



भारतीय रिज़र्व बैंक  
Reserve Bank of India

**Annual Maintenance Contract (AMC) for Radio Frequency Identification (RFID) based Fixed Asset Management Solutions (FAMS) at Reserve Bank of India's Office and Residential Premises at Mumbai - NIT**

Estate Office, Mumbai Regional Office, Reserve Bank of India invites short notice Limited e-tenders for the captioned work from the eligible contractors. The schedule of tender is as follows:

a. e-tender no.	RBI/Mumbai Regional Office/Estate/110/24-25/ET/556
b. Mode of tender	e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid through <a href="http://www.mstcecommerce.com/eprocn/">www.mstcecommerce.com/eprocn/</a> )
c. Estimated cost of the work	Rs.8.5 Lakhs
d. Date of NIT available to parties to download (View Tender Time)	<b>October 30, 2024 from 3:00 PM onwards</b>
e. Pre-Bid meeting	<b>Offline 11.30 AM on November 12, 2024</b> at Estate Office, 2nd Floor, Main Building, Mumbai Regional Office, Fort, Mumbai: 400001
f. Earnest Money Deposit	Not Applicable
g. Last date of submission of EMD	Not Applicable
h. Date of Starting of e-Tender for submission of online Techno-Commercial bid and Price bid at <a href="http://www.mstcecommerce.com/eproc/home/rbi">www.mstcecommerce.com/eproc/home/rbi</a>	<b>October 30, 2024 from 3:00 PM onwards</b>
i. Date of closing of online e-tender for submission of Techno-Commercial bid & Price bid	<b>November 20, 2024 till 2:00 PM</b>

<p>j. Date and time of opening of Part-I (Techno-commercial bid)</p> <p>Part-II Price Bid: Date of opening Part II i.e. price bid shall be informed separately</p>	<p><b>November 20, 2024 at 2:30 PM</b></p>
<p>k. Transaction Fee</p>	<p>Rs.1,000.00/- plus GST @ 18%</p> <p>To be paid through MSTC Payment Gateway/NEFT/RTGS in favour of MSTC Limited.</p>

The Bank is not bound to accept the lowest tender and reserves the right to accept either in full or in part any tender. The Bank also reserves the right to reject all the tenders without assigning any reason thereof. Any amendments / corrigendum to the tender, if any, issued in future will only be notified on the RBI Website and MSTC website.



**भारतीय रिज़र्व बैंक**  
**RESERVE BANK OF INDIA**  
www.rbi.org.in

E-TENDER

for

**Annual Maintenance Contract (AMC) for Radio Frequency Identification (RFID) based Fixed Asset Management Solutions (FAMS) at Reserve Bank of India's Office and Residential Premises at Mumbai**

**E-Tender No. RBI/Mumbai Regional Office/Estate/110/24-25/ET/556**

Part I – Technical Bid

**Name of Bidder:** \_\_\_\_\_

**Address:** \_\_\_\_\_

Due date and time of submission of e-Tender: **November 20, 2024 up to 14:00 Hours**

## Index

<b>Section</b>	<b>Details</b>	<b>Page No</b>
Section I	Form of e-tender	10
Section I	Notice Inviting Tender	14
Section II	Instructions to Bidders	17
Section III	Special Conditions of the Contract	23
Section IV	Details of Bidders	27
Section V	Project Information	28
Section VI	Format for Articles of Agreement	30
Section VII	Format for Unpriced Bill of Quantity	36
Annexure A	Undertaking regarding ownership of requisite hardware	37
Annexure B	Confirmation on encoding practices for RFID tags	38
Annexure C	Type of Fixed Assets	39
Annexure D	Responsibilities and Deliverables for Services in Scope	40
Annexure E	Details of Properties managed by Mumbai Regional Office	46
Annexure F	Undertaking regarding declaration of debarment by public institution(s)	48
Annexure G	Undertaking regarding compliance of statutory requirements	49
Annexure H	Financial Status	50

**Total 54 pages**

**Disclaimer**

The Reserve Bank of India, Mumbai Regional Office has implemented RFID technology-based asset management solution for physical verification and reconciliation of fixed assets in cost-effective manner in the Bank's Main office premises and various properties located in Mumbai. The Bank invites E-Tenders from interested vendors for purchase of RFID tags and delivery of associated services. The Bank will select a vendor who can deliver the asset tagging and reconciliation services as detailed in the tender document at a competitive price. This tender is neither an agreement, nor invitation to perform work of any kind to any party.

The purpose of this tender is to provide requirement of the Bank to all interested parties for submitting their bid. While RBI has taken due care in the preparation of the information contained herein, RBI does not claim that the information is exhaustive. Respondents to this tender are required to make their own inquiries and not rely solely on the information in the tender. RBI is not responsible if no due diligence is performed by the Respondents.

Reserve Bank of India reserves the right not to proceed with the Project or to change the configuration of the Project, to alter the time table 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.

**Process of E-tender:**

**A) Registration:** The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Techno-Commercial Bid as well as Price Bid over the internet will be done. The Vendor should possess **Class III signing type digital certificate**. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. MSTC/RBI is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

**SPECIAL NOTE: THE PRICE BID AND THE COMMERCIAL BID HAS TO BE SUBMITTED ON-LINE ONLY AT [www.mstcecommerce.com/eprocn](http://www.mstcecommerce.com/eprocn)(Version 3 )**

1) Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form. In case of any clarification, please contact RBI/MSTC, (before the scheduled time of the e- tender).

**Contact person (MSTC):**

HO Central Help Desk: (For vendors)

Phone Number :07969066600

helpdeskho@mstcindia.in (Please mention "HO Helpdesk" as subject while sending emails)

WRO Helpdesk: **7651915418**

Availability

Mr. Tanmoy Sarkar, Deputy Manager: 8349894664 – [wroopn11@mstcindia.in](mailto:wroopn11@mstcindia.in)

9:30 AM to 5:00 PM on all working days for all Technical issues e-Tenders, System settings etc.

**Contact person (RBI MRO):**

1. Shri Vishnu N, Assistant Manager: 9442644738, [vishnun@rbi.org.in](mailto:vishnun@rbi.org.in)
2. Shri Sai Vaishnav M, Assistant Manager: 9573037541, [msaivaishnav@rbi.org.in](mailto:msaivaishnav@rbi.org.in)

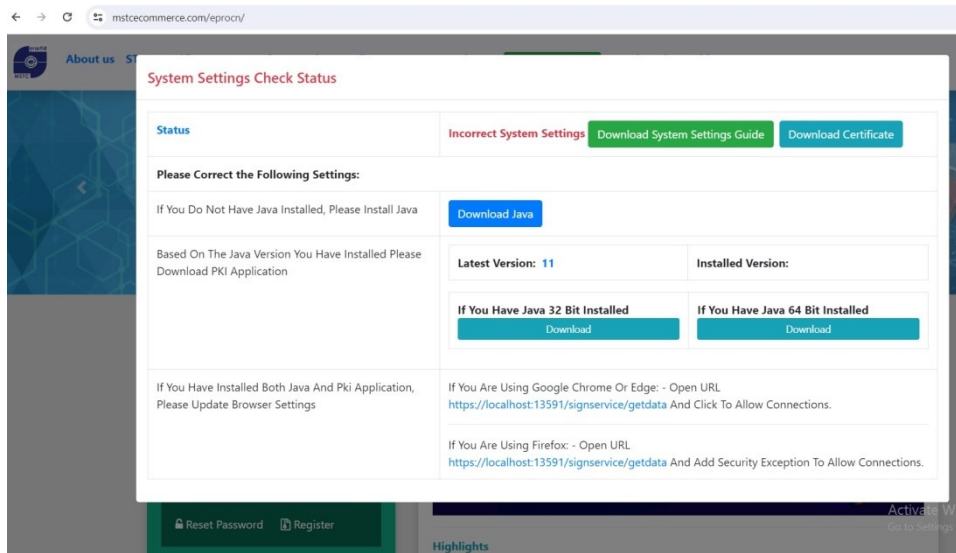
Vendors are required to register themselves online with

[www.mstcecommerce.com/eprocn](http://www.mstcecommerce.com/eprocn)

Register as Vendor -- Filling up details and creating own user id and password Submit. For further details, go to Download Guide / Video / Registration Guide.

