



**Reserve Bank of India
Ranchi**

Empanelment Notice for empanelment of contractors, vendors and suppliers for various civil, electrical and other works in its office premises and residential flats for RBI Ranchi

Applications are invited from eligible contractors/firms for the captioned work estimated to cost up to ₹5 lakh through the **application in sealed cover** i.e. applicant needs to submit physical copy of application at Reserve Bank of India, Ranchi. The last date for submission of application is 01.10.2026. Interested suppliers/contractors may apply for empanelment for single or multiple trades for the categories indicated in the application form/ tender form. For a trade, the application may be submitted for any category, for more than one category or for all categories, as per their eligibility / willingness.

Schedule of the process of making the panel

S. No.	Activity	Tentative date
1.	Date of Press-Web Advertisements	03.09.2026
2.	Mode of receipt of application	Application in sealed cover Applicant needs to submit physical copy of application addressed to Reserve Bank of India, First floor, Zila Parishad Bhavan, Kutchery Chowk, Ranchi- 834001
3.	Date of start of downloading Application form from RBI Website	1600 Hrs. of 03.09.2026
4.	Date of Pre-submission meeting at RBI Ranchi, Estate Department, Main office premises (offline)	1100 Hrs. of 10.09.2026
5.	Start Date for submission of application	1600 Hrs. of 03.09.2026
6.	Last date for submission of application	1400 hrs. of 01.10.2026
7.	Date of opening of Sealed Applications	1600 hrs. of 01.10.2026

Important Instructions:

1. Applicants are requested to read the empanelment document carefully before submitting the applications.
2. Any amendments / corrigendum to the tender, if any, issued in future will only be notified on the RBI Website and will not be published in the newspaper.

Regional Director
Reserve Bank of India
Ranchi



भारतीय रिज़र्व बैंक
सम्पदा विभाग, राँची

Empanelment Notice for empanelment of contractors, vendors and suppliers for various civil, electrical and other works in its office premises and residential flats at RBI Ranchi

Reserve Bank of India, Ranchi invites applications for empanelment of suppliers / contractors / firms (hereafter referred as contractors) for undertaking the renovation / modernization / maintenance / various supplies and other works at Bank's Office Buildings/ Residential (Leased) Flats under the different trades costing up to ₹ 5 lakhs.

The panel will remain in force from November 01, 2026, to March 31, 2029. Interested suppliers/contractors may apply for empanelment for single or multiple trades for the categories indicated in the application form/ tender form. For a trade, the application may be submitted for any category, for more than one category or for all categories, as per their eligibility / willingness.

The detailed notification and the application forms are available at the Tender Section of the Bank's website www.rbi.org.in. In case of any clarification, please contact Estate Department, Reserve Bank of India, First floor, Zila Parishad Bhavan, Kutchery Chowk, Ranchi- 834001. Contact No. (0651) – 2210509 and e-mail - estateranchi@rbi.org.in.

The duly completed **application (i.e., both pre-qualification criteria and application form)** should be addressed to **The Regional Director, Reserve Bank of India, Estate Department, First floor, Zila Parishad Bhavan, Kutchery Chowk, Ranchi- 834001**, the last date for the submission being October 01, 2026, up to 14.00 hrs.

Application form will be available for downloading w.e.f. September 03, 2026, from 16:00 Hrs. onwards. A pre-submission meeting will be held on September 10, 2026, at 11:00 Hrs. in the Estate Department, RBI, Ranchi.



Empanelment Notice for empanelment of contractors, vendors and suppliers for various civil, electrical and other works in its office premises and residential flats

SCHEDULE OF EMPANELMENT PROCESS

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6.	Last date for submission of application	1400 hrs. of 01.10.2026
7.	Date of opening of Sealed Applications	1600 hrs. of 01.10.2026

Important Instructions:

- 1) Applicants are requested to read the empanelment document carefully before submitting the applications.
- 2) For each of the trade applied, separate application form with separate set of documents in respect of the requisite experience & eligibility criteria must be submitted.
- 3) The contractors already empaneled are also required to submit applications afresh.
- 4) The Bank reserves the right to reject any or all applications without assigning any reason thereof.

Regional Director
Reserve Bank of India
Ranchi, Jharkhand

Place – Ranchi



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Section-1

Empanelment Notice for empanelment of contractors, vendors and suppliers for various civil, electrical and other works in its office premises and residential flats

Reserve Bank of India, Ranchi invites applications for empanelment of contractors for undertaking Civil, Electrical and other Works including renovation / modernization / maintenance and repair / am repainting works of Bank's properties at various locations in Ranchi for following nature of works.

2. The panel will remain in force from November 01, 2026, to March 31, 2029. Interested suppliers/contractors may apply for empanelment for single or multiple trades for the categories indicated in the in the following table and also in the application form. For any particular trade, the application may be submitted for any category, for more than one category or for all categories, as per their eligibility / willingness.

A. Categories:

Category I	Up to ₹ 2 lakh
Category II	₹ 2 - 5 lakh

B. Trade List:

Contractors may select (tick mark) one or more categories for which they apply for empanelment.

