



भारतीय रिजर्व बैंक
Reserve Bank of India
कृषि बैंकिंग महाविद्यालय
College of Agricultural Banking



Minutes of the Pre-bid meeting – Empanelment of vendors for supply of Stationery Items, Printed Stationery and Computer Consumables at RBI CAB Pune.

A pre-bid meeting for empanelment of vendors for supply of Stationery Items, Printed Stationery and Computer Consumables for the tender issued on February 04, 2026 was held at 11.00 am on February 11, 2026, at College of Agricultural Banking, Reserve Bank of India, Pune. The list of participants is provided in the [Annex](#).

2. The discussion held with the agencies' representatives and clarifications arrived thereof are mentioned hereunder:

Sr No	Queries by the vendors	Clarification
1	Whether quotation is to be given along with tender application and documents?	Successful bidders will be empanelled by the Bank for a period of three years subject to satisfactory performance. Competitive bids will be called for from the empanelled bidders and the contract will be awarded to the L1 bidder for a period from April 01, 2026 to March 31, 2027. Thereafter, the Bank will seek financial bids from the empanelled vendors on a yearly basis for award of annual contract till the validity of the panel.
2	Whether the same documents are required for the all categories of stationery?	Kindly refer to Paragraph 2 and 3 of the tender document.
3	Whether solvency certificate issued by banker is to be given in format sought (Annex II) in the tender document or in any other format is accepted?	Kindly refer to Paragraph 2 of the tender document.

4	Whether banker's certificate is to be given on letterhead of the firm?	Banker's certificate should be on letterhead of the bank, in original as per proforma Annex II of the tender document.
5	Solvency certificate of what amount is required?	An amount equal to upper limit of the respective category for which empanelment is sought.
6	Whether there are specific requirements for jute bags and customised stationery items?	Details of jute bags and customised stationery will be specified at the time of seeking quotation.

Sr. No	Name of the RBI officer/staff	Designation
1.	Shri Narendra Dhone	Assistant General Manager
2.	Shri Kuldip Suryawanshi	Assistant Manager
3.	Shri Rohit Naikwade	Assistant
Sr. No	Name of the representative of vendors	Name of the organization
1.	Shri Rahul Salunkhe	M/s Dhanraj Printers
2.	Ms Muskan Singh	M/s Srishti
3.	Shri Rakesh Bist	
4.	Shri Rohit Parkhe	M/S Shree Mahavir Stationers
5.	Shri Sudarshan	M/s New PPC Stationary and Printing Hub