**B) System Requirement:**

For details, vendor may refer to the **DOWNLOAD SYSTEM SETTING GUIDE** available <https://www.mstcecommerce.com/eprocn/>



(A) Part I Techno-Commercial bid will be opened electronically on specified date and time as given in the NIT.

(B) Part II Price bid will be opened electronically of only those bidder(s) whose Part I Techno-Commercial Bid is found to be Techno-Commercially acceptable by RBI, MRO. Such bidder(s) will be intimated date of opening of Part II Price bid, through valid email confirmed by them.

**Note:**

The tenderers are advised to offer their best possible rates. There would generally be no negotiations hence please submit your most competitive prices while submitting the price bid. However in case the lowest rate appears to be reasonable taking into account the prevailing market conditions, the order may be awarded to the lowest bidder and if the rate is still considered high, action as per prevailing instruction/guideline shall be taken.

All entries in the e-Tender should be entered in online Technical & Commercial Formats without any ambiguity.

**Special Note towards Transaction fee:**

**NOTE:** The bidders should submit the transaction fee well in advance before the last date of submission of e-Tender as they will be activated for bid submission only after receipt

of transaction fee by MSTC.

Vendors are advised not to deposit cash in bank as it becomes difficult to ascertain the details of the remitter from such cash transactions.

**Contact Details:**

HO Central Help Desk: (For vendors)

Phone Number :07969066600

helpdeskho@mstcindia.in (Please mention "HO Helpdesk" as subject while sending emails)

Availability

Mr. Tanmoy Sarkar, Deputy Manager: 8349894664 – [wroopn11@mstcindia.in](mailto:wroopn11@mstcindia.in)

WRO Helpdesk: 7651915418

9:30 AM to 5:00 PM on all working days for all Technical issues e-Tenders, System settings etc.

Bidders may please note that the transaction fee should be deposited by debiting the account of the bidder only; transaction fee deposited from or by debiting any other party's account will not be accepted. **Transaction fee is non-refundable.**

In case of failure to make payment towards Transaction fee for any reason, the vendor, in term, will not have the access to online e-tender.

Vendors are instructed to use **Upload Documents** link in My menu to upload documents in document library. Multiple documents can be uploaded. Maximum size of single document for upload is 5 MB.

Once documents are uploaded in the library, vendors can attach documents through **Attach Document** link against the particular e-Tender. Please note that if the documents are not attached to any e-Tender, the same cannot be downloaded by RBI, MRO and it will be deemed that the vendor has not submitted the documents. For further assistance please follow instructions of vendor guide.

All notices and correspondence to the bidder(s) shall be sent by email only during the process till finalization of e-Tender by RBI, MRO as well as by MSTC (e-procurement service provider). Hence the bidders are required to ensure that their email address provided is valid and updated at the stage of registration of vendor with MSTC (i.e. Service Provider). Bidders are also requested to ensure validity of their DSC (Digital Signature Certificate).



- (i) Please note that there is no provision to take out the list of parties downloading the e-Tender document from the web site mentioned in NIT. As such, bidders are requested to see the web site once again before the due date of e-Tender opening to ensure that they have not missed any corrigendum uploaded against the said e-Tender after downloading the e-Tender document. **The responsibility of downloading the related corrigenda, if any, will be of the bidders only.**
- (ii) No separate intimation in respect of corrigendum to this NIT (if any) will be sent to tenderer (s) who have downloaded the documents from web site. Please see website [www.mstcecommerce.com/eprocn](http://www.mstcecommerce.com/eprocn) of MSTC Ltd.

E-tender cannot be accessed after the due date and time mentioned in NIT.

**Bidding in e-tender**

- a) Bidder(s) need to submit necessary EMD, E-Tender fees (If ANY) and Transaction separately for the e-tender. Transaction fees if any are non-refundable. No interest will be paid on EMD. EMD of the unsuccessful bidder(s) will be refunded by RBI, MRO.
- b) The process involves Electronic Bidding for submission of Techno Commercial Bid as well as Price Bid.

The bidder(s) who have submitted the above fees can only submit their Techno Commercial Bids and Price Bid through internet in MSTC website [www.mstcecommerce.com](http://www.mstcecommerce.com) → e-procurement → Common Portal → Bid Floor Manager → live event → Selection of the live event → Transaction fee → Common terms → Attach Documents → Price Bid.

**Please Note:** The vendor after successful remittance of the transaction fees and EMD details, will get the attach documents and common terms tab enabled in their login. Post successful completion of this step, the vendors will be allowed to save the lot specific terms and submit their price bid against the lot through the portal or download and upload the excel file for submitting price bids, as the case may be. In case the attach documents and/or saving common terms step is unsuccessful, the tabs for saving lot specific terms and submitting price bid would be disabled. The status of whether the same is successful/pending would be displayed in the bid status button.

- c) The bidder should allow to run an application namely java applet by accepting the risk and clicking on run. This exercise has to be done twice immediately after

reaching the bid floor. If this application is not run, then the bidder will not be able to save/submit his bid. (for details refer vendor guide & FAQ).

- d) First the vendor needs to fill up the Commercial specification if any and save it. Then the vendor should fill up the Techno-commercial bid. After filling the Techno-Commercial Bid, bidder should click 'save' for recording their Techno-Commercial bid. Once the same is done, the Price Bid link becomes active and the same has to be filled up and then bidder should click on "save" to record their price bid. Then once both the Techno-Commercial bid & price bid has been saved, the bidder can click on the "Final Submission" button to register their bid

**NOTE:** - After clicking the final submission "Delete bid" option would be shown. If the vendor wants to delete the bid after final submission and re submit the bid, then he/she should click delete bid and resubmit the same and again click final submission.

- e) In all cases, bidder should use their own ID and Password along with Digital Signature at the time of submission of their bid.
- f) During the entire e-tender process, the bidders will remain completely anonymous to one another and also to everybody else.
- g) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- h) All electronic bids submitted during the e-tender process shall be legally binding on the bidder. Any bid will be considered as the valid bid offered by that bidder and acceptance of the same by the Buyer will form a binding contract between Buyer and the Bidder for execution of supply/work. Such successful tenderer shall be called hereafter **SUPPLIER/CONTRACTOR**.
- i) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
- j) Buyer reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
- k) No deviation of the terms and conditions of the e-Tender document is acceptable. Submission of bid in the e-tender floor by any bidder confirms his acceptance of terms & conditions for the e-Tender.
- l) Unit of Measure (UOM) is indicated in the e-tender Floor. Rate to be quoted should be in Indian Rupee as per UOM indicated in the e-tender floor/tender document.

