*Radio Frequency Identification (RFID) based Fixed Asset Management Solution (FAMS) for its various inventory items installed at Reserve Bank of India (RBI), New Delhi’s Main Office Building (MOB) and Residential Colonies located at New Delhi.”* The estimated cost of work is **₹4.66 lakh (including GST)** only.

2. This is an open quotation. Only those interested firms that satisfy the prescribed eligibility criteria and consider themselves eligible may participate in the quotation process. The quotation document will be available for download from the Bank's website (https://www.rbi.org.in) with effect from **August 03, 2026**.

3. The quotation shall be submitted in two parts. Part-I of the quotation shall comprise the Technical and Commercial Bid, including the bidder's acceptance of the technical and commercial terms and conditions of the proposed work, along with all documents in support of the prescribed eligibility criteria. Part-II shall comprise the duly filled Schedule of Quantities (SOQ) and the Price Bid. Part-I and Part-II shall be submitted in separate sealed envelopes, superscribed "Part-I – Technical & Commercial Bid" and "Part-II – Price Bid", respectively.

4. Firms fulfilling the prescribed eligibility criteria and desirous of being considered for the award of the work shall submit Part-I and Part-II in separate sealed envelopes, enclosed in one larger sealed envelope superscribed with the name of the quotation and other relevant particulars. The sealed envelope shall be deposited in the Quotation Box kept at the Reception of the Reserve Bank of India, 6, Sansad Marg, New Delhi, **on or before 11:00 AM on August 24, 2026.** Quotations received after the stipulated date and time shall not be considered.

5. Part-I of the quotation shall be opened at **3:00 PM on August 24, 2026**, in the Estate Department, Main Office Building, Reserve Bank of India, 6, Sansad Marg, New Delhi. The schedule of the quotation is as follows:

A	Mode of Quotation	**Offline Two-Part Quotation (Part I - Techno-Commercial Bid and Part II - Price Bid)**

B	Estimated cost	**₹4.66 lakh (Rupees Four Lakh and Sixty-Six Thousand Only) (including GST)**
C	Date of availability of Quotation Document for download on the Bank's website	**August 03, 2026, from 05:00 PM onwards.**
D	Earnest Money Deposit (Only through NEFT)	All bidders (except MSEs) are required to submit EMD of **₹9,320/- (Rupees Nine Thousand Three Hundred and Twenty only) by NEFT only** in favor of Reserve Bank of India, New Delhi. The account details for NEFT transactions are as follows. Beneficiary Name: **Reserve Bank of India, New Delhi** IFSC: **RBIS0NDPA01 (**5th and 10th digit in the IFSC are zero) Account No: **06869229906** (The transaction details must be intimated/ forwarded to e-mail ID - estatenewdelhi@rbi.org.in) **Note:** Micro and Small Enterprises (MSEs) having valid Udyam Registration Number with updated status on Udyam portal (Udyog Aadhar Memorandum Number) are only exempted from payment of EMD, Udyam certificate is to be submitted along with other documents while bidding. In case of non-submission of EMD in lieu of MSE status, if it is found at any stage that Udyam certificate is not valid or MSE status is incorrect, bid will be rejected. Please note that the EMD will be interest free and will be returned to unsuccessful bidders after the award of Work Order. However, EMD of the L1 bidder/ successful bidder would be retained as Security Deposit (SD) till the expiry of the contract (including renewal years).
E	Last date of submission of EMD	**August 24, 2026, till 11:00 AM**

F	a. Date and Time of Pre-bid meeting	**August 12, 2026, 11:00 AM** **Venue: Estate Department, Reserve Bank of India, Sansad Marg, New Delhi**
G	Last Date for submission of Techno-Commercial Bid & Price Bid	**August 24, 2026, till 11:00 AM**
H	b. Date & time of opening of Part I (Techno-Commercial Bid) c. Date of opening of Part II (Price Bid)	**August 24, 2026, at 03:00 PM** **The bidders who qualify for the opening of the Price Bid shall be informed separately.**
I	Quotation Fee	**Zero**

6. Please note that any addendum, corrigendum or amendment, if issued, shall be published only on the Bank's website. Bidders are advised to regularly visit the Bank's website for updates, if any.

7. Reserve Bank of India is not bound to accept the lowest quotation and reserves the right to accept either in full or in part any quotation. The Bank also reserves the right to reject all the quotations without assigning any reason thereof.

-SD-
Regional Director
Reserve Bank of India, New Delhi

भारतीय रिज़र्व बैंक / Reserve Bank of India
संपदा विभाग / Estate Department
नई दिल्ली / New Delhi

भारतीय रिज़र्व बैंक (आरबीआई), नई दिल्ली के मुख्य कार्यालय भवन (एमओबी) और नई दिल्ली स्थित आवासीय कॉलोनियों में अपने विभिन्न इन्वेंट्री आइटमों के लिए रेडियो फ्रीक्वेंसी आइडेंटिफिकेशन (आरएफआईडी) आधारित फिक्स्ड एसेट मैनेजमेंट सॉल्यूशन (एफएएमएस) हेतु कोटेशन

Quotation for
Radio Frequency Identification (RFID) based Fixed Asset Management Solution (FAMS) for its various inventory items installed at Reserve Bank of India (RBI), New Delhi's Main Office Building (MOB) and Residential Colonies located at New Delhi

Part I: Techno-Commercial Bid

बोलीदाता का नाम : ....

पता : ....

दूरभाष सं : ....

ई-मेल : ....

बोली पूर्व बैठक का समय एवं स्थान	**12 अगस्त 2026** पूर्वाह्न 11:00 बजे **स्थान**: संपदा विभाग, मुख्य कार्यालय भवन, भारतीय रिज़र्व बैंक, संसद मार्ग, नई दिल्ली
बोली प्रस्तुत करने की अंतिम तिथि:	**24 अगस्त 2026** को पूर्वाह्न 11:00 बजे तक
कोटेशन का भाग I अर्थात तकनीकी-वाणिज्यिक बोली खोलने की तिथि:	**24 अगस्त 2026** को अपराह्न 03:00 बजे

Index

स्वीकरण

DISCLAIMER

भारतीय रिज़र्व बैंक, सम्पदा विभाग, नई दिल्ली ने इच्छुक पक्षों को कार्य की पृष्ठभूमि की जानकारी देने के लिए यह दस्तावेज़ तैयार किया है। जबकि भारतीय रिज़र्व बैंक ने इसमें निहित जानकारी को तैयार करने में उचित सावधानी बरती है और इसे सटीक मानते हैं, न तो भारतीय रिज़र्व बैंक और न ही इसके किसी भी प्राधिकरण या एजेंसियों और न ही उनके संबन्धित अधिकारियों, कर्मचारियों, एजेंटों या सलाहकारों में से कोई भी इस दस्तावेज़ में निहित जानकारी की पूर्णता या सटीकता के संबंध में कोई वारंटी या नुमाइंदगी, व्यक्त या निहित प्रदान करता है।

Reserve Bank of India, Estate Department, New Delhi, has prepared this document to give background information on the work to the interested parties. While Reserve Bank of India has taken due care in the preparation of the information contained herein and believe it to be accurate, neither Reserve Bank of India nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

इस दस्तावेज़ का प्रयोजन सम्पूर्ण जानकारी प्रदान करने का नहीं है। इच्छुक पार्टियों से अपनी स्वयं की पूछताछ करना अपेक्षित है। इस कोटेशन के प्रत्यर्थी को अपनी स्वयं की पूछताछ करने की आवश्यकता है और उन्हें केवल खाली कोटेशन दस्तावेज़ों / फार्मों में निहित जानकारी पर भरोसा नहीं करना चाहिए। यदि उत्तरदाताओं द्वारा सम्यक उद्यम का पालन नहीं किया जाता है तो भारतीय रिज़र्व बैंक ज़िम्मेदार नहीं होगा।

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries. Respondents to this quotation are required to make their own inquiries and they should not rely solely on the information contained in the blank quotation documents / forms. The Reserve Bank of India is not responsible if no due diligence is performed by the Respondents.

यह जानकारी इस आधार पर प्रदान की जाती है कि यह भारतीय रिज़र्व बैंक या इसके किसी भी प्राधिकरण या एजेंसियों या उनके संबन्धित अधिकारियों, कर्मचारियों, एजेंटों या सलाहकारों पर बाध्यकारी नहीं है।

The information is provided on the basis that it is non-binding on Reserve Bank of India or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

भारतीय रिज़र्व बैंक परियोजना के साथ आगे बढ़ने या परियोजना के विन्यास को बदलने, इस दस्तावेज़ में परिलक्षित समय सारिणी को बदलने या लागू होने वाली प्रक्रिया को बदलने का अधिकार सुरिक्षत रखता है। यह रूचि व्यक्त करने वाले किसी भी पक्ष के साथ मामले पर आगे चर्चा करने से इनकार करने का अधिकार भी सुरिक्षत रखता है। रूचि व्यक्त करने वाले व्यक्तियों या संस्थाओं को किसी भी प्रकार की लागत की प्रतिपूर्ति का भुगतान नहीं किया जाएगा।

Reserve Bank of India reserves the right not to proceed with the Project or to change the configuration of the Project, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to persons or entities expressing interest.

Section I: कोटेशन आमंत्रण सूचना / Notice Inviting Quotation (NIQ)

भारतीय रिज़र्व बैंक
संपदा विभाग, नई दिल्ली

कोटेशन आमंत्रण सूचना

भारतीय रिज़र्व बैंक, नई दिल्ली अपने मुख्य कार्यालय भवन और भारतीय रिजर्व बैंक, नई दिल्ली के आवासीय परिसरों में स्थापित अपनी विभिन्न इन्वेंट्री वस्तुओं के लिए "रेडियो फ्रीक्वेंसी आइडेंटिफिकेशन (RFID) आधारित फिक्स्ड एसेट मैनेजमेंट सॉल्यूशन (FAMS) के लिए पात्र और इच्छुक फर्मों से कोटेशन आमंत्रित करता है। कार्य की अनुमानित लागत केवल **₹4.66 लाख (जीएसटी सहित)** है।

2. यह एक खुली कोटेशन है। केवल वे इच्छुक फर्में जो पात्रता मानदंडों के अनुसार स्वयं को उपयुक्त पाती हैं, वे उक्त कोटेशन प्रक्रिया में भाग ले सकती हैं। कोटेशन दस्तावेज बैंक की वेबसाइट https://www.rbi.org.in पर दिनांक **T** से डाउनलोड के लिए उपलब्ध है।

3. कोटेशन दो भागों में जमा की जाएगी। कोटेशन के भाग-I में प्रस्तावित कार्य के लिए तकनीकी और वाणिज्यिक शर्तें शामिल होंगी, जिन पर कोटेशन भरने वालों की सहमति अनिवार्य है। कोटेशन के भाग-II में बैंक की मात्राओं की सूची (Schedule of Quantities) और मूल्य बोली (Price Bid) शामिल होगी जिसे पृथक सीलबंद लिफाफे में जमा किया जाना है। कोटेशन के भाग-I तथा भाग-II, पृथक-पृथक सीलबंद लिफाफों में प्रस्तुत किये जायेंगे, जिन पर क्रमशः "Part-I – Technical & Commercial Bid" तथा "Part-II – Price Bid" स्पष्ट रूप से अंकित होना चाहिए।