Trade Sr. No.	Trade	Categories	
		Panel I Up to ₹2 Lakh	Panel II Above ₹2 Lakh – Up to ₹5 Lakh
1	Civil work {concrete works, carpentry, sanitary & plumbing, fabrication work (steel & aluminum), renovation, upgradation, modifications, alteration, repairing etc. of office and residential buildings}	Yes	Yes
2	General Repairs and Repainting of office and Residential Buildings	Yes	Yes
3	Supply of furniture for Office and Residential Buildings	Yes	Yes
4	Disposal of scrap material - (wooden/paper/electric work/civil work) & Disposal of Electrical Scrap Material (Electrical fittings, lights, switches, wires, geysers, heaters, ACs etc.)	Yes	xxxxx
5	Rewiring, and renovation of electrical installations and other electrical related works in Residential Flats and Office Buildings	Yes	Yes



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Note:

- a) The empanelment does not confer any right to claim for allocation of work.
- b) Applicants must possess active PAN, GSTIN, EPFO, ESIC, and relevant trade licenses (such as Electrical Contractor, or as applicable), along with necessary statutory registrations and an MSME Udyam Certificate (if eligible). Valid copies of all these authority-issued certificates and licenses must be submitted as mandatory supporting documents.
- c) AMC-related work orders/experience will not qualify for new work/execution trades and shall be considered exclusively for repair and maintenance categories.
- d) The cross marks (xxxxx) indicated above denote the ineligible limits for the prescribed panel of trades.
- e) Application for various trades and categories may be submitted in a single form. The applicant needs to indicate trades and categories for which he/she wishes to be empaneled and submit the documents accordingly.
- f) If an applicant firm meets all the pre-qualification criteria specified for the highest applied category within a trade, it is not required to apply separately for the lower categories of that same trade. In such cases, the firm shall be automatically deemed empaneled for all categories below that highest qualified category.
- g) The applicant firm must submit a latest bank solvency certificate in original, **which must be issued after the date of publication of this Notice Inviting Tender (NIT), i.e., after September 03, 2026**. The solvency certificate must be equivalent to at least 100% of the maximum financial limit prescribed for the highest applied category. Furthermore, this certificate must be explicitly addressed to the Regional Director, Reserve Bank of India, Ranchi, and issued referencing the specific title/subject of the work as described in the NIT.
- h) For the purpose of authenticity check and verification, the solvency certificate must clearly mention the name of the issuing bank's authorized official, their official designation, the specific branch name, and their active mobile/telephone number.
 - I. If the solvency certificate cannot be verified upon the Department's contact with the bank, it will be treated as '**Non-submission**' and the entire application will be summarily rejected without any prior notice.
 - II. If the amount of the submitted solvency certificate is found to be less than the financial limit of the highest applied category, the application for that specific category and any category above it will be deemed completely ineligible and rejected.
- i) If an applicant is applying for multiple different trades simultaneously, a single original solvency certificate shall be valid across all applied trades, provided that the certificate



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strictly mentions the relevant NIT title and its total financial value meets the 100% requirement of the highest category selected among all the applications.

Signature_____

Name & Designation _____



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Section-2

Pre- Qualification Criteria

Sr. No	Pre-Qualification Criteria: The applicant fulfilling the following eligibility criteria shall be considered for empanelment in the respective trade and category.		
1	Past/Prior Experience: As on August 31, 2026, the applicant should have a minimum of 5 years of experience executing works as indicated in the respective trade (i.e., the first work order should be on or before September 01, 2021). Applicants are required to furnish their Client List showing details of work carried out by them during this period. The list shall include details such as Name of the Client, Value of work executed, Date of Start and Finish of the work, and Reasons for delay, if any. The applicant must submit documentary evidence (such as Work Orders and Completion Certificates) in support of this minimum experience.		
2	Minimum value of each completed work qualifying: The qualifying experience of having successfully completed works as indicated in the respective trade during the last five years ending August 31, 2026 (i.e., works carried out on or after September 01, 2021), must satisfy any one of the following three conditions (all figures in INR):		
No. of similar completed works	Category	Panel I Up to ₹2 Lakh	Panel II Above ₹2 Lakh – Up to ₹5 Lakh
	Three similar completed works each costing not less than the mentioned amount	₹0.80 Lakh	₹2.00 Lakh
	Two similar completed works each costing not less than the amount	₹ 1.00 Lakh	₹ 2.50 Lakh
	One similar completed work each costing not less than the amount	₹ 1.60 Lakh	₹ 4.00 Lakh
3	Yearly Turnover for the last 3 Financial Years i.e. 2023-24, 2024-25, 2025-26 (if turnover certificate of 2025-26 is not available then turnover of 2022-23 is to be provided): The applicant should have an annual turnover of amount equal to 100% of the upper limit of the respective category for which Empanelment is sought or more during the last three financial years ending March 31, 2025 /2026 (as applicable). [For example, Empanelment of contractors for works costing between ₹ 1 - ₹ 5 Lakh, then the required annual turnover shall be ₹ 5 Lakh.] Audited balance sheet duly certified by a Chartered Accountant (CA) or turn over certificate from a CA along with copies of ITRs shall be submitted.		
4	Solvency: The applicant should furnish solvency certificate issued by the Applicant's banker, specifically for the purpose of the empanelment/work, for an amount equal to 100% of the upper limit of the respective category for which Empanelment is sought or more. [For example, Empanelment of contractors for works costing between ₹ 2- ₹ 5 Lakhs, then the required solvency shall be ₹ 5 Lakh.] Required Document: Solvency certificate issued by the applicant's banker issued after the date of publication of this Notice Inviting Tender (NIT), i.e., after September 03, 2026.		
5	Service setup (for electrical, electromechanical, technology related works): Full-fledged service setup should be available for the specified job at Ranchi.		
6	Registration and Licenses Required: Must have valid licenses for related trades as applicable (electrical contractor license, etc), PAN, active GSTIN, EPFO, ESIC, MSME Certificate (Udyam Registration in case contractor is MSME), e-waste certificate (for disposal of electronic waste) etc, Registration with respective registering authorities.		