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

No deviation to the technical and commercial terms & conditions are allowed.

RBI, MRO has the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.

The online e-Tender should be submitted strictly as per the terms and conditions and procedures laid down in the website [www.mstcecommerce.com/eproc](http://www.mstcecommerce.com/eproc)

The bidders must upload all the documents required as per terms of NIT. Any other document uploaded which is not required as per the terms of the NIT shall not be considered.

The bid will be evaluated based on the filled-in technical & commercial formats.

The documents uploaded by bidder(s) will be scrutinized. In case any of the information furnished by the bidder is found to be false during scrutiny, EMD of defaulting bidder(s) will be forfeited. Punitive action including suspension and banning of business can also be taken against defaulting bidders

**Section I**  
**Form of e-Tender**

To,  
The Regional Director,  
Reserve Bank of India  
Mumbai Regional Office,  
Estate Office, Fort,  
Mumbai.

Dear Sir/Madam,

We have carefully examined the specifications, designs and schedule of quantities relating to the works specified in the memorandum hereinafter set out and having visited and examined the site of the works specified in the said memorandum and having acquired the requisite information relating thereto as affecting the e-Tender. We hereby offer to execute the works specified in the said memorandum within the time specified in the said memorandum at the rates mentioned in the attached Schedule of Quantities and in accordance in all respects with specifications, designs and instructions in writing referred to in articles of agreement, general instructions to the Tenderers and special conditions, conditions hereinbefore referred to, specifications, data sheet and schedule of quantities and with such materials as are provided for, by and in all other respects, in accordance with such conditions so far as they may be applicable.

**MEMORANDUM**

(a)	Description of works	Tender for Annual Maintenance Contract (AMC) for Radio Frequency Identification (RFID) based Fixed Asset Management Solutions (FAMS) at Reserve Bank of India's Office and Residential Premises at Mumbai
(b)	Estimated cost	₹ 8.50 lakhs
(c)	Mode of payment	By NEFT within 45 days from completion of the work subject to

		the satisfaction of the Bank. Refer to clause 5.3 of Section III
(d)	Earnest Money	₹ 17,000/-

2. We also agree that our e-Tender will remain valid for acceptance by the Bank for 90 days from the date of opening of Part I of the e-Tender and this period of validity can be extended for such period as may be mutually agreed between the Bank and us in writing.

3. Should this e-Tender be accepted, I/we hereby agree to abide by and fulfil all the Terms and Conditions of the e-Tender and in default thereof, to forfeit and pay to you or your successors, or assignees or nominees such sums of money as are stipulated in the conditions contained in the e-Tender together with the written acceptance of the Contract.

4. I/We understand that you reserve the right to accept or reject any or all the e-Tender either in full or in part without assigning any reason therefor. We have deposited a sum of Rs.17,000/- as earnest money with the Reserve Bank of India, which amount is not to bear any interest. Should we fail to execute the Contract when called upon to do so, we do hereby agree that this sum shall be forfeited by us to the Reserve Bank of India.

5. The e-Tender documents are duly signed, filled and submitted / uploaded in two parts separately through online. Part I contains all commercial terms and conditions and technical particulars and Part II contains only the price bid in the Bank's proforma.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

For and on behalf of M/s \_\_\_\_\_

\_\_\_\_\_

(Signature with seal)

Name \_\_\_\_\_

Designation \_\_\_\_\_

Place \_\_\_\_\_

Date \_\_\_\_\_

(Certified true copy of the Power of Attorney of the above signatory should be enclosed).

Witnesses

(1) Signature with name, address and date

(2) Signature with name, address and date

**Schedule of Tender (SoT):**

a. e-tender no.	RBI/Mumbai Regional Office/Estate/110/24-25/ET/556
b. Mode of tender	e-Procurement System (Online Part I - Techno-Commercial Bid and Part II - Price Bid through <a href="http://www.mstcecommerce.com/eprocn/">www.mstcecommerce.com/eprocn/</a> )
c. Estimated cost of the work	Rs.8.5 Lakhs
d. Date of NIT available to parties to download (View Tender Time)	<b>October 30, 2024 from 3:00 PM onwards</b>
e. Pre-Bid meeting	<b>Offline 11.30 AM on November 12, 2024</b> at Estate Office, 2nd Floor, Main Building, Mumbai Regional Office, Fort, Mumbai: 400001
f. Earnest Money Deposit	Not Applicable
g. Last date of submission of EMD	Not Applicable
h. Date of Starting of e-Tender for submission of online Techno-Commercial bid and Price bid at <a href="http://www.mstcecommerce.com/eproc/home/rbi">www.mstcecommerce.com/eproc/home/rbi</a>	<b>October 30, 2024 from 3:00 PM onwards</b>
i. Date of closing of online e-tender for submission of Techno-Commercial bid & Price bid	<b>November 20, 2024 till 2:00 PM</b>

<p>j. Date and time of opening of Part-I (Techno-commercial bid)</p> <p>Part-II Price Bid: Date of opening Part II i.e. price bid shall be informed separately</p>	<p><b>November 20, 2024 at 2:30 PM</b></p>
<p>k. Transaction Fee</p>	<p>Rs.1,000.00/- plus GST @ 18%</p> <p>To be paid through MSTC Payment Gateway/NEFT/RTGS in favour of MSTC Limited.</p>

2. Regional Director, Reserve Bank of India, Mumbai Regional Office reserves the right to accept or reject any or all Bids without assigning any reasons and also reserves the right to relax any of the terms and conditions. No Bidder shall have any cause of action or claim against the RBI for rejection of his Bid.
3. All information submitted in response to this Tender shall be the property of Reserve Bank of India and it shall be free to use the concept of the same at its will.

**Regional Director**  
**Reserve Bank of India**  
**Mumbai Regional Office**

## Section II: Instructions to Bidders

<b>4.1</b>	<b>Name of the work:</b>
	Tender for Annual Maintenance Contract (AMC) for Radio Frequency Identification (RFID) based Fixed Asset Management Solutions (FAMS) at Reserve Bank of India's Office and Residential Premises at Mumbai.
<b>4.2</b>	<b>Minimum Eligibility Criteria:</b>
<b>(a)</b>	Vendor should be in business of providing RFID based Asset management system/ solution at least for the last 3 years as on September 30, 2024 and should have executed similar projects. (Completion certificates of executed work to be submitted).
<b>(b)</b>	Vendor should have an annual turnover of amount equal to 100% of estimated cost or more during the last 3 financial years ending 31st March 2024. (Certificate from CA to be submitted for last 3 years of turnover).
<b>(c)</b>	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).
<b>(d)</b>	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 <a href="#">Annexure A</a> ).
<b>(e)</b>	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 September 30, 2024 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.
<b>(f)</b>	Vendor should furnish solvency certificate issued by applicant's Banker for the estimated cost of work.