4. जो फर्में पात्रता मानदंडों को पूरा करती हैं तथा उक्त कार्य के लिए विचार किए जाने की इच्छुक हैं, वे भाग-I तथा भाग-II के पृथक-पृथक सीलबंद लिफाफों को एक बड़े सीलबंद लिफाफे में रखकर, जिस पर कोटेशन का नाम एवं अन्य आवश्यक विवरण स्पष्ट रूप से अंकित हो, **24 अगस्त 2026 को प्रातः 11:00 बजे तक** भारतीय रिज़र्व बैंक, नई दिल्ली के रिसेप्शन पर रखे गए कोटेशन बॉक्स (Quotation Box) में जमा करें। निर्धारित तिथि एवं समय के पश्चात प्राप्त होने वाली कोटेशनओं पर विचार नहीं किया जाएगा।

5. कोटेशन का भाग-I, **24 अगस्त 2026 को अप्राह्न 03:00** बजे संपदा विभाग, मुख्य कार्यालय भवन, भारतीय रिज़र्व बैंक, संसद मार्ग, नई दिल्ली में खोला जाएगा। कोटेशन की समय-सारणी निम्नानुसार है:

क	कोटेशन प्रणाली	**ऑफ़लाइन दो-भाग कोटेशन (पार्ट I - टेक्नो-कमर्शियल बिड और पार्ट II - प्राइस बिड)**
ख	अनुमानित लागत	**₹4.66 लाख (केवल चार लाख छियासठ हज़ार रुपए) (जीएसटी सहित)**
ग	कोटेशन दस्तावेज़ बैंक की वेबसाइट से डाउनलोड करने की प्रारम्भिक तिथि	**03 अगस्त 2026 को साँय 05:00 बजे से**

घ	बयाना राशि (केवल NEFT के माध्यम से)	सभी बोली लगाने वालों (MSE को छोड़कर) को NEFT के माध्यम से रिज़र्व बैंक ऑफ़ इंडिया, नई दिल्ली के पक्ष में **₹9,320/- (केवल नौ हज़ार तीन सौ बीस रुपये)** की EMD जमा करनी होगी। NEFT लेन-देन के लिए खाते का विवरण इस प्रकार है: लाभार्थी का नाम: रिज़र्व बैंक ऑफ़ इंडिया, नई दिल्ली IFSC: **RBIS0NDPA01** (IFSC में 5वाँ और 10वाँ अंक शून्य है) खाता संख्या: **06869229906** (लेन-देन का विवरण ई-मेल ID - estatenewdelhi@rbi.org.in पर सूचित/भेजा जाना चाहिए) नोट: केवल वे सूक्ष्म और लघु उद्यम (MSEs) जिनके पास वैध उद्यम पंजीकरण संख्या है और जिनकी स्थिति उद्यम पोर्टल (उद्योग आधार ज्ञापन संख्या) पर अपडेटेड है, उन्हें ही EMD के भुगतान से छूट दी गई है; बोली लगाते समय अन्य दस्तावेजों के साथ उद्यम प्रमाण पत्र भी जमा करना होगा। MSE स्थिति के आधार पर EMD जमा न करने की स्थिति में, यदि किसी भी चरण पर यह पाया जाता है कि उद्यम प्रमाण पत्र वैध नहीं है या MSE स्थिति गलत है, तो बोली अस्वीकार कर दी जाएगी। कृपया ध्यान दें कि EMD ब्याज-मुक्त होगी और कार्य आदेश (Work Order) दिए जाने के बाद असफल बोली लगाने वालों को वापस कर दी जाएगी। हालांकि, L1 बोली लगाने वाले/सफल बोली लगाने वाले की EMD को कॉन्ट्रैक्ट की अवधि (नवीनीकरण के वर्षों सहित) खत्म होने तक सिक्योरिटी डिपॉजिट (SD) के तौर पर रखा जाएगा।
ङ	बयाना राशि जमा करने की अंतिम तिथि	**24 अगस्त 2026 को पूर्वाह्न 11:00 बजे तक**
च	बोली पूर्व बैठक का समय एवं स्थान	**12 अगस्त 2026 को पूर्वाह्न 11:00 बजे** **स्थान: संपदा विभाग, मुख्य कार्यालय भवन, भारतीय रिज़र्व बैंक, संसद मार्ग, नई दिल्ली**
छ	कोटेशन (तकनीकी-वाणिज्यिक बोली एवं मूल्य बोली) बंद होने की तारीख	**24 अगस्त 2026 को पूर्वाह्न 11:00 बजे तक**

ज	कोटेशन के भाग । (अर्थात तकनीकी-वाणिज्यिक बोली को संपदा विभाग, मुख्य कार्यालय भवन, भारतीय रिज़र्व बैंक, संसद मार्ग, नई दिल्ली में खोले जाने की तिथि एवं समय ii. भाग ॥ - मूल्य बोली (खोलने की तिथि- अलग से सूचित की जाएगी)	**24 अगस्त 2026 को अपराह्न 03:00 बजे** **मूल्य बोली के लिए अर्हता प्राप्त करने वाले कोटेशनकारों को सूचित किया जाएगा**
झ	कोटेशन फीस	**शून्य**

6. कृपया यह भी ध्यान दें कि यदि कोई परिशिष्ट, शुद्धिपत्र अथवा संशोधन जारी किया जाता है, तो उसे केवल बैंक की वेबसाइट पर ही प्रकाशित किया जाएगा। कोटेशनकारों को सलाह दी जाती है कि वे समय-समय पर अद्यतन जानकारी हेतु बैंक की वेबसाइट का नियमित रूप से अवलोकन करते रहें।

7. भारतीय रिज़र्व बैंक न्यूनतम कोटेशन को स्वीकार करने के लिए बाध्य नहीं है और किसी भी कोटेशन में पूर्ण या आंशिक रूप से स्वीकार करने का अधिकार सुरक्षित रखता है। बैंक बिना किसी कारण बताए सभी कोटेशनओं को अस्वीकार करने का अधिकार भी सुरक्षित रखता है।

कृते/-

क्षेत्रीय निदेशक

भारतीय रिज़र्व बैंक, नई दिल्ली

Reserve Bank of India
Estate Department, New Delhi

Notice Inviting Quotation

Reserve Bank of India, New Delhi (hereinafter called the “Bank") invites quotation from eligible and willing firms for undertaking “*Radio Frequency Identification (RFID) based Fixed Asset Management Solution (FAMS) for its various inventory items installed at Reserve Bank of India (RBI), New Delhi’s Main Office Building (MOB) and Residential Colonies located at New Delhi.”* The estimated cost of work is **₹4.66 lakh (including GST)** only.

2. This is an open quotation. Only those interested firms that satisfy the prescribed eligibility criteria and consider themselves eligible may participate in the quotation process. The quotation document will be available for download from the Bank's website (https://www.rbi.org.in) with effect from **August 03, 2026**.

3. The quotation shall be submitted in two parts. Part-I of the quotation shall comprise the Technical and Commercial Bid, including the bidder's acceptance of the technical and commercial terms and conditions of the proposed work, along with all documents in support of the prescribed eligibility criteria. Part-II shall comprise the duly filled Schedule of Quantities (SOQ) and the Price Bid. Part-I and Part-II shall be submitted in separate sealed envelopes, superscribed "Part-I – Technical & Commercial Bid" and "Part-II – Price Bid", respectively.

4. Firms fulfilling the prescribed eligibility criteria and desirous of being considered for the award of the work shall submit Part-I and Part-II in separate sealed envelopes, enclosed in one larger sealed envelope superscribed with the name of the quotation and other relevant particulars. The sealed envelope shall be deposited in the Quotation Box kept at the Reception of the Reserve Bank of India, 6, Sansad Marg, New Delhi, **on or before 11:00 AM on August 24, 2026.** Quotations received after the stipulated date and time shall not be considered.

5. Part-I of the quotation shall be opened at **3:00 PM on August 24, 2026**, in the Estate Department, Main Office Building, Reserve Bank of India, 6, Sansad Marg, New Delhi. The schedule of the quotation is as follows:

A	Mode of Quotation	**Offline Two-Part Quotation (Part I - Techno-Commercial Bid and Part II - Price Bid)**
B	Estimated cost	**₹4.66 lakh (Rupees Four Lakh and Sixty-Six Thousand Only) (including GST)**

C	Date of availability of Quotation Document for download on the Bank's website	**August 03, 2026 from 05:00 PM onwards.**
D	Earnest Money Deposit (Only through NEFT)	All bidders (except MSEs) are required to submit EMD of **₹9,320/- (Rupees Nine Thousand Three Hundred and Twenty only) by NEFT only** in favor of Reserve Bank of India, New Delhi. The account details for NEFT transactions are as follows. Beneficiary Name: **Reserve Bank of India, New Delhi** IFSC: **RBIS0NDPA01 (**5th and 10th digit in the IFSC are zero) Account No: **06869229906** (The transaction details must be intimated/ forwarded to e-mail ID - estatenewdelhi@rbi.org.in) **Note:** Micro and Small Enterprises (MSEs) having valid Udyam Registration Number with updated status on Udyam portal (Udyog Aadhar Memorandum Number) are only exempted from payment of EMD, Udyam certificate is to be submitted along with other documents while bidding. In case of non-submission of EMD in lieu of MSE status, if it is found at any stage that Udyam certificate is not valid or MSE status is incorrect, bid will be rejected. Please note that the EMD will be interest free and will be returned to unsuccessful bidders after the award of Work Order. However, EMD of the L1 bidder/ successful bidder would be retained as Security Deposit (SD) till the expiry of the contract (including renewal years).
E	Last date of submission of EMD	**August 24, 2026, till 11:00 AM**

F	a. Date and Time of Pre-bid meeting	**August 12, 2026, 11:00 AM** **Venue: Estate Department, Reserve Bank of India, Sansad Marg, New Delhi**
G	Last Date for submission of Techno-Commercial Bid & Price Bid	**August 24, 2026, till 11:00 AM**
H	b. Date & time of opening of Part I (Techno-Commercial Bid) c. Date of opening of Part II (Price Bid)	**August 24, 2026, at 03:00 PM** **The bidders who qualify for the opening of the Price Bid shall be informed separately.**
I	Quotation Fee	**Zero**

6. Please note that any addendum, corrigendum or amendment, if issued, shall be published only on the Bank's website. Bidders are advised to regularly visit the Bank's website for updates, if any.

7. Reserve Bank of India is not bound to accept the lowest quotation and reserves the right to accept either in full or in part any quotation. The Bank also reserves the right to reject all the quotations without assigning any reason thereof.