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Required Document: Copies of relevant certificate/ licenses, issued by the respective authority.

***Similar Work: works as indicated in the respective trade for various trades is broadly defined as follows:**

Sr. No.	Trades	Definition (Consisting of any or all the components mentioned under respective trades)
1.	Civil Works	General Repair, Structural repairs, Repainting of flats, Carpentry Works, plumbing works, Interior and renovation work of residential and / or office premises. (Any or all the components mentioned)
2.	Electrical Works	Repairing/addition/alteration of electrical installations (HT/LT), HT/LT cabling, rewiring, other general electrical works (supply and installation), AMC of HT/ LT installations, Operation and maintenance of substation equipment/ pumping installation etc, for residential and / or office premises.
3.	Supply of Dead Stock items- Furniture, Modular Workstation etc.	Supply for furniture, modular workstation, compactors etc.
4.	Repainting works,	Repainting works including minor works which are required to be carried out before repainting.

1. In case of poor response for any trade in a category, Bank may decide to merge that trade with a similar trade in that category. Also, if required, Bank reserves the right to opt for 'Open' tendering irrespective of number of empanelled vendors in any trade/ category.
2. The Bank reserves the right to reject the application form which does not meet the eligibility criteria.
3. The Bank reserves the right to reject any or all applications without assigning any reason thereof.
4. The interested applicants should submit duly completed application form along with the required Pre-qualification documents in sealed cover super scribing "Empanelment of Contractors, Vendors and Suppliers for Various Civil, Electrical and Other Works for Reserve Bank of India, Ranchi, Trade Name..... Category..... - Application Form" to The Office of the Regional Director, Reserve Bank of India, Estate Department, First floor, Zila Parishad Bhavan, Kutchery Chowk, Ranchi- 834001 on or before 02:00 pm on October 01, 2026.
5. During scrutiny, if any of the applicant is found not to possess the required prequalification or to have submitted false/ incorrect information, the application will be liable for rejection. Applications of only those applicants who fulfil the specified Pre- Qualification Criteria and submit the required documents shall be processed further.
6. The panel will remain in force from November 01, 2026, to March 31, 2029, subject to periodical review of performance as specified and the Bank is free to extend the validity of the panel beyond the aforesaid period at its discretion.
7. The applicants are required to furnish details about their Organization, Technical experience, technical personnel, Spare capacity, Competence and Evidence of their financial standing as per the enclosed proforma which will be kept confidential.



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8. A Client's Certificate (as per [Annexure-III](#)) and a Banker's Certificate (as per [Annexure-IV](#)) are attached to the blank application form. In accordance with the pre-qualification criteria specified in the application notice, the applicant must obtain a Client Certificate from their client(s)—on the client's official letterhead and in a sealed official envelope—for all qualifying works and submit it along with the application. Similarly, they must obtain a Banker's Certificate from their banker(s)—on the bank's official letterhead and in a sealed envelope from the bank—and submit it with the application. Such certificates must be addressed to the Reserve Bank of India's inviting authority and submitted along with the application in a separate sealed envelope.
9. Client's Certificate issued by a Government/Semi Government Organization, or a PSU should be signed by an official of the rank of Executive Engineer or an Officer in an equivalent or higher rank. Client's Certificate issued by the private organizations shall necessarily accompany Tax Deducted at Source (TDS) Certificates. Applications received without the specified certificate shall be liable for rejection. The Bank reserves the right to independently verify the submitted certificates.
10. The applicants who have carried out any work for any office of the RBI during past five years shall provide the details of these works (if such works are more than 5, details of at least 5 works starting from the highest contract amount shall be furnished) in the specified format. The Bank shall verify the performance of the applicant on these contracts.
11. The application form shall be signed by a person on behalf of the Organization, who is duly authorized to do so. Each page of application shall be properly signed. If the application is signed by a person under power of attorney, required document giving the person the power of attorney shall be attached along with the application.
12. If the space in the application form is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed stating therein the part of the statement and serial number. Satisfactory completion certificates for works done for different employers should preferably be furnished along with the application.
13. The applicant who is applying for higher category can be empanelled in lower category on his/her specific request.
14. Applicant who desires to apply for Sanitary & Plumbing and Electrical related trades or any such trade which needs a license from the competent authority must submit photocopy of valid license issued by appropriate authority.
15. When deciding on the selection of contractors, emphasis will be placed on their capacity, experience, performance, the value of completed works, and their ability to deliver high-quality work.
16. The performance of all the enlisted contractors shall be reviewed by the Bank at least once a year and their name shall be removed from the approved list of contractors in the event of occurrence of any one or more of the failures on their part as detailed below:
 - I. Fails to respond to the call notice inviting tenders/ quotations on three occasions in a period of 1 year or fails to execute contracts awarded.
 - II. Is proved to be responsible for constructional defects in two contracts awarded.



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- III. Whose performance either in carrying out the work or in delivering materials as per specifications, are not found satisfactory in two contracts awarded/ supply orders placed.
- IV. Persistently violates any important conditions of the contracts like maintaining time schedule and business dealing, etc.
- V. Fails to abide by the condition of registration/ empanelment or is found to have given false particulars at the time of registration/ empanelment.
- VI. Is declared or is in the process of being declared bankrupt/ insolvent, wound up, dissolved or partitioned.
- VII. Persistently violates labour regulation /rules

I/ we have read and understood all the above instructions and shall comply with the instructions.