4.3	Reserve Bank of India, Estate Department, Mumbai Regional Office invites e-tenders from the eligible bidders as mentioned at clause 4.2. Eligible Bidders are required to submit Technical and Price Bids.
4.4	Bidders are advised to study all the sections of tender documents thoroughly. Submission of bids shall be deemed to have been done after careful study and examination of the Tender documents with full understanding of its implications.
4.5	<b>Obtaining of tender documents:</b>
(a)	Tender documents can be obtained from RBI website/ MSTC portal from the scheduled time and date as referred to in Clause No.1 (E). The tenders of those bidders, who do not comply with the pre-qualification criteria and have not submitted requisite EMD, will not be considered for opening.
(b)	Interested parties, if they so desire, may contact the Estate Office officials on the phone /e-mail indicated in Clause no. 1 (Q) of Section I.
4.6	<b>Pre-bid Meeting:</b>
	Reserve Bank of India shall conduct pre-bid meeting indicated in clause no. 1 (G), to answer any queries / provide clarifications that the Bidders may have in connection with the Project and to give them relevant information regarding the same.
4.7	<b>Amendment to Tender Document:</b>
(a)	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 tender by an amendment.
(b)	The said amendment in the form of the addendum/ corrigendum will be published in the RBI/MSTC website. The addendum(s) issued will form part of the tender documents.
(c)	In order to afford prospective Bidders reasonable time for preparing their Bids after considering such amendments, the Reserve Bank of India may, at its discretion, extend the deadline for the submission of Bids.
4.8	<b>Preparation of bid:</b>
4.8.1	<b>Technical Bid (Part 1 - Section I to VII):</b>

(a)	Sections I to VII are part of the technical bid. All sections must be signed by the bidder.
(b)	Bidder must fill all the details specified in the Section IV and VI.
(c)	EMD shall be part of technical bid & the amount of EMD is indicated in clause 1(H).
(d)	Bidders shall upload the following documents along with Technical bid: <ul style="list-style-type: none"> <li>(i) Form of e-tender;</li> <li>(ii) Documents supporting minimum eligibility criteria as per clause 4.2;</li> <li>(iii) Annexure A - Undertaking regarding ownership of requisite hardware;</li> <li>(iv) Annexure B - Confirmation on encoding practices for RFID tags;</li> <li>(v) Annexure F Undertaking regarding declaration of debarment by public institution(s);</li> <li>(vi) Annexure G Undertaking regarding compliance of statutory requirements;</li> <li>(vii) Annexure H Financial Status.</li> </ul>
4.8.2	<b>Price Bid</b>
(a)	<b>Currency of Bid:</b> Bid prices shall be quoted in Indian Rupees only. These prices should include all costs associated with the work including any out of pocket / mobilization expenses, all taxes, charges, levies, cess, GST, insurance, transportation, entry taxes, WCT, Labour, other Govt. Taxes etc.
(b)	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.
(c)	If any columns of the price bid are found blank then the tender of the respective bidders shall be treated as non-responsive and will be summarily rejected by the RBI and further EMD shall be forfeited.
(d)	Bidders should refer to Annexure C and Annexure E on details of number of properties and assets to estimate costs for carrying out half-yearly reconciliation activities.
4.8.3	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.

4.9	<b>Period of Validity of Bids:</b> Bids shall remain valid for acceptance by RBI for a period of 90 days. This period will be further mutually extended, if required.
4.10	<b>Earnest Money Deposit (EMD) / Bid security:</b>
(a)	Rs.17,000/- (Rupees Seventeen Thousand only) in form NEFT. Refer to clause 1(H).
(b)	Bids not accompanied by Bid Security, shall be treated as non-responsive, and will be summarily rejected by the RBI.
(c)	The Bid securities of unsuccessful Bidders shall be discharged/ returned by RBI after award of work to successful bidder.
(d)	The Bid Security of the Successful Bidder shall be returned to the Bidder after completion of the work.
4.11	<b>The Bid Security shall be forfeited if:</b>
(a)	Bidder made misleading or false representations in the forms, statements and attachments submitted, suppressed any material information, details of any legal proceedings pending in the court which might otherwise would have created any impact on the eligibility criteria.
(b)	Bidder left blank the column of the price bid.
(c)	Bidder withdraws his Bid during the period of bid validity.
(d)	Bidder has been blacklisted by any government agency and the blacklist is still in force.
(e)	In the case of the Successful Bidder, if he fails to complete the work within the prescribed time limit.
4.12	No conditional/optional quote shall be accepted.
4.13	Bidders shall not be permitted to alter or modify their bids after receipt of bids.
4.14	<b>Liquidated Damages / Penalty</b> for deficiency in services: 0.25% of the contract of the work executed per week subject to maximum 10% of the contract amount.
4.15	<b>Receipt of Bids:</b> The E-tenders will be accepted till the schedule time and date as referred to in refer clause 1(I). The tenders shall be submitted online before the scheduled last day and time.
4.16	<b>Opening of Technical Bid:</b>
	The Technical bids will be opened on the scheduled time and date as referred to in clause 1(J) at Estate Office, Mumbai regional Office. The bidders or their

	authorized representatives may be present, if they so desire.
4.17	<b>Scrutiny of Technical Bid:</b>
(a)	The Technical bid shall be evaluated as per the procedure indicated in special condition of contract (section III).
(b)	After evaluation of the Technical bids, the short-listed Bidders will be intimated to all the bidders. The decision of the Bank on technical suitability of the offer shall be final and shall not be open for discussion.
4.18	<b>Opening of Price Bid:</b>
(a)	Price Bids of short-listed Bidders will be opened later and such short-listed bidders will be intimated about date and time accordingly. The short-listed bidders or their authorized representatives may present, if they so desire.
(b)	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.
4.19	<b>Employer's right to accept any Bid and to reject any or all Bids:</b>
	Notwithstanding anything mentioned above, RBI 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. RBI reserves the right to cancel/annul the selection process, at any stage prior to the award of the Contract on account of the following:
(a)	in case no Bid is received.
(b)	occurrence of any event due to which it is not possible to proceed with the selection process.
(c)	an evidence of a possible collaboration/mischief on part of Bidders, impacting the competition and transparency of the selection process.
(d)	any other reason, which in the opinion of the Employer necessitates the cancellation of the selection process.
(e)	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 Bid Security 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 Bid Security and no other reimbursements of costs/ expenses of any type shall be made by the Employer on this account.
(f)	The Employer further reserves the right to re-tender the process or get the work done by a Government agency or Quasi Government agency if the Employer is of the opinion that the bids received are not economically or otherwise feasible or not acceptable due to reasons in sub clauses (a) to (d) above.
4.20	<b>Disputes:</b> All disputes arising shall be subject to the jurisdiction of the appropriate court as indicated in Clause 1(O) and will be governed by the Laws of India.

**Place:**

**(Signature of Bidder with Stamp)**

**Date:**

**(Name)**

### Section III: Special Conditions of the Contract

<b>5.1</b>	<b>Evaluation of Bid:</b>
5.1.1	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.
5.1.2	For consideration of evaluation for FAMS project, bidders are expected to submit responses on Technical Bid and Price Bid.
5.1.3	As part of Technical Bid, Bank will check if bidders meet Minimum Eligibility Criteria outlined in section 4.2 basis details and evidences submitted. Bank will also evaluate other requirements as mentioned in sections I to VII. Bidders who are unable to provide required documents, deposits or any other required information will be disqualified from evaluation process.
5.1.4	Bidders who fulfil criteria mentioned as part of Technical Bid will move to next stage of evaluation. Price Bids will be opened for all such bidders.
5.1.5	Post opening of Price Bids, bidder with lowest quote for price bid will be ranked as L1 and so on.
5.1.6	Such bidder with lowest price bid and found suitable in all respects will be declared as successful bidder and awarded the contract.
<b>5.2</b>	<b>Execution of Agreement:</b>
	On receipt of intimation from the Bank of the acceptance of his tender, the successful bidder shall be bound to sign the formal contract within fourteen days thereof. The cost of necessary stamp paper as per relevant provisions of Maharashtra Stamp Act for execution of the agreement shall be borne by the bidder/bidder. The format of article of agreement is provided at Section VI.
<b>5.3</b>	<b>Liquidated Damages / Penalty for deficiency in services:</b>
	In case the successful bidder is unable to achieve adhere to the contract timelines & Scope of work, the bidder will be charged liquidated damages/penalty at the rate mentioned in clause 4.14.
<b>5.4</b>	<b>Payment Conditions:</b>
(i)	Vendor shall submit invoice for reconciliation activity on half-yearly basis within 10 days from the completion of half-yearly activity. Charges will be paid 100% within 45 days from the date of completion of half-yearly activities