-SD-
Regional Director
Reserve Bank of India, New Delhi

Section II: Instructions to Bidders

2.1	**Name of the work:**
	Radio Frequency Identification (RFID) based Fixed Asset Management Solution (FAMS) at Reserve Bank of India (RBI), New Delhi's Main Office Building (MOB) and Residential Colonies located in New Delhi.
2.2	**Minimum Eligibility Criteria:**
2.2.1	Composition of the firm/ organization: The bidder can be Sole Proprietorship/ Partnership firm /Private Limited/ Limited or Co-operative Body etc. Details of Registration of the firm / organization, Name of Registering Authority, Date and Registration number, etc. shall be furnished. Joint Ventures are not allowed Bidder should fill up information in Annexure N annexed hereto and submit along with the following supporting documents. i) Copy of registration certificate/Memorandum/Articles ofAssociation/ Certificate of Incorporation/Partnership Deed/Deed/another relevant document/s ii) Power of Attorney in Annexure D
2.2.2	Vendor should be in business of providing RFID based FAMS at least for the last 5 years as on June 30, 2026, and should have executed similar works. **[Completion certificate of executed work (See Para 2.2.6) of Section II: "Instruction to the Bidders") to be submitted].**
2.2.3	Vendor should have an **annual turnover of amount equal to 100% of estimated cost of this quotation or more during the last three financial years ending March 31, 2025. (Certificate from CA to be submitted for last 3 years of turnover)**
2.2.4	Vendor should be registered under appropriate authorities to confirm engagement in the business of providing RFID based asset management system / solution. (Necessary registration certificate to be submitted)
2.2.5	**Vendor should have their own RFID scanners, tag printers etc. to take up the work. (Undertaking to be submitted on letterhead of bidder with necessary details related to make, model no. etc. as specified in Annexure A)**
2.2.6	Minimum value of each completed similar work/s* (qualifying) during specified

	period: The bidder should have experience of successfully completed similar work/s* during last 5 years ending on June 30, 2026, should be either of the following: i) Three completed similar works* each costing not less than the amount equal to 40% of the estimated cost of work. Or ii) Two completed similar works* each costing not less than the amount equal to 50% of the estimated cost of work. Or iii) One completed similar work* costing not less than the amount equal to 80% of the estimated cost of work *Similar work shall mean supply, installation, commissioning and maintenance/support of RFID-based Asset Management System/Solution comprising supply of RFID tags, RFID readers/scanners, middleware/software/application and asset tracking/inventory management functionalities for Government Departments/Public Sector Undertakings/Banks/Financial Institutions/Corporate Offices/Commercial Establishments.
2.2.7	Vendor should furnish solvency certificate issued by applicant's banker for the estimated cost of work. (Annexure P)
2.2.8	Only Class-I and Class-II Local suppliers as per MII order dated 4.6.2020 will be eligible to bid. Non - Local suppliers as per MII order dated 04.06.2020 are not eligible to participate. The 'local content' requirement to categorize a supplier as 'Class-I local supplier' is minimum 50%. For 'Class-II local supplier is minimum 20%. The bidder shall submit a duly signed declaration from the OEM, certifying the extent of local content, in the format specified in Annexure O.
2.3	Reserve Bank of India, Estate Department, New Delhi invites quotations from the eligible bidders as mentioned at clause 2.2 of Section II. Eligible Bidders are required to submit Techno-commercial and Price Bids.
2.4	Bidders are advised to study all the sections of quotation documents thoroughly. Submission of bids shall be deemed to have been done after careful study and examination of the quotation documents with full understanding of its implications.
2.5	**Obtaining of Quotation documents:**

2.5.1	Quotation documents can be obtained from RBI website from the scheduled time and date as referred to in Clause No.5 (C) of Notice Inviting Quotation (NIQ). The price bid of quotations of those bidders, who do not comply with the minimum eligibility criteria, will not be considered for opening.
2.6	**Pre-bid Meeting**
	Reserve Bank of India shall conduct pre-bid meeting indicated in NIQ, to answer any queries / provide clarifications that the bidders may have in connection with the quotation and to give them relevant information regarding the same. Bidders are advised to visit the premises (both Office Building and Residential Colonies), upon obtaining approval from the Estate department, in order to acquaint themselves with the types of Assets to be RFID tagged and quality requirement of tags, before submitting quotations.
2.7	**Amendment to Quotation Document:**
2.7.1	At any time prior to the deadline for the submission of bids, Reserve Bank of India may, for any reason, whether at its own initiative or in response to a clarification or query raised by a prospective bidder, modify the quotation by an amendment.
2.7.2	The said amendment in the form of the addendum/ corrigendum will be uploaded on Bank's website (https://www.rbi.org.in). The addendum(s) issued will form part of the quotation documents.
2.7.3	In order to provide prospective bidders reasonable time for preparing their bids after taking into account such amendments, the Reserve Bank of India may, at its discretion, extend the deadline for the submission of bids.
2.8	**Preparation of bid:**
2.8.1	**Techno-commercial Bid (Part 1)**
(i)	Sections I to VI are part of the techno-commercial bid.
(ii)	Bidder must fill all the details specified in the Sections respectively.
(iii)	Please note that prices should not be indicated in the Techno-commercial Bid. Bidders shall submit only the following documents along with Techno-Commercial Bid: (1) Documents supporting minimum eligibility criteria as per clause 2.2 of Section II. (2) Section II, III, IV, V & VI & Annexure A, B, C, D, E, F, G, H, I, J, K, L, M, N,

	O and P.
2.8.2	**Price Bid (Part 2):**
(i)	**Currency of Bid:** Bid prices shall be quoted in Indian Rupees only.
(ii)	The price should be quoted strictly in line with the price bid leaving no column blank whatsoever to avoid any ambiguity.
(iii)	Bidders should ensure that all columns of the price bid are duly filled, and no column is left blank. After opening of the price bid, no clarifications whatsoever shall be entertained by the RBI.
(iv)	If any columns of the price bid are found blank, then the quotation of the respective bidders shall be treated as non-responsive and will be summarily rejected by RBI.
(v)	Bidders should refer to Annexure C containing non-exhaustive list elaborating various types of fixed assets and dead stock articles to estimate costs for hardware requirement in the Price Bid.
2.8.3	It will be imperative on each bidder to fully acquaint himself with all the local conditions and factors, which would have any effect on the performance of the contract and cost of the items. No request for the change of price or time schedule of delivery of items shall be entertained, on account of any local condition or factor once the offer is accepted by the Bidder.
2.9	**Period of Validity of Bids:**
	Bids shall remain valid for acceptance by RBI for the period indicated in clause 2.28. This period can be further extended, if required.
2.10	**Procedure for Submission of Bids:** Part-I and Part-II of the bid shall be submitted in separate sealed envelopes, superscribed "Part-I – Technical & Commercial Bid" and "Part-II – Price Bid", respectively. Further, Part-I and Part-II of the bids will be submitted in separate sealed envelopes, enclosed in one larger sealed envelope superscribed with the name of the quotation and other relevant particulars. The sealed envelope shall be deposited in the Quotation Box kept at the Reception of the Reserve Bank of India, New Delhi, **on or before 11:00 AM on August 24, 2026**. Quotations received after the stipulated date and time shall not be considered.
2.11	No conditional/optional quote shall be accepted.
2.12	Bidders shall not be permitted to alter or modify their bids after receipt of bids.

2.13	These prices should include all costs associated with the work including any out of pocket/ mobilization expenses, all charges, levies, Cess, GST, insurance, transportation, Entry taxes, WCT, Labour, other Govt. Taxes etc. Bidders are advised to visit the premises, upon obtaining prior approval from the Estate Department, in order to acquaint themselves with the types of Assets to be RFID tagged and quality requirement of tags, before submitting quotations.
2.14	**Receipt of Bids:**
	The Quotations will be accepted till the scheduled time and date as referred to in the NIQ
2.15	**Opening of Techno-commercial Bid:**
	The Techno-commercial bids will be opened on the scheduled time and date as referred to in the NIQ at Estate Department, Reserve Bank of India, Sansad Marg, New Delhi 110001. The bidders or their authorized representatives may be present if they so desire.
2.16	**Scrutiny of Techno-commercial Bid:**
2.16.1	The Techno-commercial bid shall be evaluated as per the procedure indicated in conditions of the contract (Section III).
2.16.2	After evaluation of the Techno-commercial bid, in case of qualification / rejection of a bid, the bidder shall be informed on the same. The decision of the Bank on technical suitability of the offer shall be final and shall not be open for discussion.
2.17	**Opening of Price Bid:**
	Price Bids of short-listed Bidders will be opened later, and such short-listed bidders will be intimated about date and time accordingly. No deviation will be accepted in Part-I of the quotation. If the bidder puts any deviation in the quotation, their quotation will be outrightly rejected. Part-II of such quotation will not be opened. Part-II will be opened only for those bidders who qualify in Part-I of the quotation. Lowest quoted amount in the Part-II will be declared as L1 bidder/ successful bidder and quotation will be awarded to them.
2.18	Bank has the Right to vary quantities at the time of placement of Supply Order/signing of Contract or split the order among the selected Bidders.
2.19	**Bank's right to accept any bid and to reject any or all Bids:**

2.19.1	Notwithstanding anything mentioned above, the Bank reserves the right to accept or reject any Bid at any time prior to award of Contract without thereby incurring any liability to the affected bidder or bidders. The Bank shall not assign any reason for rejection of any or all Bids.
2.19.2	The Bank reserves the right to cancel/annul the selection process, at any stage prior to the award of the Contract on account of the following:
	(i) in case no Bid is received. (ii) occurrence of any event due to which it is not possible to proceed with the selection process. (iii) evidence of a possible collaboration/mischief on part of bidders, impacting the competition and transparency of the selection process. (iv) any other reason, which in the opinion of the Bank necessitates the cancellation of the selection process. (v) On occurrence of any such event, RBI shall notify all the bidders within 7 days or any reasonable time of such decision. RBI shall also promptly return the EMD submitted by the bidders within 15 days or any reasonable time of issue of such notice. RBI is not obligated to provide any reason or clarification to any bidder on this account. Liability of the RBI under this clause is restricted to returning the EMD and no other reimbursements of costs/ expenses of any type shall be made by the employer on this account. (vi) The Bank reserves the right to call for re-quotation of the process or get the work done by a Government agency or Quasi Government agency if the Bank is of the opinion that the bids received are not economically or otherwise feasible or not acceptable due to reasons in sub clauses (i) to (iv) above.
2.20	**Disputes:**
	All disputes arising shall be subject to the jurisdiction of the appropriate court in New Delhi only and will be governed by the Laws of India.
2.21	**Non-Disclosure clause:** a. The Contractor and the staff employed by him/her, directly or indirectly, within the Bank's premises, shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure / systems/ equipment etc., which may come to the possession or knowledge of the Contractor during the course of discharging its contractual obligations in

	connection with this Contract, to any third party and shall at all times hold the same in strictest confidence. The Contractor 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 Contractor or its employees shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the prior 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 by the Contractor or its employees. 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/termination of the Contract and pursue legal remedies. b. The Contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. c. The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.
2.22	**Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013:** a. The Contractor 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 own employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor who 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 Contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank. c. The Contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employee of the Contractor, for instance any monetary relief to the Bank's employee, if sexual violence by the employee of the Contractor is proved. d. The Contractor shall be responsible for educating its employees about