Place: Ranchi
Date: September 03, 2026

Regional Director
Reserve Bank of India
Ranchi



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Section- 3

Application for Empanelment of Contractors, Vendors and Suppliers for Various Civil, Electrical and Other Works for Reserve Bank of India, Ranchi

To,

The Regional Director
Reserve Bank of India
Estate Department, First Floor
Zilla Parishad Bhavan
Ranchi - 834001

Name of Applicant:

Address:

.....

Contact no:

Email Address:

Name of Trade:

Category:

Place:

Date:

Last Date and time of submission of application is October 01, 2026, up to 02:00 PM



Empanelment Notice for empanelment of contractors, vendors and suppliers for various civil, electrical and other works in its office premises and residential flats

Form of Application

The Regional Director
Reserve Bank of India,
Estate Department, First Floor
Zilla Parishad Bhavan
Ranchi - 834001

Madam / Dear Sir,

Having read and understood the Empanelment Notice, General Instructions to the applicants appended to the application proforma and all other relevant information, I/we hereby apply for Empanelment in the Bank as Contractor/ Supplier in the following trade(s) and category (ies):

Trade S.No.	Trade	Categories	
		Panel I Up to ₹2 Lakh	Panel II Above ₹2 Lakh – Up to ₹5 Lakh
1	Civil work {concrete works, carpentry, sanitary & plumbing, fabrication work (steel & aluminum), renovation, upgradation, modifications, alteration, repairing etc. of office and residential buildings}		
2	General Repairs and Repainting of office and Residential Buildings		
3	Supply of furniture for Office and Residential Buildings		
4	Disposal of scrap material - (wooden/paper/electric work/civil work) & Disposal of Electrical Scrap Material (Electrical fittings, lights, switches, wires, geysers, heaters, ACs etc.)		XXXX
5	Rewiring, and renovation of electrical installations and other electrical related works in Residential Flats and Office Buildings		

Note: "The cross marks (xxxxx)" indicated above are the ineligible limits for the prescribed panel of trade

Note: For each of the trade applied, separate set of documents in respect of the requisite experience, application form & eligibility criteria must be submitted.

1. I/We have read and understood the empanelment notice and instructions appended to the application proforma. I/We agree that if any information is found to be false at a later



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date, any contract entered into between ourselves and the Reserve Bank of India, Ranchi, on the basis of such information, shall be treated as void by the Bank.

2. I/We have enclosed the details of the qualifying works along with the client's confidential report in the prescribed proforma in a sealed envelope.
3. I/We have enclosed my/our banker's details along with the banker's confidential report in the prescribed proforma in a sealed envelope.
4. I/We have no objection to the Bank making enquiries regarding the works listed or verifying any information furnished by me/us in the accompanying sheets.
5. I/We agree that the decision of the Reserve Bank of India concerning the empanelment of contractors/suppliers shall be final and binding on me/us.
6. The applying firm/company for electrical works must possess a valid '**Class A**' **Electrical Contractor License** issued by the Central or State Government.

Signature and Seal of the Applicant

Name & Designation: _____

Address: _____

Place: _____

Date: _____

Email: _____

Contact No: _____



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Section - 4

General Instructions for Applicants

1. The Reserve Bank of India intends to prepare a panel of reputed contractors/ suppliers for undertaking, inter-alia, renovation/ modernization/ maintenance and repair/ repainting work of Bank's properties at various locations in Ranchi.
2. Interested applicants may apply for Empanelment for single or multiple trades/ subtrade under any or all categories. The applicants are required to write the name of Trade and Category for which application is submitted on the envelope containing the Pre-qualification documents.
3. Intending applicants are required to furnish details about their organization, technical experience, technical personnel, spare capacity, competence, yearly turnover and evidence of their financial standing (solvency) along with the documentary evidence as per the enclosed proforma which will be kept confidential.
4. A format of Client's Certificate / Performance certificate and Banker's Certificate is attached along with the blank application form. The applicant has to obtain the said Client's Certificate for all the qualifying works, in terms of the pre-qualification criteria described in the notice inviting application, from client(s) on their official letterhead in their official sealed cover and has to submit the same along with the application. Similarly, they have to obtain the said Banker's Certificate from their banker/bankers on the Bank's official letterhead in bank's sealed cover and has to submit the same along with the application. Such Certificates should be addressed to the application inviting authority of Reserve Bank of India and should be submitted along with their application in a separate sealed envelope.
 - a) Client's Certificate issued by a Government/Semi Government Organization, or a PSU should be signed by an official of the rank of Executive Engineer or an officer in an equivalent or higher rank.
 - b) Applications received without the specified certificate shall be liable for rejection. The Bank reserves the right to independently verify the submitted certificates.
5. The applicants who have carried out any work for any office of the RBI during past five years shall provide the details of these works (if such works are more than 5, details of at least 5 works starting from the highest contract amount shall be furnished) in the specified format. The Bank shall verify the performance of the applicant on these contracts.
6. The application form shall be signed by a person on behalf of the Organization, who is duly authorized to do so. Each page of application shall be properly signed. If the application is signed by a person under power of attorney, required document giving the person the power of attorney shall be attached along with the application
7. If the space in the application form is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed stating therein the part of the statement and serial number. Satisfactory completion certificates for works done for different employers should preferably be furnished along with the application.
8. Application containing false or inadequate information is liable for rejection.
9. Applicant who desires to apply for specialized works which needs a license / registration from the competent authority must submit photocopy of valid documents issued by appropriate authority.