	in all respects subject to satisfaction of Bank.
(ii)	<p>a. Charges for quarterly addition/ replacement of RFID tags and half-yearly reconciliation services will be paid on half-yearly basis.</p> <p>b. The charges for RFID tags quoted shall be valid for entire period of the contract including the period of renewal of contract.</p> <p>c. Charges for RFID tags shall be paid within 45 days from date of delivery of tags / date of submission of invoices, whichever is later.</p>
(iii)	Each payment shall be liable for statutory deductions as per the Law.
<b>5.5</b>	<b>Force Majeure:</b>
	The Bidder 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. For purposes of the clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics, quarantine restrictions, freight embargoes etc. The Reserve bank of India will decide whether delay or failure on the part of the bidder was the result of an event beyond his control or not. The decision of the Reserve Bank of India in this regard should be final and binding on the supplier and will not be open to question before any court / forum in any proceedings.
<b>5.6</b>	<b>Termination for Default</b>
5.6.1	The Bank may without prejudice to any other remedy for breach of Contract, by Seven Days (07) days written notice of default sent to the 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.
5.6.2	On termination of the Contract for default, the EMD of the Bidder will be forfeited.
5.6.3	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.
<b>5.7</b>	<b>General Terms and Conditions:</b>
5.7.1	Bank intends to contract with successful bidder for a period of 1 year at the quoted rates. The contract shall be renewed as per the discretion of the Bank for a further period of two years. The contract renewal amount will be calculated as per the renewal formula given in clause 5.8.
5.7.2	Bank will purchase only the RFID tags from selected bidder. Other hardware like RFID printers, readers etc. will need to be managed by selected bidder at their end.
5.7.3	The rates quoted for RFID tags shall be valid for entire period of the contract including the two years of contract renewal period.
5.7.4	RFID tags should have re-writable memory and should be able to store minimum 12 alphanumeric characters.
5.7.5	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.
5.7.6	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 <a href="#">Annexure B</a> . This needs to be submitted after completing initial RFID tagging and reconciliation of fixed assets.
5.7.7	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'.
5.7.8	In case of malfunction of any RFID tags before end of their specified life cycle/ warranty period, vendor shall replace the same free of cost.
5.7.9	Quarterly addition/ replacement activities for quarters ending June and December will be completed along with half-yearly reconciliation process for period ending June and December respectively.
<b>5.8</b>	<b>Renewal of Annual Maintenance Contract:</b> Bank, at its discretion, shall renew the AMC with vendor for next two years (after successful completion of first year contract period). In case of renewal of contract, the rate for AMC shall be worked out based on the following formula and the rates quoted in the contract for quarterly addition/



replacement of RFID tags and half-yearly reconciliation services.  
 Renewal Formulae =  $A_c = A_p \times (CPI_c / CPI_p)$   
 Where:  
 $A_c$  = Charges for quarterly addition/ replacement of RFID tags and half-yearly reconciliation services for current period,  
 $A_p$  = Charges for quarterly addition/ replacement of RFID tags and half-yearly reconciliation services for previous period,  
 $CPI_c$  = Consumer Price Index for Industrial Workers (All India Average) 6 months prior to the commencement date of renewed contract for the current period,  
 $CPI_p$  = Consumer Price Index for Industrial Workers (All India Average) 6 months prior to the commencement date of contract for the previous period.  
 Charges for RFID tags shall be same as per the initial quoted amount for all the three years.

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

**Date:** **(Name)**

## Section IV: Details of Bidders

### 6.1. Particulars of Firm:

Sr. No.	Particulars	To be filled by Bidder
1	Name of the firm	
2	Composition of the firm (Whether partnership/ proprietorship/ Public Ltd.)	
3	Names of the proprietor/ partners/ Directors of the firm	
4	PAN and GST details with supporting documents	
5	MSME registration details	
6	Address of the Firm	
	Telephone	
	Email	
	Fax	
7	Work experience in years	

### 6.2 The details of our bankers are as below:

Sr. No.	Particulars	To be filled by Bidder
1	Name of the Bank	
2	Branch Address – Details of service setup in Mumbai	
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 Bidder with Stamp/Date**

## Section V: Project Information

<b>7</b>	<b>Requirement of the Bank/ Specification/ Scope of Work:</b>
7.1	<p>Vendor should ensure timely supply of required type and number of RFID tags as per the indent of the Bank; and timely completion of tag fixing and physical verification and reconciliation activities (as per the specified schedule). Vendors may visit Bank’s office buildings on planned dates before applying for tender to acquaint themselves with the types of Assets to be RFID tagged and quality requirement of tags. The activity is to be carried out at various office and residential properties of the Bank in Mumbai. The list of properties and number of assets is given in <b>Annexure E</b>.</p> <p><b>Services in Scope:</b></p> <p>1. Addition/ Replacement of RFID tags (Quarterly activity) for quarters ending March and September:</p> <ul style="list-style-type: none"> <li>• Addition of RFID tags for new/ transferred assets;</li> <li>• Replacement of RFID tags in case of reported damage.</li> </ul> <p>2. Addition/ Replacement of RFID tags and reconciliation of tagged assets with latest asset master list (Half-yearly activity) for half-year period ending June and December:</p> <ul style="list-style-type: none"> <li>• Reconciliation of tagged assets with latest asset master list.</li> <li>• Sharing reconciliation report and certificate with the Bank’s team.</li> </ul> <p>For half-year ending December 2024, the activity shall include tagging of all pending assets to be tagged as on December 31, 2024. The indent for tags will be submitted to successful bidder prior to initiation of half-yearly activity for half-year ending December 2024 and amount for tags will be paid as per actual tags supplied by the successful bidder. No additional charges will be paid for tagging of assets. Bidders are advised to refer to detailed explanation on procedures and responsibilities for above set of services in <b>Annexure D</b> towards the end of this Tender.</p>
7.2	<p><b>Inclusions and Exclusions:</b></p> <ul style="list-style-type: none"> <li>• Bank will purchase all types of RFID tags required for asset management from selected bidder.</li> </ul>