	prevention of sexual harassment at workplace and related issues. e. The contractor shall provide a complete and updated list of its employees who are deployed within the Bank's premises.
2.23	**Safety and statutory measures:** The bidder shall take all safety measures during the execution of the work. The Bank will not accept any liability for any mishap / accident caused while working. The bidder shall indemnify and keep indemnified the Bank against all the losses and claims, damages or compensation for breach of any provision of the Code on Wages 2019, Occupational Safety, Health and Working Conditions Code, 2020 (OSH Code), amended till date or any other labour law/statute in force in this regard. The contractor shall abide by and fulfil all requirements laid down under the Occupational Safety, Health and Working Conditions Code, 2020 (OSH Code) and the rules framed there under and all other relevant statutory acts (such as Code on Wages 2019 etc.). If the number of labourers employed for the job is twenty or more, it is the sole responsibility of the contractor to obtain the license from the Regional Labour Commissioner, maintain all registers/ documents as required by the Regional Labour Commissioner at site and should furnish the same to the Bank or its representative as and when required. he agency or contractor shall ensure payments of Employees' State Insurance (ESI) & Employees' Provident Fund (EPF) as applicable in respect of workmen/contract labours employed by him/her/ them.
2.24	**Contact Persons (RBI, New Delhi)** Name & Designation: Ms. Sandeep Kaur, Manager Phone: 011-2345 2380 e-mail: sandeepkaur@rbi.org.in Name & Designation: Shri Neeraj Yadav, Assistant Manager Phone: 011-2345 2445 e-mail: neerajy@rbi.org.in
2.25	**Contract Period:** Contract to be initially awarded for a period of 1 year (up to September 30, 2027) and the same to be renewed on yearly or lesser duration basis for the next two years (up to September 30, 2029) subject to performance and the agency fulfilling the terms of the contract satisfactorily.
2.26	**Penalty for deficiency in services:** If the Contractor fails to complete the work by the date as stipulated in the Contract or within any extended time

	under relevant Clause and the Bank certifies in writing that in her/ his opinion the same ought reasonably to have been completed, the Contractor shall pay the Bank the sum named as “Penalty” for the period during which the said works shall so remain incomplete and the Bank may deduct such penalty from any moneys due to the Contractor. The recovery of penalty will be done at the rate of 0.25% of the contracted cost of the service per instance subject to maximum 10% of the contract amount.
2.27	**Payment condition:** 100% on completion of work
2.28	**Validity of the Quotation:** 90 days from the date of opening of Part I of the quotation.
2.29	All information submitted in response to this quotation shall be the property of Reserve Bank of India and it shall be free to use the concept of the same at its will.
2.30	Instructions on Performance Standards: Quality of work should be best in class. In case of improper work, contractor need to get it rectified at their risk and cost. Materials shall be of the best-approved quality obtainable, and they shall comply with the respective IS specifications (for those materials covered by BIS), wherever applicable.
2.31	**Land Border Clause -** Compliance with the Rule 144(xi) of GFR 2017 inserted vide Office Memorandum (OM) F.No. 6/18/2019-PPD dated July 23, 2020 by Public Procurement Division, Department of Expenditure, Ministry of Finance, Government of India, the Public Procurement Orders issued in furtherance thereto, and their subsequent revision shall be mandatory. In this regard, bidder shall submit a copy of undertaking/Declaration/Certificate on their letterhead duly sealed and signed by the authorized signatory as per the format given in (Annexure L). If the Undertaking/Declaration/Certificate submitted by the bidder is found to be false, work order will be immediately terminated and legal action in accordance with law including forfeiting of Earnest Money Deposit/Security Deposit may be initiated and the Bank may also debar the bidder from participating in the quotations invited by the Bank in future.
2.32	**Undertaking on Legal Actions / Litigation / Arbitration by the Bidder**
	The bidder must warrant that there is no legal action being taken against it for

	any cause in any legal jurisdiction. If such an action exists and the bidder considers that it does not affect its ability to deliver the requirements as per the Quotation Document, it shall provide details of the action(s). The bidder shall also provide details of works where civil lawsuit / litigation/ arbitration cases were/are initiated. The bidder shall give the above details as per proforma given in Annexure M.
2.33	**Debarment** A bidder is liable for debarment/disqualification from bidding on the following grounds: (1) If it is determined that the bidder has committed the following acts or omissions in contravention of the code of integrity: (i) a. making offer, solicitation or acceptance of bribe, reward or gift or any material benefit, either directly or indirectly, in exchange for an unfair advantage in the procurement process or to otherwise influence the procurement process. b. any omission or misrepresentation that may mislead or attempt to mislead so that financial or other benefit may be obtained, or an obligation avoided. c. any collusion, bid rigging or anticompetitive behavior that may impair the transparency, fairness, and the progress of the procurement process. d. improper use of information provided by the procuring entity to the bidder with an intent to gain unfair advantage in the procurement process or for personal gain. e. any financial or business transactions between the bidder and any official of the procuring entity related to the quotation or execution process of Contract: which can affect the decision of the procuring entity directly or indirectly. f. any coercion or any threat to impair or harm, directly or indirectly, any party or its property to influence the procurement process. g. obstruction of any investigation or auditing of a procurement process. h. making false declarations or providing false information for participation in a quotation process or to secure a Contract; (ii) failed to disclose conflict of interest. (iii) failed to disclose any previous transgressions made in respect of the provisions of sub-clause (i) with any public institution / entity in India or any

	other country during the last three years or of being debarred by any public procuring institution / entity. (2) For any actions or omissions by the bidder other than violation of code of integrity, which in the opinion of the Bank warrants debarment, for the reasons like supply of sub-standard material, non-supply of material, abandonment of works, sub-standard quality of works, failure to abide terms of the quotation etc. (3) If the bidder has been convicted of an offence— (a) under the Prevention of Corruption Act, 1988; or (b) the Indian Penal Code/ Bharatiya Nyaya Sanhita 2023 (BNS) or any other law for the time being in force, for causing any loss of life or property or causing a threat to public health as part of execution of a public procurement Contract. The bidder has to submit an undertaking in the format provided in Annexure G.
2.33	**Earnest Money Deposit**
	i. Bidders are required to submit Earnest Money Deposit (EMD) for ₹9,320/- (Rupees Nine Thousand Three Hundred and Twenty only) and the proof of its submission must be submitted along with Part I of the quotation. ii. EMD is to be submitted only through NEFT to the following account: **Beneficiary: Reserve Bank of India, New Delhi** **Account No.: 06869229906** **IFS Code: RBIS0NDPA01 (Please read 5th and 10th character of IFSC as zero)** In remarks, the name of the bidder should be mentioned. iii. Under no circumstances EMD will be accepted in any other form than stipulated above. Further, EMD submitted in account of another Office of the Bank shall not be considered. iv. **Release of EMD**: The EMD of bidders other than successful bidder shall be returned/refunded on expiry of bid validity (including extended validity) or on award of work to the successful bidder whichever is earlier. The EMD amount will not bear any interest. The EMD of successful bidder shall be retained as security deposit until the expiry of the contract (including renewal periods). v. **Forfeiture of EMD:** The EMD will be forfeited. (a) if the bidder withdraws bid after opening of the Price Bid or

	(b) if the successful bidder fails to commence the work awarded to her/him within the prescribed time limit or (c) fails to execute the agreement

Place: **(Signature of Bidder with Stamp)**

Date: **(Name)**

Section III: Conditions of the Contract

3.1	**Evaluation of Bid:**
3.1.1	The objective of evaluation process is to evaluate bids received and select a vendor who can deliver asset tagging and reconciliation services at a competitive price. The decision of the Bank regarding evaluation and selection would be final.
3.1.2	For consideration of evaluation for captioned quotation, bidders are expected to submit responses on Techno-commercial Bid and Price Bid.
3.1.3	As part of Techno-commercial Bid, the Bank will check if bidders meet Minimum Eligibility Criteria outlined in clause 2.2 of Section II on the basis of details and evidence submitted. Bank will also evaluate other requirements as mentioned in Sections I to VI. Bidders who are unable to provide required documents, deposits, or any other required information will be disqualified from evaluation process.
3.1.4	In case of qualification / rejection of a bid, the bidder shall be informed on the same. Bidders who fulfil criteria mentioned as part of Techno-commercial Bid will move to next stage of evaluation. Price Bids will be opened for all such qualified bidders.
3.1.5	i. Among all qualified bids, the bidder quoting the lowest total cost in the Price Bid will be termed as L1. If L 1 is 'Class -I local supplier', the contract will be awarded to L 1. ii. If L1 is not 'Class-I local supplier', the lowest bidder among the 'Class-I local supplier', will be invited to match the L1 price subject to Class-I local supplier's quoted price falling within the margin of purchase preference, and the contract shall be awarded to such 'Class-I local supplier' subject to match the L1 price. iii. In case such lowest eligible 'Class-I local supplier' fails to match the L 1 price, the 'Class-I local supplier' with the next higher bid within the margin of purchase preference shall be invited to match the L 1 price and so on and contract shall be awarded accordingly. In case none of the 'Class-I local supplier' within the margin of purchase preference matches the L 1 price, the contract may be awarded to the L 1 bidder. iv. The margin of purchase preference shall be 20%. v. The 'local content' requirement to categorize a supplier as 'Class-I local

	supplier' is minimum 50%. For 'Class-II local supplier is minimum 20%.
3.2	**Execution of Agreement:**
	On receipt of intimation from the Bank of the acceptance of his quotation, the successful bidder shall be bound to sign the formal contract within fourteen days of award of contract. The cost of necessary stamp paper of appropriate value for execution of the agreement shall be borne by the bidder. The format of Article of Agreement is provided at Section V.
3.3	**Penalty for deficiency in services:**
	In case the successful bidder is unable to achieve/ adhere to the contract timelines, the bidder will be charged penalty at the rate mentioned in clause 2.26.
3.4	**Payment Conditions:**
3.4.1	1. Charges towards quarterly addition/replacement of RFID tags shall be payable on quarterly basis. The selected vendor shall be required to provide RFID tagging services on "as and when required" basis during the contract period. The Bank shall place requests for addition/replacement of RFID tags as per requirement from time to time and the vendor shall complete the tagging activity within 10 days from the date of placement of such request. Payment towards such addition/replacement tagging services shall be released on quarterly basis based on actual work carried out during the quarter. The payment shall be made through electronic mode (after deducting applicable taxes) from the date of submission of complete and correct invoice with supporting documents. 2. Charges towards half-yearly reconciliation of RFID tagged assets shall be payable on half-yearly basis upon satisfactory completion of reconciliation activity and submission of requisite reports/certificates as stipulated by the Bank.
3.4.2	During the contract period, charges for RFID tags shall be paid as quoted in Section A of the Price Bid.
3.5	**Force Majeure:**
	(a) Notwithstanding anything else contained in this document, neither party shall be liable for any delay in performing its obligations hereunder if such delay is caused by circumstances beyond its reasonable control including without limitation any delay caused by the acts of governments, acts of God, natural

	calamities, strikes, riots in any region, terrorist attack, war (declared and undeclared). However, upon the happening of any such event causing delay, the Contractor shall immediately give notice thereof in writing to the Bank. The Contractor is under obligation to take necessary steps to mitigate the effects of the force majeure event. (b) Neither party shall, by reason of such event, be entitled to terminate the Contract in respect of such performance of their obligations. (c) The obligations under the Contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the Contract is prevented or delayed by reason of the event beyond a period mutually agreed, either party may at its option, terminate the Contract.
3.6	**Termination for Default**
3.6.1	The Bank may without prejudice to any other remedy for breach of Contract, by seven days (07) written notice of default sent to Bidder and upon the Bidder's failure and neglect to propose and/or execute any corrective action to cure the default, terminate this Contract in whole or in part: (i) If the Bidder fails to deliver any or all of the items within the time period(s) specified in the Contract; or (ii) If the Bidder fails to perform any other obligation(s) under the Contract.
3.6.3	**Termination for Insolvency**
	The Bank may at any time terminate the Contract by giving written notice to the Bidder, without compensation to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Bank.
3.6.4	**Termination of Contract by Contractor**
	If the payment of the amount payable by the Bank is in arrears and unpaid for 30 days after notice in writing, requiring payment of the amount as aforesaid have been given by the Contractor to the Bank, or if the Bank repudiates the Contract, or if the works be stopped for three months under the order of the Bank or by any injunction or other order of any Court of law, then and in any of the said cases the Contractor shall be at liberty to determine the Contract by giving notice in writing of 30 days to the Bank, and he/she shall be entitled to recover from the Bank, payment for all works executed. In arriving at the amount of such payment the net rates contained in the Contractor's original tender shall be followed. The

	Contractor shall however continue to discharge the Contractual obligation during the notice period unless dispensed by the Bank.
3.6.5	**Termination of Contract in case of death of Contractor**
	Without prejudice to any of the rights or remedies under this Contract, if the Contractor, being an individual/sole proprietor, dies, the Bank shall have the option of terminating the Contract without any liability for such termination and compensation to the Contractor.
3.7	**General Terms and Conditions:**
3.7.1	The Bank intends to enter into contract with successful bidder for a period up to September 30, 2029, subject to satisfactory performance. (Initial contract would be awarded till September 30, 2027, and subsequently the contract will be renewed on yearly or lesser duration basis for next two years with the price escalation as mentioned at para 3.8, subject to satisfactory performance during the initial contract periods).
3.7.2	Bank will only purchase RFID tags from the successful bidder. Other hardware like RFID printers, readers etc. will need to be managed by selected bidder at their end.
3.7.3	RFID tags should have re-writable memory and should be able to store minimum 12 alphanumeric characters.
3.7.4	The scheduled visit should be decided by vendor after discussion with the Bank's officials and Bank will ensure necessary support in completion of the work as per plans.
3.7.5	The configuration of RFID tags should be carried out in such a way that any reader/ scanner available in the market should be able to detect encoded details of these RFID tags. Confirmation on compliance to this condition need to be submitted by vendor on their letterhead as specified in Annexure B after completing RFID tagging and reconciliation of fixed assets.
3.7.6	Please note that readers/ scanners shall store scanned data in text format and export the same in excel/ csv with data type for values as 'General' and not 'text'.
3.7.7	RFID Tags should have a minimum life cycle/warranty period of minimum 1 year. In case of malfunction of any RFID tags before end of their specified life cycle/ warranty period, vendor will replace the same free of cost.
3.8	**Contract Renewal:**
	Bank, at its discretion, shall renew the contract with the vendor for next two

	years on yearly or lesser duration basis (after successful completion of initial contract period). In case of renewal of contract, the rate of the contract shall be worked out as below: i) For RFID Tags: The rates quoted for RFID tags shall remain firm and fixed throughout the currency of the contract, including the extended period, and no escalation shall be payable. ii) For quarterly addition/ replacement of RFID tags and half-yearly reconciliation services: based on the following formula and the rates quoted in the initial contract for quarterly addition/ replacement of RFID tags and half-yearly reconciliation services. **Renewal Formulae for Quarterly addition/ replacement of RFID tags and Half yearly reconciliation (Service Charges)** Renewal Formulae = Ac = Ap x (CPIc/ CPIp) Where: Ac = Charges for quarterly addition/ replacement of RFID tags and half-yearly reconciliation services for current period, Ap = Charges for quarterly addition/ replacement of RFID tags and half-yearly reconciliation services for previous period, CPIc = Consumer Price Index for Industrial Workers (All India Average) 6 months prior to the commencement date of renewed contract for the current period, CPIp = Consumer Price Index for Industrial Workers (All India Average) 6 months prior to the commencement date of contract for the previous period.

Section IV: Scope of Work

4	**Requirement of the Bank/ Specification:** Vendor should ensure timely supply of required type and number of RFID tags finalized during bidding and subsequent contracting phase to contracted locations of Bank; and timely completion of tag fixing and physical verification and reconciliation exercises (as per the specified schedule). Vendors must visit Bank's premises (Main Office Building and Residential Colonies located at New Delhi; as given in Annexure F) on planned dates before applying for quotation to acquaint themselves with the types of Assets to be RFID tagged and quality requirement of tags. Bidders are also advised to refer to detailed explanation on procedures and responsibilities for above set of services at point no 5.5
4.1	**Services in Scope:** 1. Supply of new RFID Tags (as per the design referred to in Section VI: Schedule of Quantities) for Assets inventoried by the Bank during the quarter (ending March 31st, June 30th, September 30th, and December 31st) and fixing thereof on these Assets (and/ or replacement of old/ damaged/ unavailable etc. RFID tags, if any) on as and when required basis. 2. Physical Verification of all the Fixed Assets and Dead Stock Articles installed and available in Main Office Building and Residential Colonies (with the help of RFID Tag scanners) and reconciliation thereof with the system data (Asset Master List) on a Half Yearly (ending June 30th, and December 31st) basis (starting with HY ending December 31, 2026). A Reconciliation Report and Certificate shall be shared by the Contractor with the Bank post completion of this exercise. Bidders are advised to refer to detailed explanation on procedures and responsibilities for above set of services at point No. 5.5.

4.2	Inclusions and Exclusions: • Bank will purchase all types of RFID tags required for asset management from the selected bidder. • Bank will not purchase any other hardware like RFID readers, printers etc. Vendors will have to manage these devices at their end for delivery of associated services. • No additional charges shall be paid to the vendor in case of new additions to the properties mentioned in Annexure F except that of the charges for RFID tags supplied and tagged by the vendor.
4.3	Applicable Service Level Agreement (SLA): • Post award of contract, timeline for Addition/ Replacement of RFID tags planned on as and when required basis should be completed within 10 days from the receipt of Indent from the Bank. • Reconciliation of assets is planned every six months i.e., twice in a year. For the assets as on June 30 and December 31 of every year.
4.4	The RFID tags should broadly conform to the following specifications: (a) Passive UHF RFID Tags compliant with EPC Gen2 / ISO 18000-6C standards. (b) RFID tags for electronic/metallic assets shall be on-metal RFID tags. (c) RFID tags shall have rewritable memory capable of storing minimum 12 alphanumeric characters. (d) RFID tags shall have minimum lifecycle/warranty of 1 year. (e) RFID tags shall be provided with industrial-grade adhesive suitable for long-term fixation. (f) RFID tags shall be provided with epoxy protective coating for enhanced durability and resistance against peeling, abrasion and routine cleaning activities. (g) Any RFID tag becoming unreadable or defective during the warranty period shall be replaced free of cost.
4.5	**Responsibilities and Deliverables for Services in Scope**
4.5.1	**General Obligations**

(a)	Vendor shall ensure timely supply and deployment of RFID tags in accordance with the specifications, quantities, and delivery schedule finalized during the bidding and contracting phases. All materials shall be delivered to designated Bank locations within stipulated timelines.
(b)	Vendors are required to visit Bank's office on planned dates for tagging/ reconciliation.
(c)	Vendor shall deploy qualified personnel to the Bank's premises and ensure completion of activities in coordination with the Bank's nominated officials.
4.5.2	**RFID Tagging of Fixed Assets**
4.5.2.1	**RFID Tagging / Replacement Tagging Services**
(a)	The Vendor shall undertake the following activities on as and when required basis: • Tag newly acquired or transferred assets • Identify and replace damaged, non-functional, or missing RFID tags Further, if during the scanning process, the RFID tag supplied by the current vendor is found to be unscannable and is within warranty period/ minimum specified life-cycle, the Vendor will be required to replace the same without any cost to the Bank.
(b)	Obtain updated Asset Master reflecting additions, deletions, and transfers, containing, at a minimum, the following data fields: • Asset Inventory Number • Internal Inventory Number • Asset Description • Asset Location • Asset Type
4.5.2.2	**Tag Encoding and Printing**
(a)	Vendor shall encode the Asset Inventory Number (primary identifier) into the RFID tag memory for each asset along with other information printed on the tag as mentioned in the below point.
(b)	Print the following on each RFID tag: • Asset Inventory Number:

	• Internal Inventory Number: • Asset Description: • Asset Location: • Corresponding QR code (for redundancy and manual scanning)
(c)	Vendor shall ensure that RFID tags are encoded in an open-standard format compatible with universally available RFID readers/scanners. Further, vendor shall provide a formal compliance certification confirming interoperability (Annexure B).
(d)	RFID readers/scanners used shall: • Capture data in 'General' format (not 'Text') to enable downstream processing • Support export to Excel/CSV format
4.5.2.3	**Tag Affixation**
(a)	Vendor shall clean the application surface using suitable cleaning material (preferably Isopropyl Alcohol/IPA or equivalent non-corrosive cleaning solution) for removal of dust, oil, grease, moisture or any other foreign particles to ensure proper adhesion and long-term fixation of RFID tags. Any RFID tag found peeled off, detached or improperly affixed due to inadequate surface preparation or improper pasting shall be replaced and re-fixed by the vendor free of cost during the warranty/lifecycle period. Further. Vendor shall affix RFID tags on each asset in a manner that ensures: • Durability and resistance to wear and environmental factors • Optimal readability during scanning
(b)	Tag placement shall also consider: • Asset material and surface characteristics • Orientation and accessibility • Avoidance of interference with asset functionality
4.5.3	**Physical Verification of Fixed Assets and Dead Stock Articles and Reconciliation thereof with latest Asset Master (System) List (Half- Yearly Activity)**
(a)	Before the Physical Verification and Reconciliation Activity, vendor should complete "Addition and Replacement of RFID Tags" activities.

(b)	Physical Verification and Reconciliation Activity is to be carried out every six months, i.e., twice in a year. For the assets available as on June 30th and as on December 31st, it shall be completed within 30 days from the end of the concerned Half Year.
(c)	Vendor will depute a team of representatives for this exercise, adhering to the specified deadlines. Data for all the Fixed Assets and Dead Stock Articles installed at various locations in Office Building and Residential Colonies shall be captured through RFID readers/ scanners and exported in Excel format. Subsequently, detailed reconciliation should be carried out with latest asset master (system) list shared by the Bank. Responsibilities for vendor partner are detailed out in subsections below.
4.5.3.1	**Scanning of Assets (Physical Verification)**
	Vendor will be required to scan all the Fixed Assets and Dead Stock Articles installed at all locations in Office Building and Residential Colonies with the help of RFID readers/ scanners, as per the deadlines/ timeslots allotted by the Bank. The Bank may, if required, depute coordinators for various Departments/ Residential Colonies to guide the vendor representatives in case of issues in accessing any area/ cabins/ rooms in any of the departments (especially applicable to the Cash Department).
4.5.3.2	**Reconciliation of scanned data with the latest Asset Master (System) List (as at the end of the concerned Half Year) available with the Bank**
	Vendor will be required to extract the scanned data for all departments and transfer the same in Excel Sheet format to a workstation specified by the Bank in Estate Department. The data extraction and transfer activity shall be done on a daily basis, i.e., after the scanning activity is completed for a particular day. Vendor will be required to reconcile the entire scanned data with the latest asset master list provided by the Bank. Usage of VLOOKUP function in Excel is advisable to match Inventory Number data fields to find discrepancies, if any. It is recommended that reconciliation of consolidated entire scanned data should be done with the Asset Master (System) List at one go.

4.5.3.3	**Reporting of discrepancies observed during reconciliation**
(a)	Vendor should jointly conduct this exercise with coordinators from Bank's end. The goal is to analyze discrepancies observed and take necessary actions to cross-verify causes of such discrepancies. Post this cross-verification, discrepancies can be reported. Below are some of the pointers for this analysis and subsequent cross verification:
(b)	Scenario 1: Assets present in Asset Master list but not captured in scanned data (Scanned Data Mismatch for Inventory Number) • Physically verify all such assets with help of coordinators from Bank's end. • Check if any of these assets have not been tagged before. Also check if any of these assets have damaged/ unscannable RFID tags. • Check if any of these assets have been transferred to other office location but not accepted/ updated in CBS/ Excel with the help of the Bank's coordinator. • Check if data for any of these assets was not captured during scanning activity due to issues with RFID readers. Please note this count for reporting purposes. If yes, scan such assets again and include corresponding records in excel data extracted from RFID readers. Correct corresponding discrepancies observed during reconciliation. • Check with Bank's coordinator if any of these assets are reported to be lost. • Analyze reasons for observed discrepancies and mark count for below for reporting purposes: i. Assets unavailable at a location. ii. Assets with no RFID tags. iii. Assets with damaged RFID tags. iv. Assets transferred to other office location without acceptance/ update in CBS/ Excel. v. Lost Assets. vi. Assets not captured during first scan.
	Scenario 2: Assets present in scanned data but not in Asset Master List (Asset Master Data mismatch for Inventory Number) • Check if any of these assets are present in system but marked for other office location(s) i.e., if transfer for any of these assets was accepted/ updated in CBS/ Excel by other office location but physical transfer has not happened yet.

	• Check if any of these assets have been written off/ marked for disposal and subsequently removed from CBS/ Excel Data, but still physically present in office location. • Analyze reasons for observed discrepancies and mark count for below for reporting purposes: i. Assets accepted/ updated for transfer in CBS/ Excel by other office location but still physically present in old office location. ii. Assets written off/ marked for disposal in CBS/ Excel but still physically present in office location.
4.5.3.4	**Submission of Reconciliation Report and Certificate**
	Vendor will be required to submit a detailed Reconciliation Report and also a certificate on successful completion of the Physical Verification and Reconciliation of Fixed Assets and Dead Stock Articles as at the end of the concerned Half Year, within 30 days from the end of the concerned Half Year.
4.5.4	**Timelines**
(a)	For quarterly RFID Tagging / Replacement Tagging Services: Activities mentioned in the scope above shall be completed within 10 days from getting the indent from the Bank; failing which penalty (as specified at Clause 2.26 of Section II) would be deducted from Vendor's Invoice pertaining to the 'Addition and Replacement of RFID Tags'.
(b)	For half yearly reconciliation/ physical verification: Activities as mentioned in the scope above shall be completed within 30 days from the end of each half year ending June and December; failing which penalty (as specified at Clause 2.26 of Section II) would be deducted from Vendor's Invoice pertaining to the 'Half Yearly Reconciliation/ Physical Verification'

Place: **Signature of Bidder with Stamp**

Date:

Section V: Articles of Agreement

(On the Non-Judicial stamp paper of appropriate value)- Only for successful bidder

ARTICLES OF AGREEMENT made the ____________ day of ____________ between the Reserve Bank of India, New Delhi, having its Central Office at Shahid Bhagat Singh Marg , Fort, Mumbai 400001 (hereinafter called "the Bank") on the one part and

____

_ (hereinafter called "the Contractor") on the other part.

WHEREAS the Bank is desirous of carrying out the work of **"Radio Frequency Identification (RFID) based Fixed Asset Management Solution (FAMS) for its various inventory items installed at Reserve Bank of India (RBI), Main Office Building (MOB) and Residential Colonies located at New Delhi"** and as per Request for Quotation.

AND WHEREAS the Bidder has agreed to execute upon the subject work to the conditions set forth herein and to the conditions set forth in the conditions of the contract and in the Schedule of Quantities and Conditions of Contract as modified and finally accepted by both the parties (all of which are collectively hereinafter referred to as "the said Conditions") the works shown upon the said requirement of the Bank and/or described in the said Specifications and included in the Schedule of quantities at the respective rates therein set forth, amounting to the sum as therein arrived at or such other sum as shall become payable there under (hereinafter referred to as "the said Contract Amount").

NOW IT IS HEREBY AGREED AS FOLLOWS –

1	This contract is for implementation of Radio Frequency Identification (RFID) based Fixed Asset Management Solution (FAMS) for its various inventory items installed at Reserve Bank of India (RBI), New Delhi's Main Office Building (MOB) and Residential Colonies located at New Delhi.
2	In consideration of the said Contract amount to be paid at the times and in the manner set forth in the said conditions, the Contractor shall, upon and subject to the said conditions, execute and complete the work shown and described in the said specifications and the schedule of quantities.
3	The Bank shall pay the Contractor the said Contract amount or such other sum

	as shall become payable at the times and in the manner specified in the said conditions.
4	The said Conditions and Appendix thereto shall be read and construed as forming part of this agreement and the parties hereto shall respectively abide by, submit themselves to the said conditions and perform the agreements on their part respectively in the said conditions contained. All other terms and conditions of quotation form part of Agreement.
5	Time shall be considered as an important factor of this Contract and the Contractor hereby agrees to commence the work from the day of issue of work order/letter of acceptance as provided for in the said conditions and to complete the entire work within agreed timelines with the Bank for all activities as per services in scope subject nevertheless to the provisions for the extension of time.
6	All payments by the Bank under this Contract will be made only at Reserve Bank of India, New Delhi.
7	All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen in and only courts in New Delhi shall have jurisdiction to determine the same.
8	The several parts of this Contract have been read by the Contractor and fully understood by the Contractor.
9	The Contractor/Agency shall be solely responsible for full compliance with the provision of Sexual harassment of Women at workplace under Prevention, Prohibition and Redressal Act 2013. In case of any complaint of sexual harassment against its employee within the premises of Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor/Agency and the Contractor/Agency shall ensure appropriate action under the said Act in respect of the complaint. (a) Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank. (b) The Contractor shall be responsible for any monetary compensation that

	may need to be paid in case of incident involves the employee of the Contractor, for instance any monetary relief to Bank’s employee, if sexual violence by the employee of the Contractor is proved. (c) The Contractor shall be responsible for educating its employees about the prevention of sexual harassment at workplace and related issues. (d) The Contractor shall provide a complete and updated list of its employees who are deployed within the Bank’s premises.
10	The Contractor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/systems/equipment 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 times hold the same in strictest confidence. The Contractor 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 Contractor 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 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 actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Contractor’s obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.
11	The Contractor shall take all actions required to comply with Occupational Safety, Health and Working Conditions Code, 2020 (OSH Code) and the rule under the Act including the latest amendments to the Act particularly with the appropriate authority, obtaining license, maintaining registers and records, payment of wages to the workmen, welfare measures as stipulated under the

	Act etc. The Contractor shall be liable for any penalty by the appropriate authority if there is any contravention of the Act.
12	The Contractor shall indemnify and keep indemnified the RESERVE BANK OF INDIA against: i)Any claim arising out of third-party loss/ damage to life or property caused by/during execution of the work. ii)Any claim arising out of loss/ damage to the workmen engaged by the contractor during execution of the work. iii)Any claim due to non-compliance of applicable PF/ Labour laws, ESI, regulations etc.
13	**Code on Wages 2019, Occupational Safety, Health and Working Conditions Code, 2020 (OSH Code) etc.:** The Contractor should pay to their personnel a minimum wage at the prevailing rate as fixed under Code on Wages 2019. The Chief Labour Commissioner (Central) any breach of this condition will be liable for termination of the contract and the same would be dealt with accordingly. Besides, ESI and PF per head at the current rate should be paid by the Contractor every month as per the existing rules and copies of paid cash challans should be submitted every month to the Bank. The Contractor should ensure that there is no scope for any grievance from the personnel on delayed payment of wages. The employees engaged by the Contractor will be in the employment of the Contractor only and not of the Reserve Bank of India. The Contractor shall pay the employer’s contribution with regard to provident fund and employees’ state insurance fund as per the provisions of the Code on Social Security 2020. The Contractor will be solely responsible for any penalty or claim arising due to dispute between the Contractor and its employee/es under any circumstance. If any claim or penalty is legally binding to the Reserve Bank of India due to the dispute between the Contractor & its employee/es, same shall

	be recovered from the Contractor.
14	**Contractor's Employees:** The employees engaged by the Contractor shall be trained and experienced people having good health and character; well behaved, obedient, and skillful in their tasks. They should be conversant in Hindi. i) The Contractor shall obtain police verification certificates on the character and antecedents of its personnel and other details relating to name, parentage, age and permanent address to be provided under this contract along with their passport size photographs before engaging them for duty in the Bank's premises. ii) The Contractor shall ensure that trained and competent persons are deployed, who are physically fit (i.e. preferably between age of 18 to 40 years for workmen and for supervisor) and are not suffering from any chronic or contagious diseases that may hamper their ability in carrying out the work efficiently. The Contractor shall deploy staff in such a way that they get weekly rest. The Contractor shall remove any person who is suffering from communicable disease and may deploy them only after they are treated/cured of such disease that may hamper their ability in carrying out the work efficiently. iii) There shall be no employer-employee relationship between the Reserve Bank of India and the persons engaged for the purpose of this agreement. All the workers or persons deployed by the Contractor shall be considered as the employees of the Contractor and under the control and supervision of the Contractor for the purpose of good conduct/discipline and deployment, and Reserve Bank of India shall not have any liability whatsoever with regard to such workers/employees. iv) The Contractor shall be responsible and liable for payment of salaries,

	statutory minimum wages, and other legal dues to the persons who are employed for the purpose of rendering the services required by the Bank under the agreement. v) The Contractor shall ensure timely payment of wages/salary by electronic transfer to the workers persons employed by them and a certificate to the effect that the salaries/wages are being paid regularly shall be furnished to the Bank. Further, the Contractor shall furnish a certificate every month to the effect that all the obligations under the various Labour Laws including under the Occupational Safety, Health and Working Conditions Code, 2020 (OSH Code), are complied with. The Bank will have the right to ask for bank statements from the Contractor to verify the details of wages/salary paid by the Contractor and will also have the right to demand any other documents which are required to ascertain compliance by the Contractor to various statutory provisions. vi) The Contractor shall ensure that all employees, while in the premises of the Bank or while carrying out their obligations under this agreement, observe the standards of cleanliness, decorum, safety, good behavior and general discipline laid down by the Bank or its authorized agents and the Bank shall be the sole judge as to whether or not the Contractor and/ or its employees have observed the same. The Contractor shall be responsible for the good behaviour and conduct of their employees and in case of any complaints by the Bank, the Contractor shall not employ such employees in the Bank's premises. vii) The Contractor shall personally and exclusively supervise the work of all employees so as to ensure that the services rendered under this agreement are carried out to the best satisfaction of the Bank. viii) The Contractor shall ensure that no employees of the Contractor will enter or remain in the Bank's premises beyond the specified time limits/ duty hours