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10. While deciding upon the selection of the contractors, emphasis will be given on the ability, experience, performance, value of works executed and competence to do good quality work in accordance with the specifications and within the time schedule

11. Debarment Clause: An applicant is liable for debarment/disqualification from empanelment on the following grounds:

A. If it is determined that the applicant has committed the following acts or omissions in contravention of the code of integrity:

- 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 behaviour 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 tender 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 declaration or providing false information for participation in a tender process or to secure a contract.
- i) failed to disclose conflict of interest.
- j) failed to disclose any previous transgressions made in respect of the provisions of sub-clause 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.

B. For any actions or omissions by the applicant 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, substandard quality of works, failure to abide by the terms of the tender etc.

C. If the applicant has been convicted of an offence— (a) under the Prevention of Corruption Act, 1988; or (b) the **Bharatiya Nyaya Sanhita** 2023 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.

12. Applicant who are debarred or whose performance are found poor during last 3 years by the any government institute/ PSU/ Semi-Government organisation will not be eligible to apply or if they had applied for empanelment their application will be rejected. All the applicants have to submit the undertaking regarding declaration of debarment by public institution(s).

13. Minimum Wages: The contractor is bound to follow all Labour rules and regulations as envisaged in the latest Labour Code, Payment of Wages Act 1936 and Minimum Wages Act 1948, or any other law, as applicable, and ensure payment of minimum wages which should be



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based on total Man days and/or working hours, which are revised time to time by the Competent Authority.

14. The contractor shall abide by all the laws of the land in respect of labour act, EPF, ESI, minimum wages etc. The Bank shall not be responsible for any claim on any account for not abiding the labour laws. The contractor shall give the details of the staff going to be deployed for Bank's information.

15. For supply of manpower, both skilled or unskilled, the contractors should have license, Registration with Labour Department, registration with ESIC, PF etc. and should comply with all the acts, law, regulations etc. for engaging the labour on daily basis.

16. Engagement of Contract Labour: The contractor shall obtain a license as contemplated under the latest Contract Labour (Regulation and Abolition) Act or any other law, as applicable, failing which he alone would be responsible for actions/proceedings ensuing thereto. The Bank shall not be held responsible for acts, commissions or omissions of the contractor and shall in no way made liable to the labourers engaged by the contractor.

17. The Sexual Harassment of women at workplace: The Contractor/ Agency shall comply with the provisions of "the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor / Agency and the Contractor/Agency shall ensure appropriate action under the said Act in respect to the complaint.

18. 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.

19. The contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the contractor, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the contractor is proved. The contractor shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.

20. Empanelment Review: The performance of all the enlisted contractors shall be reviewed by the Bank at least once a year and their name may be removed from the approved list of contractors in the event of occurrence of any one or more of the failures on their part as detailed below:

- a) Fails to respond to the call notice inviting tenders /quotations on three occasions in a period of 1 year or fails to execute contracts awarded.
- b) Is proved to be responsible for constructional defects in two contracts awarded.
- c) Whose performance either in carrying out the work or in delivering materials as per specifications, are not found satisfactory in two contracts awarded /supply orders placed.
- d) Persistently violates any important conditions of the contracts like maintaining time schedule and business dealing, etc.
- e) Fails to abide by the condition of registration /Empanelment or is found to have given false particulars at the time of registration /Empanelment.
- f) Is declared or is in the process of being declared bankrupt /insolvent, wound up, dissolved or partitioned.



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g) Persistently violates labour regulation /rules.

21. It is to inform that, at present, Bank invites bids for works with estimated cost more than Rs 5.00 Lakh only through e-tendering mode on CPP portal. However, Bank reserves the right to invite bids/tenders/quotations through any mode (physical or electronic) on any portal it may deem fit.

22. Any future amendment or corrigendum will be notified exclusively on the RBI website; it will not be published in any newspaper

23. The Contractor shall, at his/her own expense, effect and maintain Comprehensive All Risks Policy, suitably covering all injury or damage to person and property, etc. for each and every work awarded by the Bank.

24. Settlement of **disputes by Arbitration:** All disputes and differences of any kind whatever arising out of or in connection with the Contract or the carrying out of the works (whether during the progress of the works or after their completion and whether before or after the determination, abandonment or breach of the contract) shall be referred to and settled by the Bank who shall state his/her decision in writing. Such decision may be in the form of a final certificate or otherwise. The decision of the Bank with respect to any of the expected matters shall be final and without appeal. But if either the Employer or the Contractor be dissatisfied on a matter, question of dispute of any kind except any of the excepted matters then and in any such case either party (the Employer or the Contractor) may within 28 days after receiving notice of such decision give a written notice to the other party requiring the matters in dispute be arbitrated upon such written notice shall specify the matters which are in dispute or difference of which such written notice has been given and no order shall be and is hereby referred to the Arbitration and final decision of an arbitrator to be agreed upon and appointed by both the parties or, in case of disagreement as to the appointment of a single arbitrator, to the appointment of two arbitrators, one to be appointed by each party, which arbitrators shall before taking upon themselves the burden or reference appoint an Umpire.