	<ul style="list-style-type: none"> <li>• For half-year ending December 2024, the activity shall include tagging of all pending assets to be tagged as on December 31, 2024. The approximate number of such assets is included in price bid. The actual number of assets shall be communicated to successful bidder prior to initiation of half-yearly activity for period ending December 31, 2024 and amount shall be paid for the actual number of assets supplied by the vendor. No additional charges will be paid for the tagging of assets.</li> <li>• Subsequent to completion of reconciliation and tagging of assets as on December 31, 2024, the indent for RFID tags will be submitted to vendor on quarterly basis as per actual requirement and amount will be paid as per the actual number of assets supplied by the vendor. The rate for RFID tags shall be applicable as per the rates quoted in price bid for the entire contract period including the period of renewal of the contract.</li> <li>• 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.</li> <li>• No additional charges shall be paid to the vendor in case of new additions to the properties mentioned in Annexure E except that of the charges for RFID tags tagged and supplied by the vendor.</li> </ul>
7.3	<p><b>Applicable SLA:</b></p> <ul style="list-style-type: none"> <li>• Addition/ Replacement of RFID tags planned on quarterly basis (for quarters ending March and September) should be completed before 10th day of next month after quarter end.</li> <li>• Reconciliation activity is to be carried out every six months i.e. twice in a year. For the assets as on June 30, the activity should be finished by July 31 and a report to be submitted to the Bank by August 15. Similarly, for the assets as on December 31, the activity should be finished by January 31 and a report to be submitted by February 15.</li> <li>• Supply of RFID tags shall be done within 10 days from receipt of indent of the Bank.</li> </ul>

**Signature of Bidder with Stamp/Date**

## Section VI: Format for Articles of Agreement

(On the ₹ 500/- stamp paper) – Only for Successful bidder

ARTICLES OF AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ between the Reserve Bank of India, having its Central Office at Mumbai (hereinafter called "the Employer") of the one part and (hereinafter called "the Bidder") on the other part.

WHEREAS the \_\_\_\_\_ Employer is \_\_\_\_\_ desirous of \_\_\_\_\_ and as per tender document.

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 special 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 Annual Maintenance of RFID based Fixed Asset Management Solution (FAMS) for Reserve Bank of India at their Mumbai regional office.
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 Bidder 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 Employer shall pay the Bidder 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.
5	Time shall be considered as the important factor of this Contract and the Bidder 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 Bank for all activities as per services in scope subject nevertheless to the provisions for the extension of time.
6	All payments by the Employer under this Contract will be made only at Reserve Bank of India, Mumbai Regional Office
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 Maharashtra shall have jurisdiction to determine the same.
8	The several parts of this Contract have been read by the Bidder and fully understood by the Bidder.
9.	<p>The contractor/agency shall be solely responsible for full compliance with the provision of Sexual harassment of Women at work place 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.</p> <p>(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.</p> <p>(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</p>

	<p>monetary relief to Bank's employee, if sexual violence by the employee of the contractor id proved.</p> <p>(c) The contractor shall be responsible for educating its employees about the prevention of sexual harassment at work place and related issues.</p> <p>(d) The contractor shall provide a complete and updated list of its employees who are deployed within the Bank's premises.</p>
<p><b>10.</b></p>	<p>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.</p>
<p><b>11.</b></p>	<p>The contractor shall take all actions required to comply with Contract Labour (Regulation and Abolition) Act 1970 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.</p>

12.	<p>The Contractor shall indemnify and keep indemnified the RESERVE BANK OF INDIA against:</p> <p>i) Any claim arising out of third-party loss/ damage to life or property caused by/during execution of the work.</p> <p>ii) Any claim arising out of loss/ damage to the workmen engaged by the contractor during execution of the work.</p> <p>iii) Any claim due to non-compliance of applicable PF/ Labour laws, ESI, regulations etc.</p>
13.	<p><b>Minimum Wages Act, 1948, Payment of Wages Act, 1936, Contract Labour (Regulation and Abolition) Act, 1970 etc.:</b></p> <p>The Contractor should pay to their personnel a minimum wage at the prevailing rate as fixed under Minimum Wages Act. 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.</p> <p>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 employees' Provident fund and miscellaneous provisions act, 1952 and employees' state insurance act, 1948.</p> <p>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 Bank due to the dispute between contractor &amp; its employee/es, same shall be recovered from the contractor.</p>



<p>If the Bidder is a partnership or an individual</p>	<p>IN WITNESS WHEREOF the Employer and the Bidder have set their respective hands to these presents and two duplicates hereof the day and year first herein above written.</p>
<p>If the Bidder is a company</p>	<p>IN WITNESS WHEREOF the Employer has set its hands to these presents through its duly authorized official and the Bidder 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.</p>
<p>Signature Clause:</p>	
<p>SIGNED AND DELIVERED by the hand of          Shri _____ in the presence of          (1) _____ (Name &amp; Address)          (2) _____ (Name &amp; Address)  <b>Witness</b></p>	
<p>SIGNED AND DELIVERED by the          Shri _____ in the presence of          (1) _____ (Name &amp; Address)          (2) _____ (Name &amp; Address)  <b>Witness</b></p>	<p>If the party is a partnership firm or individual</p>

<p>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 -</p> <p>(1) _____</p> <p>(2) _____</p> <p>Directors who have signed these presents in token thereof in the presence of -</p> <p>(1) _____</p> <p>(2) _____</p>	<p>If the Bidder signs under common seal the signature presence of - clause should tally with the sealing clause in the articles of association</p>
<p>SIGNED AND DELIVERED by the Bidder by the hand of Shri _____ and duly constituted attorney.</p>	<p>If the Contract is signed by the hand of power of attorney, Whether a company or an individual</p>

**Section VII: Format for Unpriced Bill of Quantity**

Sr. No.	Particulars	Quantity
<b>A –Supply of following RFID tags:</b>		
1.	RFID tags for electronic items	350
2.	RFID tags for non-electronic metallic items	75
3.	RFID tags for non-electronic non-metallic items	400
4.	Tagging assets with RFID tags (tags available with the Bank)	500
	<i>The quantity of tags mentioned above is subject to vary as per actual requirement and amount will be paid to vendor on actual basis.</i>	
<b>Total Price (A):</b>		
<b>B - Quarterly Addition/ Replacement of RFID tags and Half-yearly Reconciliation Services (for 3 years period):</b>		
1.	Charges for quarterly addition/ replacement of RFID tags (only for quarters ending March 2025 and September 2025)	2
2.	Charges for half-yearly reconciliation  + addition/ replacement of RFID tags after every 6 months (Half-year period ending December 2024 and June 2025)	2
<b>Total Price (B):</b>		
<b>GST – on (A) and (B): (C)</b>		
<b>Grand Total (A+B+C):</b>		

**Annexure A: Undertaking regarding ownership of requisite  
hardware (On letterhead of the Bidder)**

Date: \_\_\_\_\_

To  
The Regional  
Director, Reserve  
Bank of India,  
Mumbai Regional  
Office,  
Shahid Bhagat Singh Road, Fort,  
Mumbai – 400 001,

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: \_\_\_\_\_

To  
The Regional Director  
Reserve Bank of  
India, Mumbai  
Regional Office,  
Shahid Bhagat Singh Road, Fort,  
Mumbai – 400 001.

Dear Sir,

We hereby confirm compliance to special condition mentioned in clause 5.7.6 of Tender Document. 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: List of type of Fixed Assets

Sr. No.	Asset Type/ Description
	<b>Electronic / electrical assets</b>
1	Air Conditioners
2	CCTV System
3	TVs
4	Refrigerators
5	Vending Machines
6	Air Conditioners
7	Water Purifiers/ Coolers/ Water Dispensers
8	Kitchen Appliances
9	Note counting machine, Coin dispenser etc
10	Various types of Gym equipment
11	Inverter
12	Washing machine
	<b>Non-electronic metallic Assets</b>
1	Cupboards
2	Fully Metallic Tables
3	Pedestal Fans
4	Drawers
5	Trolleys
	<b>Non-electronic non-metallic Assets</b>
1	Cabinets
2	Side Racks, Shoe racks, Steel racks
3	Chairs
4	Various types of tables
5	Sofa
6	Wall Clock
7	Cots / Beds
8	Any other furniture items

**Note:** Above list of items is indicative only. Vendor shall tag and reconcile the items as per the list of assets provided by the Bank before initiation of quarterly / half-yearly activities.