	unless it is absolutely necessary for fulfilling Contractor's obligations, with prior approval of the Bank. The Bank shall not be responsible to provide any shelter/ accommodation to any of the employees of the Contractor inside its premises. ix) The Contractor shall furnish list of its employees to be deployed at Bank’s premises, along with their qualifications, experience, address, photos, etc. Any change in personnel would be done with due intimation to the Bank. However, the Bank reserves the right to reject any particular workmen/ staff placed/ working within its premises. x) All staff deployed by the Contractor shall be provided identity cards by the Contractor who shall ensure that all its employees and agents bear the identity card at all times while they are working in the Bank’s premises. xi) The Contractor agrees and undertakes that they will make it clear to all persons employed/engaged by them to perform the obligations under this agreement, that they are employees of the Contractor and that they shall have no claim against the Bank and the Bank shall not be liable to pay wages, salary or any other type of compensation to execute the contract or provide any other statutory benefits under the Labor Law and/or any other legislation and the Contractor shall be solely responsible for providing all such amenities to their employees admissible under the relevant Law/Rules/Service conditions. xii) The persons deployed for the purpose of the agreement shall not be in an inebriated condition or under the influence of any intoxicating material. The Contractor shall inform its employees that smoking, drinking alcohol, chewing pan/tobacco in the Bank’s premises is strictly prohibited and ensure that the workers deployed in the Bank’s premises abide by this rule strictly. xiii) The Contractor shall remove all workers deployed by them in the Bank’s premises immediately on termination/expiry of the contract and ensure that

	such persons shall not create any disruption/ hindrance/ problem/nuisance of any nature in the Bank’s premises.
15	**Force Majeure:** The Contractor shall not be liable for forfeiture of its EMD, liquidated damages or termination for default, if the delay in performance or other failure to perform its obligations under the contract is a result of an event of Force Majeure, provided the Contractor intimates the Bank about such event within seven days of its occurrence. For purposes of the clause, “Force Majeure” means an event beyond the control of the Contractor and not involving the Contractor’s fault or negligence and not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics, quarantine restrictions, freight embargoes etc. The Bank shall decide whether delay or failure on the part of the Contractor was the result of an event beyond their control or not. The decision of the Bank in this regard should be final and binding on the Contractor and will not be open to question before any court / forum in any proceedings.
16	**Governance meeting**: The Contractor and the Bank agree to hold, at such time and frequency as decided by the Bank, governance meetings at such time and frequency as decided by the Bank to review the performance, status, and deliverables provided by the Contractor under this agreement. These meetings shall serve as a platform for monitoring progress, addressing issues, and obtaining feedback to ensure alignment with the agreed objectives and service levels. Representative from both the Contractor and the Bank shall attend the meetings.

If the Contractor is a partnership or an individual	IN WITNESS WHEREOF the Bank and the Contractor have set their respective hands to these presents and two duplicates hereof the day and year first herein above written.

If the Contractor is a company	IN WITNESS WHEREOF the Bank has set its hands to these presents through its duly authorized official and the Contractor has caused its common seal to be affixed hereunto and the said two duplicates hereof to be executed on its behalf, the day and year first hereinabove written.

Signature Clause:	
SIGNED AND DELIVERED by the Reserve Bank of India by the hand of Shri ______________________ in the presence of (1)____________________ (Name & Address) (2)____________________ (Name & Address) **Witness**	
SIGNED AND DELIVERED by the Shri ______________________ in the presence of (1)____________________ (Name & Address) (2)____________________ (Name & Address) **Witness**	If the party is a partnership firm or individual
THE COMMON SEAL OF ___________________ was hereunto affixed pursuant to the resolutions passed by its Board of Directors at the meeting held on _______in the presence of - (1) ___________________ (2) ___________________ **Directors who have signed these presents in token**	If the Contractor signs under common seal the signature clause should tally with their sealing clause in the articles of association.

thereof in the presence of - **(1) ___________________** **(2) ___________________**	
SIGNED AND DELIVERED BY the Contractor by the hand of Shri ___________________________and duly constituted attorney.	If the Contract is signed by the hand of power of attorney, Whether a company or an individual

Section VI: Schedule of Quantities

Sr. No.	Particulars	Estimated Quantity
Section A – Supply RFID tags of following types		
1.	Supply of Epoxy RFID tags for electronic/metallic items as per specifications specified in para 4.4 of Section IV.	1428
2	Supply of Epoxy RFID tags for non-metallic items as per specifications specified in para 4.4 of Section IV.	900

Design for RFID tags:

	भारतीय रिज़र्व बैंक, नई दिल्ली **Reserve Bank of India, New Delhi**	
Asset Inventory Number: Internal Inventory Number: Asset Description: Asset Location: Asset Type:		

RFID Tags shall be fabricated in the shape of 3D Dome (with Epoxy Gel lacquered top surface) for a longer life, indicative examples shown below:

Section B - Quarterly Addition/ Replacement of RFID tags and Half- Yearly Reconciliation Services

Sr. No.	Particulars	Estimated Quantity
1.	Charges for quarterly addition/ replacement of RFID tags	04
2.	Charges for half-yearly reconciliation	02

Note:

- The Bank has mentioned the quantity of RFID tags as per previous years utilization in the above table for indicative purpose. However, the actual quantity during the contract period (including renewal years) may vary according to Bank's requirement.
- The rates quoted for individual item against item mentioned are final and will remain the same for the total duration of the initial contract period.

Seal and signature of the vendor

Place:

Date:

Annexure A: Undertaking regarding ownership of requisite hardware

(On letterhead of the Bidder)

Date: ___________

The Regional Director
Estate Department
Reserve Bank of India
6, Sansad Marg
New Delhi 110 001

Dear Sir,

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

Please see below details of required hardware –

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

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

Yours faithfully,

(Authorized Signatory)

Name and Designation:

Annexure B: Confirmation on encoding practices for RFID tags

(On letterhead of the Bidder)

Date: ___________

The Regional Director
Estate Department
Reserve Bank of India
6, Sansad Marg
New Delhi 110 001

Madam,

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

Yours Faithfully,

(Authorized Signatory)

Name and Designation:

Annexure C: Type of Fixed Assets (Non- Exhaustive)

Article Type
Non- Metallic:
Tables (All types)
Chairs (All types)
Side Racks, Shoe racks, Steel racks
Sofa sets
Cots, Beds
Any furniture for residence
Miscellaneous
Cupboards, wardrobes, Bookcases, filling-cabinets/bin-cabinets/Locker-cabinets
Electronic/Metallic:
Cupboards, wardrobes, Bookcases, filling-cabinets/bin-cabinets/Locker-cabinets
Drawer/Storage units of workstations
Safes
Trolleys
Motor Vehicles
Miscellaneous
Weighing Scales (all kinds including weighing machines)
Franking machines
Currency bundling machine, note-counting coin dispenser
Sec. equip-metal detector, walkie talkie set
Electrical equip- All types of fans, watercooler/boiler/heater, photocopier/ duplicating machine, Tea, coffee vending machine/washing machine, TV, Rat repellent machine, tread mill, exercise cycle, fridge, water purifiers, AC, inverter
Electronics equipment- computer (monitor, CPU, keyboard and mouse together as one) printer, modem, external TV, hard disk, servers, projector, MICR coder, optical comparator
Telecommunication equipment- fax, push button, conference system, microphone
Laptops
Any electrical items movable for quarters

Electrical instrument & office equipment fixed office
Electrical instrument & office equipment fixed residence
Telecommunication Equipment
Electrical Instrument CVPS
Electrical Instrument office eqpt fixed other
Electrical instrument security
Gymnasium Equipment
X-ray Baggage scanner

Annexure D: Format for Power of Attorney for Authorized Signatory

(On Non-Judicial Stamp Paper of appropriate value)

To,
The Regional Director
Reserve Bank of India
New Delhi

Dear Sir/Madam,

………. (Name of work)

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

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

Signature/(s) of the
Bidder Name/(s)
Stamp/Seal of the
Bidder Note:
Power of Attorney should be properly stamped and notarized
Power of Attorney furnished by Bidder shall be irrevocable

Annexure E: Complaint Escalation Matrix

Sl. No.	Support Level	Name	Phone no.	E-mail ID
1	Level 1			
2	Level 2			
3	Level 3			
4	Level 4			

Signature & Seal of the firm

Annexure F: Details of addresses of premises of RBI New Delhi

Sl. No	Location	Delivery Address
1	Main Office Building	6, Sansad Marg, New Delhi 110001
2	Rabindra Nagar	63, Rabindra Nagar, Subramaniam Bharti Marg, Rabindra Nagar-Khan Market, New Delhi, Delhi, 110003
3	Hauz Khas	RBI Staff Quarters, Hauz Khas, New Delhi, Delhi 110016
4	Vasant Vihar	RBI Officers Colony, Vasant Vihar, New Delhi, Delhi 110057, India
5	Sarojini Nagar	RBI Staff Quarters, Sarojini Nagar, New Delhi, Delhi, 110023
6	R K Puram	RBI Colony, Sector 6, Kama Koti Marg, R.K. Puram, New Delhi, Delhi 110022, India
7	Shalimar Bagh	Maharaja Agrasen Marg, Reserve Bank Colony, Block BG 1, West Shalimar Bagh, Shalimar Bagh, Delhi, 110088

Place: Seal and signature of the vendor

Date:

Annexure G: Undertaking regarding declaration of debarment by public institution(s)

(To be submitted by the applicant on their letterhead)

1. I / We ……………………………………………… (Name of the firm) declares that

(a) I / We or any of our allied firm* is / are not debarred / suspended / blacklisted by any public institution / entity in India or any other country as on ……………………. (last date of submission of application)

(b) I / We or any of our allied firm* have not made any transgression in respect of the code of integrity with any public institution / entity in India or any other country in last three years as on ……………………. (last date of submission of application)

(c) I/we or any of our allied firm* is/ are not debarred by any procuring entity for violation of Public Procurement (Make in India) Order, 2017 as on ……………...(last date of submission of bid).

2. I / We ……………………………………………… (Name of the firm) declare that I /we or our allied firm* ………………………….. (Name of the allied firms(s)) is / are debarred / suspended / blacklisted by ………………………………………………….. (Name and address of public institution in India or any other country) and the same effective up to …………….. (date). A copy of such letter is attached for your information and record.

(Seal and signature of the applicant)

Date:

Place:

Note: Strike out one of the above two declarations which is not applicable.

*Allied firm: A firm would be termed as "allied firm" if the management is common, or substantial or majority shares are owned by the banned / suspended firm and by virtue of this it has a controlling voice. Further all successor firms will also be considered as allied firms.

Annexure H: Undertaking regarding compliance of statutory requirements

(To be submitted by the applicant on their letterhead)

I / We ……………………………………………… (Name of the firm) undertakes that

(a) we shall fully comply with all the statutory requirements as applicable for any work awarded to us, irrespective of the contract amount.

(b) we shall indemnify Reserve Bank of India, New Delhi against any liability / claims, whatsoever arising out of non-compliance of any statutory requirement claimed by Reserve Bank of India, New Delhi without any protest or demur whatsoever.

(Seal and signature of the applicant)

Date:

Place:

Annexure I: Financial Status

Sl. No.	Details	Financial Year		
		2022-23	**2023-2024**	**2024-25**
1	Annual financial turnover certified by Chartered Accountant **(₹ in lakh)** (Attach certificate issued by a Chartered Accountant)			
2	Income Tax returns for the year **(₹ in lakh)**			

Note: (i) Statement shall be supported by copies of audited financial statements/ accounts of the business of the bidder duly certified by a Chartered Accountant and the Income Tax Returns for the years viz. 2022-23, 2023-24, 2024-25.

Signature of the bidder with seal

Annexure J: Format 3A - Client's Certificate reg. performance of the Contractor

(On Client's Letter Head)

Name & address of the Client:
Details of Works executed by Shri /M/s

1.	Name of work with brief particulars	
2.	Agreement No. and date	
3.	Agreement amount	
	Date of commencement of work	
4.	Stipulated date of completion	
5.	Actual date of completion	
6.	Details of compensation levied for delay (indicate amount) if any:	
7.	Gross amount of the work completed and paid	
8.	Name and address of the authority under whom works executed:	
9.	Whether the contractor employed qualified Engineer during execution of work?	
10.	(i) Quality of work (indicate grading)	Outstanding / Very Good / Good / Satisfactory / Poor
	(ii) Amt. of work paid on reduced rates, if any.	
12	(i) Did the contractor go for arbitration?	
	(ii) If yes, total amount of claim	
	(iii) Total amount awarded	
13	Comments on the capabilities of the contractor	
	(a) Technical proficiency	Outstanding / Very Good / Good / Satisfactory / Poor
	(b) Financial soundness	Outstanding / Very Good / Good / Satisfactory / Poor
	(c) Mobilization of adequate T&P	Outstanding / Very Good / Good / Satisfactory / Poor
	(d) Mobilization of manpower	Outstanding / Very Good / Good / Satisfactory / Poor
	(e) General behaviour	Outstanding / Very Good / Good / Satisfactory / Poor
	Signature of the Reporting Officer* with Office seal	

Note:
(i) All columns should be filled in properly

(ii) * Clients Report/certificate (a) for each of qualifying similar completed works carried out for Government/ public sector companies, the certificate should be signed by the concerned Executive Engineer or an officer in an equivalent or higher rank (b) for each of the qualifying similar completed works carried out for Private companies shall accompany Tax deduction at source, TDS certificate has to be submitted for proving the credentials / contract amount.

Annexure K: Format 5A - Details of Bidder's Banker

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

Signature of the bidder with seal

Annexure L: Proforma of Undertaking / Declaration / Certificate by the Bidder regarding country sharing land border with India

(To be submitted by the bidders on their letter head duly sealed and signed by the authorised signatory)

To
Regional Director
Estate Department
Reserve Bank of India
New Delhi.

Name of Work: ____

I/We ………………………..(Name and address, including country of location of bidder) have read and understood the contents of the Office Memorandum (OM) F. No. 6/18/2019- PPD dated July 23, 2020, and its subsequent orders / revision issued by Public Procurement Division, Department of Expenditure, Ministry of Finance, Government of India regarding the restrictions on procurement from a bidder of a country which shares a land border with India.

2. I/We certify that ……………………….(Name of the bidder)

i. Is not from a country sharing land border with India, or
ii. Is from a country sharing land border with India and has been registered with the Competent Authority, the certificate of which is enclosed, or
iii. Is from a country sharing land border with India where Government of India has extended lines of credit, or
iv. Is from a country sharing land border with India where Government of India is engaged in development projects.

(strikeout whichever of the above is not applicable)

3. I/ We further certify that …………………. (Name of the bidder) fulfils all requirements in this regard and is eligible to be considered under the provision of the above referred Office Memorandum and its subsequent orders / revision. I/We also undertake that even in case of contracts where we are permitted by the Bank/RBI to sub-contract I/We……………….. (Name of the bidder) will not sub-contract any work to a contractor from country(ies) sharing land border with India, unless such contractor fulfils all the requirements contained in the above referred office memorandum/ order.

4. I/We know and understand that, if this Undertaking / Declaration / Certificate submitted by us is found to be false, the Bank shall be free to reject / terminate our quotation / Work Order and that the Bank shall also be free to initiate any legal action in accordance with law including forfeiting of Earnest Money Deposit / Performance Bank Guarantee / Security Deposit and / or debarring us from participating in quotations invited by the Bank in future.

Date:

Place:

Signature and name of the authorized signatory of the Bidder with stamp

Annexure M: Format for Undertaking on Legal Actions / Litigation/ Arbitration by the Bidder

[On the Letter head of the Bidder]

Date:

To,

Regional Director
Reserve Bank of India
Estate Department
6, Sansad Marg
New Delhi - 110001

Ref: Providing ____

Sir,

1. I/We ………………………… (Name of the bidder) declare that no legal action(s) have been / is being taken against us for any cause in any legal jurisdiction. /

1. I/We ………………………… (Name of the bidder) declare that the followings legal action(s) have been/ is being taken against us:

…… (detail of the legal action, project under consideration, legal authority involved etc.)……………

However, we affirm that the above legal action does not affect our ability to deliver the requirements of the Bank as per the Application for Empanelment.

(Note: strike out one of the above two declarations which is not applicable)

2. Further, we ………. also declare that no cases of civil lawsuits / litigation / arbitration etc. have been initiated in any in any of our executed projects.

2. Further, we ………. also declare that the following civil lawsuits / litigation / arbitration cases were/are initiated in our executed projects:

…………. (detail of the project and type of action etc.) ...…………………………………………………

(Note: strike out one of the above two declarations which is not applicable)

Date:

Place:

Signature and name of the authorized signatory of the Bidder with Rubber Stamp

Annexure N: Basic Information

a)	Name of the Company/firm	
b)	Details of registration of the firm: whether Sole Proprietorship/ Partnership firm /Private Limited/ Limited or Co-operative Body etc.	
c)	Name and address of the Proprietor/Partners/ Directors of the Company	
d)	Registered Address of the Company/firm	
e)	Address for correspondence	
f)	Contact Person	
g)	Designation	
h)	Mobile no.	
i)	FAX/Tele-fax	
j)	E-mail id	
k)	GST Registration details and no.	
l)	Labour License Details	
m)	EPFO Registration No.	
n)	ESIC Registration no.	
o)	In case the company is subsidiary, the involvement, if any, of the Parent Company in the Bank's proposed work	
p)	Was the bidder ever required to suspend the eligible works for a period of more than six months continuously after commencement? If yes, then furnish the reasons thereof.	
q)	Has the bidder or any constituent partner in case of partnership firm, ever abandoned the awarded works before	

	their completion? If so, give name of the work and reasons for abandonment.	
r)	Has the bidder or any constituent partner in case of partnership firm, ever been debarred /black-listed for competing in any organization at any time? If so, give details	
s)	Has the bidder or any constituent partner in case of partnership firm, ever been convicted?	
t)	Whether the bidder is involved in frequent civil suit /litigations in the Contracts being executed now. If yes, please furnish the details.	

Sl no	Name of the work and Employer	Nature of work	Work order No and Date	Present stage of work	Value of Contract	Brief details of litigation
1.	2.	3.	4.	5.	6.	7.

Date: Authorized Signatory (With Name/Designation and Seal)

Annexure O: Declaration for Local Content

(To be given on Company Letter Head for quotation value below Rs.10 Crores and by

Statutory Auditor/Cost Auditor/Cost Accountant/CA for quotation valuing Rs.10 Crores or above)

Date: __________

To Whomsoever It May Concern

Subject: Declaration of Local Content

Name of Quotation / Work: _________________________________

1. Country of Origin of Goods being offered: __________________________

2. We hereby declare that items offered has _____ % local content which qualifies us as ______________________________ (Class I Local / Class II Local / Non-Local) supplier.

3. Details of location at which local value addition will be made / **made** (Complete address to be mentioned): ____

“Local Content" means the amount of value added in India which shall, be the total

value of the item being offered minus the value of the imported content in the item (including all custom duties) as a proportion of the total value, in percent.

“False declaration will be in breach of Code of Integrity under Rule 175(1)(i)(h) of the General Financial Rules for which a bidder or its successors can be debarred for up to two years as per Rule 151 (iii) of the General Financial Rules along with such other actions as may be permissible under law.”

Yours Faithfully,

Signature with Official seal

Annexure P: FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK

(On Bankers' Letter Head)

Date:

To,

Regional Director
Reserve Bank of India
Estate Department
6, Sansad Marg
New Delhi - 110001

This is to certify that to the best of our knowledge and information M/s……................... having marginally noted address, a customer of our bank are/is respectable and can be treated as good for any engagement up to a limit of Rs...............(Rupees ....).

This certificate is issued without any guarantee or responsibility on the bank or any of the officers.

For the bank with Name, Designation and Seal

Note:

1. Bankers' certificates should be on letter head of the bank, addressed to Regional Director, Reserve Bank of India, Estate Department, 6, Sansad Marg, New Delhi - 110001.
2. In case of partnership firm, certificate to include names of all partners as recorded with the bank.

भारतीय रिज़र्व बैंक / Reserve Bank of India
संपदा विभाग / Estate Department
नई दिल्ली / New Delhi

भारतीय रिजर्व बैंक (आरबीआई), नई दिल्ली के मुख्य कार्यालय भवन (एमओबी) और नई दिल्ली स्थित आवासीय कॉलोनियों में अपने विभिन्न इन्वेंट्री आइटमों के लिए रेडियो फ्रीक्वेंसी आइडेंटिफिकेशन (आरएफआईडी) आधारित फिक्स्ड एसेट मैनेजमेंट सॉल्यूशन (एफएएमएस) हेतु कोटेशन

Quotation for Radio Frequency Identification (RFID) based Fixed Asset Management Solution (FAMS) for its various inventory items installed at Reserve Bank of India (RBI), New Delhi's Main Office Building (MOB) and Residential Colonies located at New Delhi

Part II - Price Bid

बोलीदाता का नाम : ....

पता : ....

दूरभाष सं : ....

ई-मेल **:** ....

बोली पूर्व बैठक का समय एवं स्थान	12 अगस्त 2026 पूर्वाह्न 11:00 बजे **स्थान**: संपदा विभाग, मुख्य कार्यालय भवन, भारतीय रिज़र्व बैंक, संसद मार्ग, नई दिल्ली
बोली प्रस्तुत करने की अंतिम तिथि:	**24 अगस्त 2026** को पूर्वाह्न 11:00 बजे तक
कोटेशन का भाग I अर्थात तकनीकी-वाणिज्यिक बोली खोलने की तिथि:	**24 अगस्त 2026** को अप्राह्न 03:00 बजे

Radio Frequency Identification (RFID) based Fixed Asset Management Solution (FAMS) for its various inventory items installed at Reserve Bank of India (RBI), New Delhi's Main Office Building (MOB) and Residential Colonies located at New Delhi

Schedule of Quantities

Name of the Contractor/Firm: ……………………………………………………………..

Sr. No.	Particulars	Estimated Quantity	Rate per tag (Incl. GST @ 18%)	Total Amount (Incl. GST @ 18%)
1	Supply of Epoxy RFID tags for electronic/metallic items as per specifications	**1428**		
2	Supply of Epoxy RFID tags for non-metallic items as per specifications	**900**		
	Sub-Total (A)			
Sr. No.	**Particulars**	**Quantity**	**Rate per service charge (Incl. GST @ 18%)**	**Total Amount (Incl. GST @ 18%)**
3	Charges for quarterly RFID Tagging / Replacement Tagging Services	**04**		
4	Charges for Half-Yearly Reconciliation / Physical Verification	**02**		
	Sub-Total (B)			
	Grand Total (A+B)			
	Grand Total (A+B) (in words)			

Place:

Date: Seal and signature of the vendor