25. The Arbitrator or Arbitrators, as the case may be, shall have power to open up, review and revise any Certificate, opinion, decision requisition or notice, save in regard to the excepted matters referred to in the preceding clause, and to determine all matters to dispute which shall be submitted to arbitration and of which notice shall have been given as aforesaid.

26. The Arbitrator or Arbitrators, as the case may be, shall make his/her or their award within one year (or such further extended time as may be decided by him or them as the case may be with the consent of the parties) from the date of entering on the reference. In case during the arbitration proceedings the parties mutually settle, compromise or compound their dispute or difference, the reference to arbitration and the appointment of the Arbitrator or Arbitrators, as the case may be, shall be deemed to have been revoked and the arbitration proceedings shall stand withdrawn or terminated with effect from the date on which the parties file a joint memorandum of settlement thereof, with the Arbitrator or Arbitrators as the case may be.

27. Upon every of any such reference, the cost of an incidental to the reference and Award respectively shall be in the discretion of the Arbitrator or Arbitrators, as the case may be, who may determine the amount thereof or direct the same to be taxed as between attorney and client or as between 1st party and 2nd party and shall direct by whom and to whom and in what matter the same shall be borne and paid. This submission shall be deemed to be a submission to arbitration within the meaning of the Indian Arbitration Act (latest amendment) or any statutory



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modification thereof. The Award of the Arbitrator or Arbitrators, as the case may be, shall be final and binding on the parties. It is agreed that the contractor shall not delay the carrying out of the works by reasons of any such matter, question or dispute being referred to arbitration, but shall proceed with the works with all due diligence and shall, until the decision of the Arbitrator or Arbitrators, as the case may be, is given, abide by the decision of the Bank, and no Award of the Arbitrator or Arbitrators, as the case may be, shall relieve the Contractor of his/her obligations to adhere strictly to the Bank's instructions with regard to the actual carrying out of the works. The employer and the Contractor hereby also agree that arbitration under this clause shall be a condition precedent to any right of action under the Contract.

28. Confidentiality/Non-Disclosure Clause: 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 any agreement executed between the Contractor and the Reserve Bank of India, Ranchi, to any third party and shall at all times hold the same in strictest confidence. The Contractor shall treat the details of the contract executed between the Contractor and the Reserve Bank of India, Ranchi 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 Reserve Bank of India, Ranchi. The Contractor shall indemnify the Reserve Bank of India, Ranchi for any loss suffered by the Reserve Bank of India, Ranchi 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 Reserve Bank of India, Ranchi 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 any agreement executed between the Contractor and the Reserve Bank of India, Ranchi.

29. Jurisdiction Clause: All disputes arising out of or in any way connected with this empanelment process or any agreement executed between the Contractor and the Reserve Bank of India, Ranchi shall be deemed to have arisen at Ranchi.

30. The Bank reserves the right to reject any or all the applications without assigning any reason thereof.

31. Clarifications, if any, required may be obtained from Office of The Assistant General Manager, Reserve Bank of India, Estate Department, first floor, Zila Parishad Bhavan, Kutchery Chowk, Ranchi- 834001 during office working hours.

32. Nature of Empanelment and Bidding Process: The preparation of this panel is strictly for the purpose of shortlisting reputable and competent firms/contractors for various civil, electrical, and other works. Enlistment in this panel does not confer any right, claim, or guarantee upon the empaneled firm for the automatic allocation of work or award of contracts. The Bank reserves the right to invite sealed tenders, financial bids, or limited quotations from this empaneled list as per its administrative requirements. The final selection for any specific work will be based on the competitive bidding process

33. Compliance with Tender Terms and Conditions: All empaneled firms shall be mandatorily required to fulfill, abide by, and comply with all specific terms, technical



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specifications, and conditions laid down in the individual tender or quotation documents issued by the Bank from time to time. Failure or refusal to meet the specified tender conditions upon invitation may result in the review and subsequent removal of the firm's name from the empaneled list.

34. Performance Bank Guarantee and Security Deposit: No security deposit or guarantee is required at the stage of submitting this empanelment application. However, successful empaneled firms who are subsequently awarded specific contracts through the bidding process must strictly submit the Earnest Money Deposit (EMD), Security Deposit, or Performance Bank Guarantee (PBG) as stipulated in that specific tender document. The financial security must be deposited in the prescribed format within the given timeframe, failing which the work order shall be canceled.

35. Prohibition of Sub-Letting and Assignment: The empaneled firm shall execute the awarded works utilizing its own infrastructure, supervisory staff, and workforce. Under no circumstances shall the empaneled contractor sublet, transfer, assign, or outsource the contract, either fully or partially, to any third party or sub-contractor without the prior express written consent of the Bank. Any unauthorized sub-letting shall lead to immediate termination of the contract and potential debarment.

36. Work orders or experience certificates related strictly to Annual Maintenance Contracts (AMC) will not be considered for evaluation under the core work trade/renovation categories. Such AMC experience shall strictly be evaluated and validated only for standalone, routine repair and maintenance works.

I/ we have read and understood all the above instructions and shall comply with the instructions.