## **Annexure D: Responsibilities and Deliverables for Services in Scope**

### **1. Addition/ Replacement of RFID tags (Quarterly activity):**

This procedure is to be carried out after every quarter end to -

- Add RFID tags for new/ transferred assets.
- Replace RFID tags in case of reported damage.

Vendor teams are expected to visit to Bank's office locations for the same on quarterly basis and work towards completing this activity before 10<sup>th</sup> day of next month after quarter end. Responsibilities for vendor partner are detailed out in sub-sections below –

#### **1.1. Addition of RFID tags:**

- Get asset lists for all departments from the Bank with information on new assets added during previous quarter and assets transferred to them and also accepted/ updated in system during previous quarter.
- These lists should have necessary data fields like Internal Inventory Number, Inventory Number, Branch, Dept, Section, Asset Desc, Asset Type etc. These lists will be provided at least 3 days prior to vendor's visit so that vendor can estimate no. of new RFID tags needed.
- Identify location/ place of each asset for a particular department with help of coordinator from Bank's end and write down indicators for each asset location against Internal Inventory Number in asset master list printout.
- Encode Internal Inventory Number data field for each asset in RFID tag identified for that particular asset.
- Print Internal Inventory Number and Inventory Number data fields for each asset on corresponding RFID tag.
- Also print Barcode for Internal Inventory Number for each asset on corresponding RFID tag.



- The configuration of RFID tags shall 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. A confirmation shall be submitted by vendor for compliance to the same.
- 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'.
- Affix these RFID tags on corresponding assets. Take placement, position and surface of asset into consideration while affixing RFID tags so as to ensure that RFID readers will be able to scan these tags without any problem during reconciliation. **Vendor shall ensure that the RFID tag is affixed on unexposed side of the asset.**
- In case of transferred assets, ensure that each such asset is actually physically located in department to which transfer is mentioned. If not, notify the same to coordinator from Bank's end and get this transfer done. Then remove old RFID tag on transferred asset and add new RFID tag as per same procedure mentioned in 1.1. Please note that old tag needs to be removed because of old Inventory Number printed on it which gets changed after transfer. Hence caution must be taken to ensure print of new Inventory Number on new tag.
- After affixing RFID tags for all new/ transferred assets, fill out necessary information in sign-off form provided by Bank and take signature of coordinator from Bank's end indicating completion of given activity. Attach asset list printout with this sign-off form for easy reference.
- Submit above set of documents to Bank.
- Please ensure that you complete tagging of new/ transferred assets for all departments.

### **1.2. Replacement of RFID tags:**

- Get asset lists for all departments from Bank with information of assets reported to have damaged RFID tags during previous quarter (if any). These lists should have necessary data fields like Internal Inventory Number, Inventory Number, Branch, Dept, Section, Asset Desc, Asset Type etc. These lists will be provided at least 3 days prior to vendor's visit so that vendor can estimate no. of replacements required.
- In addition to above asset lists, vendor is also expected to identify damaged tags during reconciliation process and replace them. It is suggested to get few extra tags during visit to Bank's premises for such type of activity. If RFID tag is damaged due to

normal wear & tear or due to any activity from Bank's side, the cost of tag will be reimbursed. If tag is not working due to sensor issue, vendor should replace during contract period without any additional cost to Bank.

- In case RFID tags on any reported assets have not been damaged, report the same to coordinator from Bank's end and answer on any apprehensions/ objections.
- For RFID tags on reported assets that have been verified to be damaged, encode Internal Inventory Number data field for each such asset in new RFID tag allotted for that particular asset.

Print Internal Inventory Number and Inventory Number data fields for each such asset on corresponding RFID tag.

Also print Barcode for Internal Inventory Number for each such asset on corresponding RFID tag.

- Affix these RFID tags on corresponding assets. Take placement, position and surface of asset into consideration while affixing RFID tags so as to ensure that RFID readers will be able to scan these tags without any problem during reconciliation.
- After affixing RFID tags for all such assets, fill out necessary information in sign-off form provided by Bank and take signature of coordinator from Bank's end indicating completion of given activity. Attach asset list printout with this sign-off form for easy reference.
- Submit above set of documents to Bank.
- Repeat above activities for each department. It shall be ensured that these activities are completed within 10 days from the quarter end.

### **1.3. Deliverables:**

- Report on type and count of new/ replaced RFID tags.
- Minutes of governance meeting with Bank's team.

## **2. Reconciliation of tagged assets with latest asset master list (Half-yearly activity):**

Before reconciliation activity, vendor should complete activities mentioned in sub-section 1.1 and 1.2 above i.e. Addition/ Replacement of RFID tags for previous

quarter end. After completion of these quarterly activities, reconciliation activity should be taken up.

Reconciliation activity is to be carried out every six months i.e. twice in a year. For the assets as on June 30, the activity should be finished by July 31 and a report to be submitted to the Bank by August 15. Similarly, for the assets as on December 31, the activity should be finished by January 31 and a report to be submitted by February 15. Data for all fixed assets at a particular office location should be captured through RFID readers and exported in Excel. Post that detailed reconciliation should be carried out with latest asset master lists shared by the Bank. Responsibilities for vendor partner are detailed out in sub-sections below –

### **2.1. Scanning of fixed assets:**

- Get latest asset master lists for all departments from Bank with necessary data fields like Internal Inventory Number, Inventory Number, Branch, Dept, Section, Asset Desc, Asset Type etc.
- Assess asset master lists for each department and estimate approx. time required for scanning of fixed assets for each department.
- Arrange meeting with coordinators from Bank's end and jointly finalize time slots for scanning of fixed assets for each department.
- Scan fixed assets for all departments during allotted time slots with help of RFID readers. Take help from coordinators from Bank's end in case of issues in accessing any area/ cabins/ rooms in any of the departments.

### **2.2. Reconciliation of scanned data with latest asset master list:**

- Extract scanned data for all departments and transfer in excel sheet to workstation allotted by the Bank.
- Reconcile this scanned data for all departments with latest asset master list provided by the Bank for all these departments.
- Usage of VLOOKUP functions in excel is advisable to match Internal Inventory Number data fields to find out discrepancies. It is recommended that reconciliation of consolidated data from asset master lists for all departments should be done with consolidated scanned data for all departments at one go.
- Detailed explanation of reconciliation using VLOOKUP functions in excel is provided in excel file embedded at the end of this annexure.

### **2.3. Reporting of discrepancies observed during reconciliation:**

Vendor should jointly conduct this exercise with coordinators from Bank's end.

Goal is to analyse discrepancies observed and take necessary actions to cross verify causes of discrepancies. Post this cross verification, discrepancies can be reported.

Below are some of the pointers for this analysis and subsequent cross verification –

- **Scenario 1: Assets present in asset master list but not captured in scanned data (scanned data mismatch for Internal 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 RFID tags.
- Check if any of these assets have been transferred to other office location but not accepted/updated in CBS/Excel.
- 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 team if any of these assets have been reported to be lost.
- Analyze reasons for observed discrepancies and mark count for below for reporting purposes –
  - Assets not present in department
  - Assets with no RFID tags
  - Assets with damaged RFID tags
  - Assets transferred to other office location without acceptance/update in CBS/Excel
  - Lost assets
  - Assets not captured during first scan
  - Assets not scanned as access was not available.

- **Scenario 2: Assets present in scanned data but not in asset master list (asset master data mismatch for Internal Inventory Number)**

- Check if any on these assets are present in system but marked for other office location 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 –
  - Assets accepted/updated for transfer in CBS/Excel by other office location but still physically present in old office location
  - Assets written off/marked for disposal in CBS/Excel but still physically present in office location.

#### **2.4. Deliverables:**

- Report on type and count of new/ replaced RFID tags.
- Reconciliation report and certificate based on scanning of assets data for RBI office premises at a particular location.
- Report with property-wise list of flats for which access was not available.
- Minutes of governance meeting with Bank's team.
- The half-yearly reconciliation activity for half-year period ending December 2024 includes tagging and reconciliation of all pending assets to be tagged in addition to reconciliation of assets in properties as given in Annexure E.

### **3. Reconciliation process example along with screenshots:**

Please refer to excel embedded below –



FAMS\_Reconciliation Process\_Example.xlsx

**Annexure E**

**Details of Properties managed by Mumbai Regional Office**

<b>S No</b>	<b>Property</b>
01	Main Building: Shahid Bhagat Singh Marg, Fort, Mumbai - 400001
02	Amar Building: Shahid Bhagat Singh marg, Near Main Building, Fort, Mumbai - 400001
03	World Trade Centre, Centre-I (2nd - 5th fl) and Arcade Building (2nd floor), Cuff parade, Mumbai
04	Maker Tower
05	Nariman Bhavan
06	Byculla Office, Reserve Bank of India: Dr. A. Nair Road, Opp. Mumbai Central, Mumbai – 400008
07	Bandra-Kurla Complex Office: Office building, Bandra-Kurla Complex, Plot C-7, C-8, C-9, Near Drive-in-Theatre, Bandra East, Mumbai - 400051
08	Governor's Bungalow: 5, Carmichael Road (M.L. Dhanukar Marg), Mumbai - 400026
09	DG Flats, Vasant Vihar: Plot no. 85, L. Jagmohandas Marg, Malabar Hill, Napeansea Road, Mumbai-400006
10	Bank House: RB-9, Officers' Quarters, Plot no. 156, Backbay Reclamation, Mumbai-400021
11	Dhanastra Officers' Quarters: Wodehouse Road, Cuffe Parade, Colaba, Bombay -400005
12	TMC (Old Block): Near Hindmata Market, Dr Babasaheb Ambedkar Road
13	TMC (New Block- Suvarnrekha): Near Hindmata Market, Dr Babasaheb Ambedkar Road
14	Vasant Vihar Tower Senior Officers' Quarters: Vasant Vihar Tower blocks, Napeansea Road, Mumbai-400036
15	Byculla Staff Quarters: Club Road, Near Maratha mandir cinema, Byculla, Mumbai - 400008
16	Tardeo Officers' Quarters: Tardeo Road, Tardeo, Bombay -400007
17	Matunga Officers' Quarters: Near King's Circle Station, Mumbai-19

<b>S No</b>	<b>Property</b>
18	Varada Officers' Quarters: V.S. Marg, 'Varada', Cadell road, Mumbai - 400028
19	Jalada' Officers' Quarters: Plot no. 1261 of T.P.S. Bombay, P Balu Marg, Prabhadevi, Worli, Mumbai, 400025
20	Sun Plazzo: Martulya mill centre, Lower Parel, Mumbai-400013
21	Gokuldharm Quarters: Gokuldharm, Dindoshi, Mumbai
22	Bandra-Kurla Complex Quarters: Bandra Kurla Complex, Plot no. R-3/R-4, Bandra East, Mumbai - 400051
23	Kailash Apartments Officers' Qtrs: Rani Sati Marg, Highway Corner, Quarry Road, Malad East, Mumbai - 400097
24	Tapovan Officers' Qtrs. Malad East, Mumbai - 400097
25	Raheja Township Class IV Staff Quarters: Phase II Raheja Township, Malad East, Mumbai - 400097
26	Santacruz staff colony (Officers and Class III) Gazdar Bandh, Santacruz (West), Mumbai
27	Nalanda Colony, Chembur, Mumbai
28	Dahisar Staff Quarters: Kandarpada, Veer Hanuman Nagar, Dahisar West, Mumbai - 400068
	<i>Approximate number of RFID tagged assets in above properties – 11,348</i>

**\* The number of assets mentioned above is tentative and actual number of assets will be communicated to successful bidder prior to initiation of half-yearly activity for half-year ending December 2024. No additional charges will be paid to the vendor in case of RFID tagging in any new properties added during the contract period except that of the charges for RFID tags.**

## **Annexure F**

**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 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.



**Annexure G- Undertaking regarding compliance of statutory requirements**

(To be submitted by the applicant on their letterhead)

1. 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, Chandigarh against any liability / claims, whatsoever arising out of non-compliance of any statutory requirement claimed by Reserve Bank of India, Chandigarh without any protest or demur whatsoever.

(Seal and signature of the applicant)

Date:

Place:

## Annexure H - Financial Status

S No	Details	Financial Year		
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. The Income Tax Clearance Certificates / Income Tax Assessment orders along with the latest final accounts of the business of the contractor duly certified by a Chartered Accountant, copies of the Income Tax Clearance Certificate/ Income Tax assessment orders along with the latest final accounts of business of the contractor duly certified by a Chartered Accountant as a proof creditworthiness.

**Signature of the bidder with seal**



**भारतीय रिज़र्व बैंक**  
**RESERVE BANK OF INDIA**  
www.rbi.org.in

---

**E-TENDER**

**for**

**Annual Maintenance Contract (AMC) for Radio Frequency  
Identification (RFID) based Fixed Asset Management Solutions  
(FAMS) at Reserve Bank of India's Office and Residential Premises at  
Mumbai**

**Part II - PRICE BID**

**Format for Price Bid**

Sr. No.	Particulars	Quantity	Unit	Rate (Per tag)	Amount (In Rs.)
<b>A –Supply of following RFID tags:</b>					
1.	RFID tags for electronic items (i)	350	NO		
2.	RFID tags for non-electronic metallic items (ii)	75	NO		
3.	RFID tags for non-electronic non-metallic items (iii)	400	NO		
4.	Tagging assets with RFID tags (tags to be provided by the Bank) (iv)	500	NO		
	<b>Taxes – 18% on (i+ii+iii+iv) -</b>				
	<b>Total Price (A)</b>				
	<i>The quantity of tags mentioned above is subject to vary as per actual requirement.</i>				
<b>B - Quarterly Addition/ Replacement of RFID Tags and Half-yearly Reconciliation Services:</b>					
<i>Charges should only be for services to be performed as mentioned below. For any hardware requirements, separate charges mentioned in section A will be applicable.</i>					
1.	Charges for quarterly addition/ replacement of RFID tags (only for quarters ending March 2025 and September 2025)	2	LS		
2.	Charges for half-yearly reconciliation + addition/ replacement of RFID tags after every 6 months (for half year period ending December 2024 and June 2025)	2	LS		
	<b>Taxes at 18%</b>				
	<b>Total Price (B)</b>				
	<b>Grand Total (A+B)</b>				
<b>Grand total in words (INR):</b>					

**Signature of Bidder with Stamp/Date**