Place:

Signature and Seal of the Applicant:

Date:

Name:

Address



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Section - 5

Declaration form

Regional Director,
Reserve Bank of India
Estate Department, First floor,
Zila Parishad Bhavan,
Kutchery Chowk,
Ranchi- 834001

Madam / Dear Sir,

Empanelment of Suppliers/contractors for Civil / Electrical repair / maintenance works and other works for Reserve Bank of India at Ranchi

- i. I/We have read and understood the notice and instructions to the applicants. I/We do hereby declare that the information furnished in the proforma and in the supplementary sheets is correct to the best of my/our knowledge and belief.
- ii. I/We agree that the decision of the Reserve Bank of India in selection of the contractors will be final and binding on me/us.
- iii. All the information furnished are correct to the best of my/our knowledge and belief.
- iv. I/We also agree that I/We have no objection if enquiries are made about the works listed by me/us in the accompanying sheets or any other enquiry related to the information furnished by me in the accompanying sheets.
- v. I/We understand that if any false information is detected at a later date, any future contract made between ourselves and the Reserve Bank of India, Ranchi on the basis of the information given by me/us will be treated as invalid and appropriate penal action may be taken against me by the Reserve Bank of India.

Yours faithfully,

Signature _____

Name _____

Designation _____

Address _____

Sign & Seal of the contractor



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Section - 6

Part I - Basic Information to be provided by the Applicant

S. No.	Application submitted for Empanelment in	
A	Trade (s)	
B	Category (ies)	
1.	Name of the Organization / applicant & Address of the Registered Office (Attach an attested photocopy of Certificate of Registration)	
2.	Type of organization (whether Proprietorship, Partnership/Pvt. Ltd/Ltd or Body Corporate etc.) Related certificate / document to be compulsorily enclosed	
3.	Name of Proprietor / Partners / Directors in the Organization	
4.	Details of Registration (Firm, Company etc.) Registering Authority, Date, Number etc. Please, enclose copy of the related Certificate(s) / Trade License(s) / PAN / GST Number /Certificate of Registration with Central Excise Department for payment of Service Tax (compulsory) / UDYAM Registration Certificate (if registered under MSMED ACT, 2006) etc./other licenses or certificates. *	
5.	Experience in the respective field of work. Please enclose documents in support.	
6.	Whether financially sound to undertake works for the value up to which the application is made. Please enclose Banker's certificate and latest Sales Tax & Income Tax Clearance Certificate	
7.	Name, address, telephone, fax no. & mail ID of the applicant's Bankers	
8.	Year Wise Turnover of the organization for last 3 years. (Kindly, enclose Audited Final Accounts in support)	
9.	Details of PAN, GST / TIN, CST, Service Tax number Please enclose documentary evidence.	
10.	Copy of Electrical Contractor License (for applicants applying for electrical works)	
11.	a) Registered office address, Telephone/Mobile No & Email id _____ b) Office address through which the work will be handled c) Details of the Contact Person (All fields are Mandatory) 1.Name _____ 2.Designation _____ 3.Mobile _____	
12.	Whether working with any of the Govt. / Semi-Govt. undertakings / PSU / Financial Institution as approved contractors and if so, furnish details thereof	



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13.	Whether any technical personnel are employed in the organization	Yes / No If Yes, give details of their experience, qualification etc.
14.	Details of skilled, qualified licensed supervisor / wireman (for application applying for electrical works)	
15.	Ability to provide Bank Guarantee or other equivalent forms of security from a Scheduled Bank	
16.	Indicate if involved in any litigation, or any civil suits pending in any of the works executed during last 5 years/being executed. If yes, please furnish the name of the project, employer, and nature of work, contract value, work order and date and brief details of litigation. Attach a separate sheet if required.	
17.	a) Name, address, Contact No., Email id of the Banker. b) Bank account number, Account Type, IFSC Code, Name of the person (For payments to be made if any) Attach a cancelled cheque	
18.	Details of skilled, semi-skilled, unskilled labours engaged in civil works. EPF/ESIC registration documents mandatory.	

* Applicant who desires to apply for Sanitary & Plumbing, Electrical related trades, must submit photocopy of valid license issued by appropriate authority.

Signature and Seal of the Applicant:

Place:

Date:

Address:

Email:

Contact No:



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Section - 7

Part II

Previous Experience

A. List of important projects executed by the firm during last 5 years (as per the eligibility criteria separately for each trade)

Sr. No.	Name of the work & Location	Nature and Specification of works	Name, address & telephone no. of owner. Also specify whether Govt./Semi Govt./ Pvt. Body	Contract Amount (₹)	Completion Period		Whether work was left incomplete, and contract terminated by either of the side? Give details	Any other relevant detail / reason, if any, delay of completion
					Stipulated	Actual		
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)

B. Details of works done for any office of RBI, within the last three Financial Years (2023-24; 2024-25; 2025-26), where work was not completed within time as per the work order _____ (copy of work order to be submitted)

*Hiding info at (B) is liable for rejection of your application.

Note:

- Attach copy of relevant valid license (if applicable) and professional qualification (if applicable) from competent authority for undertaking such technical works which require so (viz. HT/LT equipment/DG sets and minor electrical work, etc.)
- Documentary evidence of having carried out said works (Such as work order, completion certificate etc.) should be submitted.
- If the space in the application form is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed stating therein the part of the statement and serial number

Signature and Seal of the Applicant:

Address

Email

Contact No



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(B) List of Works of Higher Values in Hand of the applicant
(Costing ₹2 Lakh and above)

Sr. no.	Name of the Work and Location	Nature and specification of works	Name, address & telephone no. of owner. Also specify whether Govt./Semi Govt./ Pvt. Body	Contract Amount (₹)	Completion Period	Present Stage of Work
	(2)	(3)	(4)	(5)	(6)	(7)
1.						
2.						
3.						
4.						
5.						
6.						
7.						

* Attach a separate sheet, if required.

Note: Documentary evidence of having carried out said works (Work order, completion certificate etc.) should be submitted.

(Signature and Seal of the Applicant)



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Section - 8

PART III

List of Technical Personnel, Giving Details about their Technical Qualifications, Experience, etc.

Sr. no.	Name	Age	Qualification	Experience	Name and Nature of Works handled	Name of the projects costing more than Rs. ____ lakh	Date from which employed in your organization	Any other remarks Any specific qualification
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1								
2								
3								
4								
5								
6								
7								
8								
9								

* Attach a separate sheet, if required.

Note: Documentary evidence of having carried out said works (Work order, completion certificate etc.) should be submitted.

Signature and Seal of the Applicant



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Annexure I

Check list for documents Submitted or Not Submitted

Sr. No.	Document	Submitted	Not Submitted
1.	Formal letter requesting Empanelment in official letterhead of the applicant		
2.	Duly filled in & signed Application Form		
3.	Trade License/ certificate of incorporation/ partnership deed		
4.	Copy of PAN Card & other related Income Tax documents		
5.	Copy of GST Registration Certificate		
6.	Copy of PF Registration (if applicable)		
7.	Copy of ESIC Registration (if applicable)		
8.	Copy of MSMED Registration Certificate, if applicable		
9.	Copies of the Audited Final Accounts for last 3 years and A certificate issued by Chartered Accountant indicating the turnover for last three years.		
10.	Client's Certificates from clients for all the qualifying works in sealed official cover of the client. (Each certificate must accompany photocopy of TDS/ documents as a proof of payment		
11.	Work orders for all qualifying works along with their completion certificates		
12.	Previous Experience		
13.	Technical Qualification		
14.	Undertaking regarding declaration of debarment by public institution(s)		
15.	Undertaking regarding compliance of Statutory Requirements		
16.	Banker's certificate in sealed official cover of the bank		
17.	Completion certificates, if any		
18.	Other relevant certificates (If submitted please mention the name of the certificate above)		
19.	Applicant who desires to apply for Sanitary & Plumbing and Electrical related trades must submit photocopy of valid license issued by appropriate authority		

Signature and Seal of the Applicant

Address:

Email:

Contact No.



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Annexure-II

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) declare that

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

(c) I / we will inform the Bank in writing, in case, I / we or any of our allied firm* is / are debarred / suspended / blacklisted by any public institution / entity in India or other country at the earliest.

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.



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Annexure-III

Confidential

CLIENT's CERTIFICATE REG. PERFORMANCE OF CONTRACTOR

(On Client's Letter Head)

The Regional Director,
Reserve Bank of India
Estate Department
Ranchi- 834001,

Madam / Dear Sir,

Client's Certificate Regarding Performance of M/s _____

	Name of work with brief particulars:	
1.	Agreement No.& date	
2.	Agreement amount	
3.	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 & address of the authority under whom works executed	
9.	Whether the contractor employed qualified Engineer/overseer during execution of work	
10.	i) Quality of work (indicate grading)	Outstanding/Very Good/Good/Satisfactory/Poor
	ii) Amount of work paid on reduced rates, if any	
11.	i) Did the contractor go for arbitration?	
	ii) If Yes, total amount claim	
	iii) Total amount awarded	
12.	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 behavior	Outstanding/Very Good/Good/Satisfactory/Poor

Note: All columns should be filled in properly.

Signature of the Reporting Officer* with office seal

Name :-

Designation:-

Contact No:-



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For works carried out for Government / Public Sector Undertakings, the certificate should be signed by the concerned Executive Engineer or an officer in an equivalent or higher rank. In case of private entities, it should be signed by an authorised person.

Note:

- a) For works carried out for Private companies, Copy of TDS has to be submitted for proving the credentials / contract amount.
- b) All columns should be filled in properly
- c) The Client Certificates should be submitted for each of the Prequalification work.

*Officer of the rank of Executive Engineer or equivalent.

** Supported by adequate proof of payments received by the contractor for the work done by them.

Client's report issued by Pvt. Organization shall also accompany TDS Certificates.

(Reports must be submitted in client's official sealed cover and to be addressed to the Regional Director, Reserve Bank of India, Estate Department, First floor, Zila Parishad Bhavan, Kutchery Chowk, Ranchi- 834001)



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Annexure IV

FORM OF BANKERS' CERTIFICATE FROM A SCHEDULED BANK

This is to certify that to the best of our knowledge and information M/s. /Shri..... 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)

The average turnover in their account(s) in FY 2023-24; 2024-25; 2025-26 were;;;;, respectively (as applicable).

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

Signature and Seal of the Applicant

Note:-

- 1) Banker's certificate should be on letter head of the bank, sealed in cover addressed to – The Regional Director, Reserve Bank of India, Estate Department, First floor, Zila Parishad Bhavan, Kutchery Chowk, Ranchi- 834001,
- 2) In case of partnership firm, certificate should include names of all partners as recorded with the bank.
- 3) If turnover certificate of 2025-26 is not available, then turnover of 2022-23 is to be provided)



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Annexure-V

Undertaking regarding compliance of statutory requirements

(To be submitted by the applicant on their letterhead)

I / we (Name of the firm) undertake 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, Ranchi against any liability / claims, whatsoever arising out of non-compliance of any statutory requirement claimed by Reserve Bank of India, Ranchi without any protest or demur whatsoever.

(Seal and signature of the applicant)

Date:

Place: