



Reserve Bank of India
Estate Department, Rail Head Complex
Jammu-180012
<https://www.rbi.org.in>

Tender for RFID based Asset management system/solution for Reserve Bank of India at Jammu, Staff Colony at Jammu, Leased premises at various locations in Jammu and RBI, Srinagar

Reserve Bank of India, Jammu invites sealed tenders in two parts (I & II) for the captioned work from eligible firms/contractors fulfilling the pre-qualification criteria. For further details and uploading the tender, please visit the 'Tender' link on RBI website (<https://rbi.org.in/web/rbi/tenders>). Please also note that further Addendum / corrigendum will only be published on RBI website. The Schedule of tender is as follows:

Estimated cost of the work	₹1,80,000/- (Rupees One Lakh Eighty Thousand Only) inclusive of GST
Date of Issue of the Tender	February 05, 2026 (Thursday)
Date of Pre-Bid meeting	February 12, 2026 at 11:00 AM at Main Office building, RBI Jammu
Last Date of Submission of the Tender	March 02, 2026 up to 11:00 a.m.
Date and Time of opening of Part-I Part-II of the eligible companies/ agencies/ firms will be opened subsequently on a later date after scrutinizing the Part-I of the tender	March 02, 2026 from 11:30 a.m. onwards

Date: 05.02.2026

Regional Director



**RESERVE BANK OF INDIA
ESTATE DEPARTMENT
JAMMU**

Tender for

RFID based Asset management system/solution for Reserve Bank of India at Jammu, Staff Colony at Jammu, Leased premises at various locations in Jammu and RBI, Srinagar.

Part I: /Techno-Commercial Bid

Name of Tenderer:

Address:

Telephone No.:

E-mail ID:

Date of Notice Inviting Tender : February 05, 2026 from 18:00 Hrs onwards

Last date and time of submission of tender : March 02, 2026 upto 11:00 Hrs

Date and time of opening of Technical Bid (Part I) : March 02, 2026 from 11:30 Hrs onwards

Date of Pre-bid Meeting : February 12, 2026 at 11:00 Hrs

Venue of Pre Bid Meeting : Main Office building, RBI Jammu

Note: Digitally signed/Scanned and Signed copy of Part I need to be upload on MSTC website.

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DISCLAIMER

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

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

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

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



**Reserve Bank of India
Jammu**

Tender Notice

Reserve Bank of India, Jammu invites Tender from eligible and willing firms for "RFID based Asset management system/solution for Reserve Bank of India at Jammu, Staff Colony at Jammu, Leased premises at various locations in Jammu and RBI, Srinagar". The estimated cost of work is ₹1.80 lakhs (Including GST) only.

2. It is an open tender in off-line mode. Only those firms interested in undertaking the said work, which find themselves suitable as per the eligibility criteria may take part in the tender process. The tender document is available on the Bank's website <https://www.rbi.org.in> for download from February 05, 2026.
3. Tender shall be submitted off-line in two parts. Part-I of the tender will contain the Bank's standard technical and commercial conditions for the proposed work, which must be agreed to, properly filled and signed by the tenderers along with their seal. Part-II of the tender will contain Bank's schedule of quantities and tenderer's price bid to be submitted separately in sealed cover to the Bank.
4. The firms fulfilling the eligibility criteria and desirous of being considered for award of the work should submit all the required documents mentioned in the tender document to Estate Department, 3rd floor, RBI Jammu on or before March 02, 2026 till 11:00 AM.
5. Part-I of the tender will be opened on March 02, 2026 at 11:30 AM at Estate Department, 3rd floor, RBI Jammu. The timeline of the tender is as follow:

a. Tender Name	RFID based Asset management system/solution for Reserve Bank of India at Jammu, Staff Colony at Jammu, Leased premises at various locations in Jammu and RBI, Srinagar
b. Estimated cost of the work	₹1.80 lakh (Rupees One lakh Eighty thousand only) (Including GST)
c. Mode of Tender	Off-line Open tender- Part I and Part II of the tender should be submitted separately in sealed envelope to Estate Department, 3rd Floor, RBI Jammu
d. Date of availability of Tender Document for download on the Bank's website	February 05, 2026 from 18:00 Hrs onwards.
e. Eligible Vendors	Vendors/ firms, who satisfy eligibility criteria mentioned in the tender document, may participate in the Tender.
f. Earnest Money Deposit (EMD)	EMD Amount of ₹3,600/- (Rupees Three Thousand Six Hundred Only) needs to be submitted through NEFT (as per the below

	<p>mentioned details) along with the Part-I/ Technical-Commercial Bid:</p> <p>In favour of Reserve Bank of India, Jammu in the Account No. 8714295, IFSC Code: RBIS0JMPA01 (0=Zero).</p> <p>Note: Micro and Small Enterprises (MSEs) having Udyam Registration Number (Udyog Aadhar Memorandum Number) are exempted from payment of EMD.</p>
g. Closing Date for submission of Techno-Commercial Bid & Price Bid	March 02, 2026 till 11:00 Hrs
h. Date of Pre- Bid Meeting (Offline)	February 12, 2026, at RBI MOB, Jammu at 11:00 Hrs
i. Date & time of opening of Part-I (i.e. Techno-Commercial Bid) Date & Time of opening of Part- II (i.e. Price Bid)	March 02, 2026 from 11:30 Hrs onwards Date and time of opening of price bid will be informed separately to all the eligible bidders later through email.
k. Transaction Fee	To be paid through MSTC Payment Gateway/NEFT/RTGS in favour of MSTC Ltd. or as advised by M/s MSTC Ltd.

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.

-SD-
Regional Director
Reserve Bank of India, Jammu

Section II: Instructions to the Bidders

2.1	Minimum Eligibility Criteria:
A	Vendor should be in business of providing RFID based Asset management system/ solution at least for the last 3 years as on December 31, 2025 and should have executed similar works. [Completion certificate of executed work (See Para 2.1.E) to be submitted].
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 2025. (Certificate from CA to be submitted for last 3 years of turnover)
C	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)
D	Vendor should have their own RFID scanners, tag printers etc. to take up the work. (Undertaking to be submitted on letterhead of bidder with necessary details related to make, model no. etc. as specified in Annexure A).
E	<p>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 December 31, 2025 should be either of the following:</p> <p>i) Three completed similar works* each costing not less than the amount equal to 40% of the estimated cost of work. Or</p> <p>ii) Two completed similar works* each costing not less than the amount equal to 50% of the estimated cost of work. Or</p> <p>(iii) One completed similar work* costing not less than the amount equal to 80% of the estimated cost of work.</p>
2.2	Reserve Bank of India, Estate Department, Jammu invites tenders from the eligible bidders as mentioned at clause 1.1.1. Eligible Bidders are required to submit Technical and Price Bids in two separate sealed envelopes.
2.3	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.
2.4	Obtaining of Tender documents:
(a)	Tender documents can be downloaded from RBI website https://www.rbi.org.in/ .
(b)	Tender documents can be collected directly from 3 rd Floor, Estate Department, Reserve Bank of India, Jammu 160017.
2.5	Pre-bid Meeting
	<p>Reserve Bank of India shall conduct pre-bid meeting indicated in the Notice Inviting Tender (NIT), to answer any queries / provide clarifications that the bidders may have in connection with the tender and to give them relevant information regarding the same.</p> <p>Bidders are advised to visit the Building (both Office Building and Residential premises), upon obtaining approval from the Estate department, in order to acquaint themselves with the types of Assets to be RFID tagged and quality requirement of tags, before submitting quotations.</p>
2.6	Amendment to Tender Document:

2.6.1	At any time prior to the deadline for the submission of bids, Reserve Bank of India may, for any reason, whether at its own initiative or in response to a clarification or query raised by a prospective bidder, modify the tender by an amendment.
2.6.2	The said amendment in the form of the addendum/ corrigendum will be uploaded in Bank's website (https://www.rbi.org.in/). The addendum(s) issued will form part of the tender documents.
2.6.3	In order to afford prospective bidders reasonable time for preparing their bids after taking into account such amendments, the Reserve Bank of India may, at its discretion, extend the deadline for the submission of bids.
2.7	Preparation of bid:
2.7.1	Technical Bid (Part 1)
(i)	Sections I to VII are part of the technical bid.
(ii)	Bidder must fill all the details specified in the Sections respectively.
(iii)	EMD shall be part of technical bid & the amount of EMD is as follows: ₹3,600/- (Rupees Three Thousand Six Hundred Only) In favour of Reserve Bank of India, Jammu in the Account No. 8714295, IFSC Code: RBIS0JMPA01 (0=Zero).
2.7.2	Price Bid (Part 2):
(i)	Currency of Bid: 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 charges, levies, cess, insurance, transportation, entry taxes, WCT, Labour, other Govt. Taxes etc.
(ii)	After opening of the price bid, no clarifications whatsoever shall be entertained by the Bank.
(iii)	Bidders should refer to Annexure C containing non-exhaustive list elaborating various types of fixed assets and dead stock articles to estimate costs for hardware requirement in the Price Bid.

2.7.3	It will be imperative on each bidder to fully acquaint himself with all the local conditions and factors, which would have any effect on the performance of the contract and cost of the items. No request for the change of price or time schedule of delivery of items shall be entertained, on account of any local condition or factor once the offer is accepted by the Bidder.
2.8	Period of Validity of Bids:
	Bids shall remain valid for acceptance by RBI for the period indicated in Clause 2.30 This period will be further mutually extended, if required.
2.9	Earnest Money Deposit (EMD):
2.9.1	The Bidders shall enclose EMD proof of NEFT remittance paid with their Bid for an amount indicated in Clause 2.7.1.(iii) of Notice Inviting Tender. No interest on EMD shall be paid.
2.9.2	Bids not accompanied by EMD, shall be treated as non-responsive, and will be summarily rejected by the RBI.
2.9.3	The EMD of unsuccessful Bidders shall be discharged/ returned by RBI after award of work to successful bidder.

2.9.4	The EMD of the Successful Bidder shall be returned upon receipt of Performance Bank Guarantee (PBG) from the Bidder.
2.10	OEM Certificate: Bidder is requested to provide declaration on its letter head to the Bank, mentioning whether the firm is OEM or not.
2.11	The EMD/Bid Security shall be forfeited if:
(i)	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.
(ii)	Bidder withdraws his bid during the period of bid validity.
(iii)	Bidder has been blacklisted by any government agency and the blacklist is still in force.
(iv)	In the case of the Successful Bidder, if he fails to complete the work within the prescribed time limit.
2.12	Procedure for Submission of Bids:
	It is proposed to have a Two- parts for this bid as following -
2.12.1	Technical Bid consist of following items -
(a)	Documentary proofs of Pre-qualification.
(b)	EMD shall be part of Technical Bid.
	The tenders for the above work shall be submitted in Part-I and Part-II in two different sealed envelopes. Part-I contains Technical Specifications & Terms and Conditions. Part-II contains only rates of items. Signed and Stamped copy of Part-I and rates of Part II shall be submitted at Reserve Bank of India, Jammu Office. The tender documents can be downloaded from Tenders Link on RBI website https://www.rbi.org.in/ . All corrigendum(s)/ addendum(s) and further communication(s), if any, shall be uploaded on RBI website only.
2.12.2	Price Bid -
	The Bank shall evaluate the said reports before opening of price bid of the bidders. If any tenderer is found not to possess the required eligibility for participating in the tendering process at any point of time and/or his performance reports received from his clients and/or his bankers are found unsatisfactory, the Bank reserves the right to reject his offer even after opening of Part-I of the tender. The Bank is not bound to assign any reason for doing so.

2.13	No conditional/optional quote shall be accepted. Bidders shall not be permitted to alter or modify their bids after receipt of bids.
	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, Labour, other Govt. Taxes etc. Bidders are advised to visit the Office Building, upon obtaining prior approval from the Estate Department, in order to acquaint themselves with the types of Assets to be RFID tagged and quality requirement of tags, before submitting quotations.
2.14	Receipt of Bids:
	The bids will be accepted till the schedule time and date as referred to in the NIT.

	The Technical bids will be opened on the scheduled time and date as mentioned in the Tender Document, at 3 rd Floor, Estate Department, Reserve Bank of India, Jammu. The bidders or their authorized representatives may be present if they so desire.
2.16	Scrutiny of Technical Bid:
2.16.1	The Technical bid shall be evaluated as per the procedure indicated in special condition of contract (Section III).
2.16.2	After evaluation of the technical bids, the Bidders will be intimated whether their tender has been accepted or rejected via email. The decision of the Bank on technical suitability of the offer shall be final and shall not be open for discussion.
2.17	Opening of Price Bid:
	Price Bids of short-listed Bidders will be opened later, and such short-listed bidders will be intimated about date and time accordingly. No deviation will be accepted in Part-I of the tender. If firm puts any deviation in the tender, their tender will be outrightly rejected. Part-II of such tender will not be opened. Part-II will be opened only for those bidders who qualify in Part-I of the tender. Lowest quoted amount in the Part-II will be declared as L1 bidder/ successful bidder and tender will be awarded to them.
2.18	Bank has the Right to vary quantities at the time of placement of Supply Order/signing of Contract or split the order among the selected Bidders.
2.19	Employer's right to accept any bid and to reject any or all Bids:
	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 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 or any other reason, which in the opinion of the Employer necessitates the cancellation of the selection process.
(d)	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.
(e)	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.
2.20	Disputes:
	All disputes arising shall be subject to the jurisdiction of the appropriate court as indicated in Clause 2.31 mentioned below and will be governed by the Laws of India.
2.21	Non-Disclosure clause: The Bidder 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 Bidder during the course of discharging its contractual obligations in connection with this agreement, to any third party and shall at all times hold the

	<p>same in strictest confidence. The Bidder 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 Bidder 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 Employer. The Bidder shall indemnify the Employer for any loss suffered by the Employer 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 Bidder and the Employer shall be entitled to claim damages and pursue legal remedies. The Bidder 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 Bidder's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.</p>
2.22	<p>Provision of Sexual Harassment: The Bidder / 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 Bidder / Agency and the Bidder/Agency shall ensure appropriate action under the said Act in respect to the complaint. The bidder shall be responsible for educating its employees about prevention of sexual Harassment at workplace and related issues.</p> <p>(i) Any complaint of sexual harassment from any aggrieved employee of the bidder against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.</p>
2.23	<p>Safety and statutory measures: The bidder shall take all safety measures during the execution of the work. The Bank will not accept any liability for any mishap / accident caused while working. The bidder shall indemnify and keep indemnified the Bank against all the losses and claims, damages or compensation for breach of any provision of the Payment of Wages Act,1936, Minimum Wages Act 1948, Contract Labour (Regulation and Abolition) Act,1970, Payment of Bonus Act 1965 amended till date or any other labour law/statute in force in this regard. The contractor shall abide by and fulfil all requirements laid down under the Contract Labour (Regulation and Abolition) Act, 1970 and the rules framed thereunder and all other relevant statutory acts (such as Minimum Wages Act etc.). If the number of labourers employed for the job is twenty or more, it is the sole responsibility of the contractor to obtain the license from the Regional Labour Commissioner, maintain all registers/ documents as required by the Regional Labour Commissioner at site and should furnish the same to the Bank or its representative as and when required. The agency or contractor shall ensure payments of Employees' State Insurance (ESI) & Employees' Provident Fund (EPF) as applicable in respect of workmen/contract labours employed by him/her/ them.</p>
2.24	<p>Contact person (RBI Jammu):</p> <p>1. Ms. Isha Sharma, Assistant Manager Mobile No.: +91-9906905338 E-mail: ishasharma@rbi.org.in</p> <p>2. Mr. Himanshu Pandey, Assistant Mobile No.: +91-8005944732 E-mail: himanshupandey1@rbi.org.in</p>
2.25	<p>EMD Amount of ₹3,600/- (Rupees Three Thousand Six Hundred Only) needs to be submitted through NEFT (as per the below mentioned details) along with the Part-I/ Technical-Commercial Bid:</p> <p>In favour of Reserve Bank of India, Jammu in the Account No. 8714295, IFSC Code: RBIS0JMPA01 (Fifth and Tenth Digit in the IFSC are ZERO)</p> <p>(The transaction details must be intimated/ forwarded to E-mail ID- estate@rbi.org.in and jyotikapoor@rbi.org.in)</p>

	<p>Note: Micro and Small Enterprises (MSEs) having Udyam Registration Number (Udyog Aadhar Memorandum Number) are exempted from payment of EMD.</p> <p>Please note that the EMD will be interest free and will be returned to unsuccessful bidders after the award of Work Order. However, EMD would be returned to the L1 bidder/ successful bidder only after submission of Performance Bank Guarantee.</p> <p>EMD shall be forfeited if the Bidder-</p> <ul style="list-style-type: none"> (i) makes misleading or false representations in the forms, statements and attachments submitted; has suppressed any material information, details of any legal proceedings pending in the court which might otherwise have created any impact on the eligibility criteria. (ii) withdraws his Bid during the period of Bid validity; or does not sign the contract after award of Contract. (iii) has been blacklisted by any Government agency and the blacklisting is still in force. (iv) fails to complete the work.
2.26	Contract Period: Contract to be initially awarded for one year (up to quarterly printing and tagging of March 2027) and the same to be renewed on yearly basis for the next two years (up to quarterly printing and tagging of March 2029) subject to performance and the agency fulfilling the terms of the contract satisfactorily
2.27	Performance Bank Guarantee (PBG): 5% of the contract value.
2.28	Liquidated Damages / Penalty for deficiency in services: 0.25% of the contract of the work executed per week subject to maximum 10% of the contract amount.
2.29	Payment condition: 100% on completion of work (Frequency wise)
2.30	Validity of the Tender: 90 days from the date of opening of Technical Bid.
2.31	All disputes arising shall be subject to the jurisdiction of Jammu only.
2.32	The Regional Director, Reserve Bank of India, Jammu 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.
2.33	RFID tags should have re-writable memory and should be able to store minimum 12 alphanumeric characters.
2.34	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.
2.35	Instructions on Performance Standards: Quality of work should be best in class. In case of improper work, contractor need to get it rectified at their risk and cost. Materials shall be of the best-approved quality obtainable, and they shall comply with the respective IS specifications (for those materials covered by BIS), wherever applicable.
2.36	Bids (Part I and Part II) shall be submitted in an envelope super scribing the tender's name i.e., " <i>RFID based Asset management system/solution for Reserve Bank of India at Jammu, Staff Colony at Jammu, Leased premises at various locations in Jammu and RBI, Srinagar</i> " consisting of Part I (Techno- Commercial Bid) in one envelope and Part II (Price Bid) in a separate envelope.

Place:

(Signature of Bidder with Stamp)

Date:

(Name)

Section III: Special Conditions of the Contract

3.1	Evaluation of Bid:
3.1.1	The objective of evaluation process is to evaluate bids received and select a vendor who can deliver asset tagging and reconciliation services at a competitive price. The decision of the Bank regarding evaluation and selection would be final.
3.1.2	For consideration of evaluation for captioned tender, the bidders are expected to submit responses on Technical Bid and Price Bid.
3.1.3	As part of Technical Bid, the Bank will check if bidders meet Minimum Eligibility Criteria outlined in section 1.1.1 basis details and evidence 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.
3.1.4	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 eligible bidders.
3.1.5	Post opening of Price Bids, bidder with lowest quote for price bid will be ranked as L1 and so on.
3.1.6	Such bidder with lowest price bid will be declared as successful bidder and awarded the contract.
3.2	Execution of Agreement:
	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 Ten days thereof. The cost of necessary stamp paper (₹100) for execution of the agreement shall be borne by the bidder/bidder. The format of article of agreement is provided at Section VI.
3.3	Liquidated Damages / Penalty for deficiency in services:
	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 2.28.
3.4	Payment Conditions:
(i)	<ol style="list-style-type: none"> 1. Charges for quarterly addition / replacement of RFID Tags will be paid on quarterly basis. 2. Charges for Half-yearly reconciliation services and addition/replacement of RFID Tags will be paid on half-yearly basis.
(ii)	During the contract period, charges for RFID tags shall be paid as quoted in Section A of the price bid.
(iii)	Each payment shall be liable for statutory deductions as per the Law.
(iv)	Bills against the aforementioned activities will be paid within 45 days from the date of submission of the same.
3.5	Force Majeure:
	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.
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3.6	Termination for Default
3.6.1	The Bank may without prejudice to any other remedy for breach of Contract, by Seven Days (07) 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: <ul style="list-style-type: none"> (i) If the Bidder fails to deliver any or all of the items within the time period(s) specified in the Contract; or (ii) If the Bidder fails to perform any other obligation(s) under the Contract.
3.6.2	On termination of the Contract for default, the EMD/ Performance Bank Guarantee of the Bidder will be forfeited.
3.6.3	Termination for Insolvency: The Bank may at any time terminate the Contract by giving written notice to the Bidder, without compensation to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Bank.
3.7	General Terms and Conditions:
3.7.1	Bank intends to contract with successful bidder for one year (up to quarterly tagging of March 2027) and the same to be renewed on yearly basis for the next two years (up to quarterly printing and tagging of March 2029) subject to performance and the agency fulfilling the terms of the contract satisfactorily
3.7.2	Bank will only purchase RFID tags from the selected bidder. Other hardware like RFID printers, readers etc. will need to be managed by selected bidder at their end.
3.7.3	RFID tags should have re-writable memory and should be able to store minimum 12 alphanumeric characters.
3.7.4	The scheduled visit should be decided by vendor after discussion with the Bank's officials and Bank will ensure necessary support in completion of the work as per plans.
3.7.5	The configuration of RFID tags should be carried out in such a way that any reader/ scanner available in the market should be able to detect encoded details of these RFID tags. Confirmation on compliance to this condition need to be submitted by vendor on their letterhead as specified in Annexure B after completing RFID tagging and reconciliation of fixed assets.
3.7.6	Please note that readers/ scanners shall store scanned data in text format and export the same in excel/ csv with data type for values as 'General' and not 'text'.
3.7.7	In case of malfunction of any RFID tags before end of their specified life cycle/ warranty period, vendor will replace the same free of cost.
3.8	Performance Bank Guarantee

	<p>Successful bidder shall submit Performance Bank Guarantee for an amount of 5% of contract value* for the initial period.</p> <p>* <i>Contract Value : The quoted amount Grand Total (A+B) in the price bid (separate Part 2 floated by Bank) i.e. the sum of the quoted amounts for Hardware Requirement (A) and Quarterly Addition/ Replacement of RFID tags and Half-yearly Reconciliation services (B).</i></p>
3.9	Annual Maintenance Charges (AMC):

The successful bidder shall enter into an AMC with the Bank for next two years on yearly basis (after successful completion of initial contract period of one year i.e. Up to quarterly tagging of March 2027).

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 for Quarterly addition/ replacement of RFID tags and Half yearly reconciliation (Service Charges)

Ac = Ap x (CPIc/ CPIp)

Where:

Ac = Charges for quarterly addition/ replacement of RFID tags and half-yearly reconciliation services for current period,

Ap = Charges for quarterly addition/ replacement of RFID tags and half-yearly reconciliation services for previous period,

CPIc = Consumer Price Index for Industrial Workers (All India Average) 6 months prior to the commencement date of renewed contract for the current period,

CPIp = Consumer Price Index for Industrial Workers (All India Average) 6 months prior to the commencement date of contract for the previous period.

During the period of AMC, the **cost of RFID tags** shall be paid as per existing rates (rates quoted during the initial contract) **with 15% Contractor Profit (includes OH & profits)**. **Vendor shall submit a PBG equal to 5% of new contract value valid for AMC period.**

Date:

Place:

Signature:

Name and Designation of the Signatory:

Stamp of the Firm:

Section IV: Details of Bidders

4.1. 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	TIN and GST details with supporting documents	
5	Address of the Firm	
	Telephone	
	Email	
	Fax	
6	Work experience in years	
7	Nearest support centre in Tricity, if any (Jammu- Panchkula- Mohali). Details of Service Set-up to cater to the services for the said tender	

4.2 The details of our bankers are as below:

Sr. No.	Particulars	To be filled by Bidder
1	Name of the Bank	
2	Branch Address	
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	
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Signature of Bidder with Stamp/Date

Section V: Scope of Work

5	<p>Requirement of the Bank/ Specification:</p> <p>Vendor should ensure timely supply of required type and number of RFID tags finalized during bidding and subsequent contracting phase to contracted locations of Bank; and timely completion of tag fixing and physical verification and reconciliation exercises (as per the specified schedule).</p> <p>Vendors must visit Bank's Building (Office Building at Rail Head Complex, Jammu and Rajbagh, Srinagar and Residential Colony located at Trikuta Nagar Jammu) on planned dates before applying for tender to acquaint themselves with the types of Assets to be RFID tagged and quality requirement of tags. Bidders are also advised to refer to detailed explanation on procedures and responsibilities for above set of services in Annexure D towards the end of this RFQ Document.</p>
5.1	<p>Services in Scope:</p> <ol style="list-style-type: none"> 1. Supply of new RFID Tags (as per the design referred to in Annexure N) for Assets inventorization by the Bank during the quarter (ending March 31st, June 30th, September 30th, and December 31st) and fixing thereof on these Assets (and/ or replacement of old/ damaged/ unavailable/ unscannable/ illegible etc. RFID tags, if any) on a quarterly basis (starting with Quarter ended June 30, 2026). 2. Physical Verification of all the Fixed Assets and Dead Stock Articles installed and available in Main Office Building, Residential Colonies and leased flats (with the help of scanners) and reconciliation thereof with the system data (Asset Master List) on a Half Yearly (ending June 30th, and December 31st) basis (starting with HY ended June 30, 2026). A Reconciliation Report and Certificate shall be shared by the Firm with the Bank post completion of this Exercise. Bidders are advised to refer to detailed explanation on procedures and responsibilities for above set of services in Annexure D towards the end of this tender.
5.2	<p>Inclusions and Exclusions:</p> <ul style="list-style-type: none"> • Bank will purchase all types of RFID tags required for asset management from selected bidder. • Bank will not purchase any other hardware like RFID readers, printers etc. Vendors will have to manage these devices at their end for delivery of associated services.
5.3	<p>Service Level Agreement (SLA) important points:</p> <ul style="list-style-type: none"> • Post award of contract, timeline for Addition/ Replacement of RFID tags planned on quarterly basis should be completed within 10 days from the receipt of Indent from the Bank. • Reconciliation of assets is planned every six months i.e. twice in a year. For the assets as on June 30 and December 31.

Signature of Bidder with Stamp/ Date

Section VI: Articles of Agreement
(On the ₹100/- Non-Judicial stamp paper)

करारनामा का प्रारूप / Draft Articles of Agreement

₹100/- स्टाम्प पेपर पर / (On ₹100/- Stamp Paper)
(केवल सफल बोलीकर्ता हेतु) / (Only for successful bidder)

यह करार वर्ष _____ के माह _____ के _____ वें दिन एक पक्ष के तौर पर क्षेत्रीय निदेशक, संपदा विभाग, भारतीय रिजर्व बैंक, जम्मू - 160017 (जिसे इसके बाद "नियोक्ता" कहा गया है (और दूसरे पक्ष _____ (जिन्हें इसके बाद "संविदाकर्ता" कहा गया है) के बीच निष्पादित किया गया।

ARTICLES OF AGREEMENT made the _____ day of _____
between the Reserve Bank of India, Regional Director, Reserve Bank of India, Estate Department,
Jammu – 160017, (hereinafter called "the Employer") of the one part
and _____ (hereinafter called "the Contractor") of the other part.

जबकि नियोक्ता "जम्मू स्थित रिजर्व बैंक, स्टाफ कॉलोनी, जम्मू में विभिन्न स्थानों पर किराए पर ली गई जगहें
और श्रीनगर स्थित आरबीआई के लिए आरएफआईडी आधारित परिसंपत्ति प्रबंधन प्रणाली/समाधान" का कार्य
कराने का इच्छुक है और रेखाचित्र एवं विनिर्देश तैयार किए हैं जिसमें किए जाने वाले कार्यों का उल्लेख है।

WHEREAS the Employer is desirous of carrying out the work of "**RFID based Asset management system/solution for Reserve Bank of India at Jammu, Staff Colony at Jammu, Leased premises at various locations in Jammu and RBI, Srinagar**" and has caused drawings and specifications describing the works to be done.

और उक्त विशिष्टाओं के अनुसार, मात्रा और रेखाचित्रों यदि कोई हो तो की अनुसूची पर या पार्टियों की ओर से हस्ताक्षर
किए गए हैं।

AND WHEREAS the said specifications, the Schedule of Quantities and drawings, if any, have been signed by or on behalf of the parties hereto.

और यतः ठेकेदार ने इसके आगे उल्लिखित शर्तों तथा परिणाम की अनुसूची तथा ठेके की शर्तें (जिन्हे) इसके आगे
सामग्री रूप से "उक्त शर्तें" कहा गया है) के अधीन उक्त आरेखनों में दर्शाये गए और/या उक्त विनिर्देशों में में वर्णित
तथा परिणाम की अनुसूची में सम्मिलित निर्माण कार्य को उनमें निर्दिष्ट दरों के अनुसार हिसाब लगाई गयी कुल राशि पर
या ऐसी अन्य राशि पर, जो उनके अधीन देय हो (जिसे इसके आगे "उक्त ठेके की राशि" कहा गया है) निष्पादित करना
स्वीकार किया है।

AND WHEREAS the Contractor has agreed to execute upon the subject to the Conditions set forth herein and to the Conditions set forth in the Special Conditions and in the Schedule of Quantities and Conditions of Contract (all of which are collectively hereinafter referred to as "the said Conditions") the works shown upon the said drawings and/or described in the said specification 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 thereunder (hereinafter referred to as 'the said Contract Amount')

अब इस बात पर निम्न तरह से सहमति है:

NOW IT IS HEREBY AGREED AS FOLLOWS:

1	उक्त शर्तों में निर्दिष्ट अवधियों में और प्रणाली से देय ठेके की राशि के बदले ठेकेदार उक्त शर्तों पर तथा उनके अधीन और उक्त आरेखनों में दर्शित तथा उक्त विनिर्देशों एवं परिमाणों की अनुसूची में उल्लिखित निर्माण कार्य निष्पादित करेगा और पूरा करेगा। In consideration of said Contract Amount to be paid at the times and in the manner set forth in the said conditions, the Contractor shall upon and subject to the said Conditions execute and complete the work shown upon the said Drawings and described in the said Drawings and described in the said Specifications and the Schedule of Quantities.
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2	<p>बैंक ठेकेदार को उक्त शर्तों में निर्दिष्ट अवधियों में तथा उनमें निर्दिष्ट प्रणाली से उक्त ठेके की राशि या ऐसी कोई अन्य राशि, जो देय हो जाए अदा करेगा।</p> <p>The Bank shall pay the Contractor the said Contract Amount, or such other sum as shall become payable, at the times and in the manner specified in the said conditions.</p>
3	<p>उक्त शर्तों को और उनके परिशिष्ट को इस करार के भाग के साथ पढ़ा जाएगा तथा इस करार से संबन्धित पक्ष उक्त शर्तों का क्रपशः पालन करेंगे, अपने-आपको उनके अधीन मानेंगे तथा उसमें उल्लिखित शर्तों के अधीन अपनी और से करार का निष्पादन करेंगे।</p> <p>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.</p>
4	<p>इसमें उल्लिखित करार और प्रलेख इस संविदा के आधार माने जायेंगे।</p> <p>The agreement and documents mentioned herein shall form the basis of this Contract.</p>
5	<p>यह संविदा न तो निर्धारित एकमुश्त राशि की संविदा है और न ही फूटकर कार्य की संविदा, परंतु यह सम्पूर्ण “जम्मू स्थित रिजर्व बैंक, स्टाफ कॉलोनी, जम्मू में विभिन्न स्थानों पर किराए पर ली गई जगहें और श्रीनगर स्थित आरबीआई के लिए आरएफआईडी आधारित परिसंपत्ति प्रबंधन प्रणाली/समाधान” के संबंध में कार्य को पूरा करने की संविदा है जिसके लिए दरों की अनुसूची तथा संभाव्य परिमाणों में उल्लिखित दरों पर या उक्त शर्तों में निर्दिष्ट दरों पर वस्तुतः हिसाब लगायी गयी मात्राओं के अनुसार अदायगी की जाएगी।</p> <p>This Contract is neither a fixed/ Lump sum Contract nor a Piece work Contract but is a Contract to carry out the “RFID based Asset management system/solution for Reserve Bank of India at Jammu, Staff Colony at Jammu, Leased premises at various locations in Jammu and RBI, Srinagar” to be paid for according to actual measured quantities at the rates contained in the Schedule of Rates and Probable quantities or as provided in the said Conditions.</p>
6	<p>बैंक इस अनुबंध पर प्रतिकूल प्रभाव डाले बिना, बैंक इस अनुबंध में बिना किसी पूर्वाग्रह के किए जानेवाले कार्य में किसी भी मद को जोड़ने या हटाने और कार्य की प्रकृति को बदलने का अधिकार रखता है।</p> <p>The Bank reserves to itself the right to alter the nature of the work by adding to or omitting any items of work or having portions of the same carried out without prejudice to this contract.</p>
7	<p>समय को इस संविदा का सबसे महत्वपूर्ण कारक माना जाएगा और यह करार 01 अप्रैल 2026 से 31 मार्च 2027 तक लागू रहेगा या जबतक उसे निहित निर्देशों के आधार पर समाप्त किया गया हो। इस करार के अंतर्गत संविदाकर्ता, दोनों पार्टियों (संविदाकर्ता/ भारतीय रिजर्व बैंक) द्वारा पारस्परिक रूप से तय किए गए फॉर्म (जो कि डीड समझौते के माध्यम से या पत्रों / ई-मेल के आदान-प्रदान के माध्यम से होता है), के आधार पर समय के विस्तार के प्रावधानों से सहमत होगा।</p> <p>Time shall be considered as the important factor of this Contract and this agreement will come into effect from April 01, 2026 and will remain in force up to March 31, 2027, or until it is terminated as per the terms herein after contained. The contractor hereby agrees to the provisions of extension of time in writing by such form (i.e., by the way of a deed of agreement or by exchange of letters / emails) as mutually decided by the parties.</p>
8	<p>इस अनुबंध के तहत बैंक द्वारा सभी भुगतान केवल जम्मू में किए जाएंगे।</p> <p>All payments by the Bank under this Contract will be made only at Jammu.</p>
9	<p>इस समझौते से जुड़े या किसी भी तरह से उत्पन्न होने वाले सभी विवादों को जम्मू में उत्पन्न माना जाएगा और इनका निपटान केवल जम्मू में न्यायालयों के ही अधिकार क्षेत्र में होगा।</p>

	All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Jammu and only Courts in Jammu shall have jurisdiction to determine the same.
10	इस संविदा के विभिन्न अंशों को ठेकेदार ने पढ़ लिया है तथा उन्हे पूर्ण रूप से समझ लिया है। That the several parts of this Contract have been read by the Contractor and fully understood by the Contractor.
11	गैर-प्रकटीकरण खंड: ठेकेदार, बैंक के बुनियादी ढांचे/प्रणालियों/उपकरणों आदि की प्रत्यक्ष या अप्रत्यक्ष रूप से किसी भी जानकारी, सामग्री और विवरण का किसी तीसरे पक्ष को खुलासा नहीं करेगा, जो इस समझौते के संबंध में अपने संविदात्मक दायित्वों के निर्वहन के दौरान ठेकेदार के कब्जे या ज्ञान के पास आ सकता है, और हर समय इस पर विश्वास रखेगा। ठेकेदार सिवाय इसके तहत दायित्वों को पूरा करने या लागू कानूनों का पालन करने के लिए आवश्यक सीमा के अलावा अनुबंध के विवरण को वैयक्त और गोपनीय मानेगा। ठेकेदार नियोक्ता की पिछली लिखित सहमति के बिना किसी भी व्यापार या तकनीकी पत्र या अन्य जगहों पर कार्यों के किसी भी विवरण का खुलासा, प्रकाशित होने की अनुमति नहीं देगा। ठेकेदार किसी भी गोपनीय जानकारी के प्रकटीकरण के परिणामस्वरूप नियोक्ता को होने वाले किसी भी नुकसान के लिए नियोक्ता को क्षतिपूर्ति करेगा। उपर्युक्त का पालन करने में विफलता को ठेकेदार की ओर से अनुबंध का उल्लंघन माना जाएगा और नियोक्ता नुकसान का दावा करने और कानूनी उपचारों को आगे बढ़ाने का हकदार होगा। ठेकेदार अपने कर्मचारियों के मध्य सभी उचित कार्रवाई करेगा ताकि यह सुनिश्चित किया जा सके कि इस समझौते के तहत गोपनीय सूचनाओं का प्रकटीकरण न करने के दायित्व पूरी तरह से संतुष्ट हों। गैर-प्रकटीकरण और गोपनीयता के संबंध में ठेकेदार के दायित्व किसी भी कारण से इस समझौते की समाप्ति या इस समझौते के टरमिनेशन के बाद भी बने रहेंगे।
	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 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 Employer. The Contractor shall indemnify the Employer for any loss suffered by the Employer 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 Employer 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 even after the expiry or termination of this agreement for whatever reason.
12	यौन उत्पीड़न की रोकथाम संबंधी उपबंध / Prevention of Sexual harassment clause ठेकेदार / एजेंसी कार्य स्थल (रोकथाम, निषेध और निवारण) अधिनियम 2013 में महिलाओं के यौन उत्पीड़न के प्रावधान के पूर्ण अनुपालन के लिए पूरी तरह जिम्मेदार होगी। बैंक के परिसर के भीतर अपने कर्मचारी के खिलाफ यौन उत्पीड़न की किसी भी शिकायत के मामले में ठेकेदार / एजेंसी द्वारा गठित आंतरिक शिकायत समिति के समक्ष शिकायत दर्ज की जाएगी और ठेकेदार/एजेंसी शिकायत के संबंध में उक्त अधिनियम के तहत उचित कार्रवाई सुनिश्चित करेगी। बैंक के किसी भी कर्मचारी के खिलाफ ठेकेदार के किसी भी गंभीर कर्मचारी से यौन उत्पीड़न की किसी भी शिकायत का बैंक द्वारा गठित क्षेत्रीय शिकायत समिति द्वारा संज्ञान लिया जाएगा। यदि ठेकेदार के कर्मचारी द्वारा यौन हिंसा साबित हो जाती है, तो ठेकेदार किसी भी मौद्रिक मुआवजे के लिए जिम्मेदार होगा, जिसे घटना में कर्मचारी शामिल होने की स्थिति में
	All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Jammu and only Courts in Jammu shall have jurisdiction to determine the same.
10	इस संविदा के विभिन्न अंशों को ठेकेदार ने पढ़ लिया है तथा उन्हे पूर्ण रूप से समझ लिया है। That the several parts of this Contract have been read by the Contractor and fully understood by the Contractor.
11	गैर-प्रकटीकरण खंड: ठेकेदार, बैंक के बुनियादी ढांचे/प्रणालियों/उपकरणों आदि की प्रत्यक्ष या अप्रत्यक्ष रूप से किसी भी जानकारी, सामग्री और विवरण का किसी तीसरे पक्ष को खुलासा नहीं करेगा, जो इस समझौते के संबंध में अपने संविदात्मक दायित्वों के निर्वहन के दौरान ठेकेदार के कब्जे या ज्ञान के पास आ सकता है, और हर समय इस पर विश्वास रखेगा। ठेकेदार सिवाय इसके तहत दायित्वों को पूरा करने या लागू कानूनों का पालन करने के लिए आवश्यक सीमा के अलावा अनुबंध के विवरण को वैयक्त और गोपनीय मानेगा। ठेकेदार नियोक्ता की पिछली लिखित सहमति के बिना किसी भी व्यापार या तकनीकी पत्र या अन्य जगहों पर कार्यों के किसी भी विवरण का खुलासा, प्रकाशित होने की अनुमति नहीं देगा। ठेकेदार किसी भी गोपनीय जानकारी के प्रकटीकरण के परिणामस्वरूप नियोक्ता को होने वाले किसी भी नुकसान के लिए नियोक्ता को क्षतिपूर्ति करेगा। उपर्युक्त का पालन करने में विफलता को ठेकेदार की ओर से अनुबंध का उल्लंघन माना जाएगा और नियोक्ता नुकसान का दावा करने और कानूनी उपचारों को आगे बढ़ाने का हकदार होगा। ठेकेदार अपने कर्मचारियों के मध्य सभी उचित कार्रवाई करेगा ताकि यह सुनिश्चित किया जा सके कि इस समझौते के तहत गोपनीय सूचनाओं का प्रकटीकरण न करने के दायित्व पूरी तरह से संतुष्ट हों। गैर-प्रकटीकरण और गोपनीयता के संबंध में ठेकेदार के दायित्व किसी भी कारण से इस समझौते की समाप्ति या इस समझौते के टरमिनेशन के बाद भी बने रहेंगे।
	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 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 Employer. The Contractor shall indemnify the Employer for any loss suffered by the Employer 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 Employer 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 even after the expiry or termination of this agreement for whatever reason.
12	यौन उत्पीड़न की रोकथाम संबंधी उपबंध / Prevention of Sexual harassment clause ठेकेदार / एजेंसी कार्य स्थल (रोकथाम, निषेध और निवारण) अधिनियम 2013 में महिलाओं के यौन उत्पीड़न के प्रावधान के पूर्ण अनुपालन के लिए पूरी तरह जिम्मेदार होगी। बैंक के परिसर के भीतर अपने कर्मचारी के खिलाफ यौन उत्पीड़न की किसी भी शिकायत के मामले में ठेकेदार / एजेंसी द्वारा गठित आंतरिक शिकायत समिति के समक्ष शिकायत दर्ज की जाएगी और ठेकेदार/एजेंसी शिकायत के संबंध में उक्त अधिनियम के तहत उचित कार्रवाई सुनिश्चित करेगी। बैंक के किसी भी कर्मचारी के खिलाफ ठेकेदार के किसी भी गंभीर कर्मचारी से यौन उत्पीड़न की किसी भी शिकायत का बैंक द्वारा गठित क्षेत्रीय शिकायत समिति द्वारा संज्ञान लिया जाएगा। यदि ठेकेदार के कर्मचारी द्वारा यौन हिंसा साबित हो जाती है, तो ठेकेदार किसी भी मौद्रिक मुआवजे के लिए जिम्मेदार होगा, जिसे घटना में कर्मचारी शामिल होने की स्थिति में

	<p>भुगतान करने की आवश्यकता हो सकती है। ठेकेदार अपने कर्मचारी को कार्यस्थल पर यौन उत्पीड़न की रोकथाम और संबंधित मुद्दे के बारे में शिक्षित करने के लिए जिम्मेदार होगा।</p> <p>The contractor / Agency shall be solely responsible for full compliance with the provision 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 Bank, complaint will be filed before the Internal complaint committee constituted by the Contractor / Agency and the Contractor / Agency shall ensure appropriate action under the said Act in respect to the complaint. Any complaint of sexual harassment from any aggravated employee of the contractor against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank. The Contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employee, if sexual violence by the employee of the contractor is proved. The contractor shall be responsible for educating its employee about prevention of sexual harassment at workplace and related issue.</p>
13	<p>ठेकेदार भारतीय रिज़र्व बैंक को निम्नलिखित के विरुद्ध क्षतिपूर्ति प्रदान करेगा और क्षतिपूर्ति से सुरक्षित रखेगा:</p> <ul style="list-style-type: none"> i) कार्य के निष्पादन से व्यक्ति या संपत्ति को हुये नुकसान से / दौरान होने वाली तीसरी पार्टी के नुकसान / उत्पन्न कोई भी दावा; ii) कार्य के निष्पादन के दौरान संविदाकार द्वारा नियोजित श्रमिकों को होने वाली हानि/क्षति से उत्पन्न होने वाला कोई भी दावा। iii) लागू पीएफ/श्रम कानूनों, ईएसआई, विनियमों आदि के गैर-अनुपालन के कारण कोई भी दावा। <p>The Contractor shall indemnify and keep indemnified the RESERVE BANK OF INDIA against:</p> <ul style="list-style-type: none"> i) Any claim arising out of third party loss/ damage to life or property caused by/during execution of the work. ii) Any claim arising out of loss/ damage to the workmen engaged by the contractor during execution of the work. iii) Any claim due to non-compliance of applicable PF/ Labour laws, ESI, regulations etc.
14	<p>संविदाकार को कार्य शुरू करने से पहले पहली पार्टी के रूप में भारतीय रिज़र्व बैंक के नाम पर सभी आवश्यक बीमा कवर अर्थात् संविदाकार की सम्पूर्ण जोखिम पॉलिसी, श्रमिक क्षतिपूर्ति पॉलिसी, तृतीय पक्ष देयता आदि, जो भी लागू हो) लेना होगा।</p> <p>The contractor shall take necessary insurance covers (i.e. Contractor All Risk Policy, Workmen Compensation Policy, Third Party Liability etc as applicable) with Reserve Bank of India as the first name, at their cost, before commencement of the work.</p>
15	<p>अनुबंध की समाप्ति / Termination of Contract:</p> <p>यहां ऊपर दी गई बातों पर प्रतिकूल प्रभाव डाले बिना, बैंक अपने एकमात्र और पूर्ण विवेक पर, बिना कोई कारण बताए और बिना किसी मुआवजे के भुगतान के इस समझौते को तुरंत समाप्त करने का हकदार होगा, यदि बैंक की राय में (जिसे नहीं बुलाया जाएगा) ठेकेदार द्वारा प्रश्न और ठेकेदार पर बाध्यकारी होगा) :-</p> <p>Without prejudice to what is contained hereinabove, the Bank shall at its sole and absolute discretion, be entitled to terminate this agreement forthwith without assigning any reason and without payment of any compensation, if in the opinion of the bank (which shall not be called into question by the contractor and shall be binding on the contractor) :-</p> <ul style="list-style-type: none"> (i) संविदाकार्ता बैंक की संतुष्टि के अनुसार इस समझौते को लागू करने में विफल रहता है या मना कर देता है। यदि ठेकेदार निविदा शर्तों के अनुसार फ्लैट/फ्लैट में सेवा देने से बचता रहता है या काम नहीं करता है।

The contractor fails or refuses to implement this agreement to the Bank's satisfaction. If the contractor keeps on avoiding or non-performing the service in flats/flat as per the tender conditions.

and/or

ii. यदि संविदाकर्ता का व्यक्ति/कर्मचारी किसी कदाचार में पाया जाता है जैसे कि निवासी के हस्ताक्षर की जालसाजी, ड्यूटी के दौरान शराब पीना।

If contractor's person/workers found in any malpractice such as forgery of resident signature, drinking of alcohol while in duty.

and/or

iii संविदाकर्ता इस अनुबंध के किसी भी नियम और शर्तों का उल्लंघन करता है।

The contractor commits a breach of any terms and conditions of this agreement.

and/or

iv. संविदाकर्ता को दिवालिया घोषित कर दिया गया है या उसके द्वारा अपने लेनदारों के साथ समझौता किया गया है या यदि संकट या निष्पादन या अन्य प्रक्रिया पर लगाया गया है या ठेकेदार की संपत्ति या संपत्ति के किसी हिस्से का रिसीवर नियुक्त किया गया है।

The contractor is adjudged an insolvent or a compromise is entered by him with his creditors or if distress or execution or other process is levied upon or receiver is appointed of any part of the assets or property of contractor.

and/or

v. किसी भी कारण से, संविदाकर्ता इस समझौते के तहत अपने दायित्वों को पूरा करने के लिए कानून अयोग्य हो जाता है।

For any reason whatsoever, the contractor becomes disentitled in law to perform his obligations under this agreement.

and/or

vi. संविदाकर्ता या उसके व्यवसाय के स्वामित्व/साझेदारी या प्रबंधन में इस तरह के बदलाव के लिए बैंक की लिखित पूर्व अनुमति के बिना कोई भिन्नता है।

There is any variation in the ownership/partnership or management of the contractor or his business without the prior approval in writing of the Bank to such variation.

16 **न्यूनतम वेतन अधिनियम, 1948, वेतन भुगतान अधिनियम, 1936, अनुबंध श्रम (विनियमन और उन्मूलन) अधिनियम, 1970 आदि:**

Minimum Wages Act, 1948, Payment of Wages Act, 1936, Contract Labour (Regulation and Abolition) Act, 1970 etc.:

ठेकेदार को अपने कर्मियों को न्यूनतम वेतन अधिनियम के तहत निर्धारित प्रचलित दर पर न्यूनतम वेतन का भुगतान करना चाहिए। मुख्य श्रम आयुक्त (केंद्रीय) इस शर्त का किसी भी उल्लंघन पर अनुबंध समाप्त करने के लिए उत्तरदायी होंगे और तदनुसार कार्रवाई की जाएगी। इसके अलावा, मौजूदा नियमों के अनुसार ठेकेदार द्वारा हर महीने प्रति व्यक्ति ESI और PF का भुगतान किया जाना चाहिए और भुगतान किए गए नकद चालान की प्रतियां हर महीने बैंक में जमा की जानी चाहिए।

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.

इन भुगतानों को करने के लिए लिखित रूप में आवश्यक रिकॉर्ड और कर्मचारियों की वेतन पर्चियां इसके सत्यापन के लिए मासिक अंतराल पर बैंक को प्रस्तुत की जाएंगी। ये रिकॉर्ड बैंक के अधिकारियों की उपस्थिति में ठेकेदार के कर्मचारियों द्वारा विधिवत हस्ताक्षरित/प्रमाणित किए जाएंगे।

Necessary records in writing for having made these payments and wage slips of employees will be submitted to the Bank at monthly intervals, for its verification. These

records will be duly signed/attested by the employees of the contractor in the presence of Bank's Officials.

ठेकेदार कर्मियों को उनके लिए लागू अवकाश वेतन, बोनस, ग्रेचुटी आदि सहित मासिक वेतन के भुगतान के लिए जिम्मेदार है।

The contractor is responsible for payment of monthly salary including leave salary, bonus, gratuity etc., to the personnel as applicable to them.

ठेकेदार को यह सुनिश्चित करना चाहिए कि वेतन के विलंबित भुगतान पर कर्मियों की ओर से किसी भी शिकायत की कोई गुंजाइश न हो। प्लंबिंग एजेंसी द्वारा नियुक्त कर्मचारी केवल प्लंबिंग एजेंसी के रोजगार में होंगे, भारतीय रिज़र्व बैंक के नहीं। ठेकेदार कर्मचारी भविष्य निधि और विविध प्रावधान अधिनियम, 1952 और कर्मचारी राज्य बीमा अधिनियम, 1948 के प्रावधानों के अनुसार भविष्य निधि और कर्मचारी राज्य बीमा निधि के संबंध में नियोक्ता के योगदान का भुगतान करेगा।

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 Plumbing agency will be in the employment of the plumbing agency 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.

किसी भी परिस्थिति में ठेकेदार और उसके कर्मचारियों/कर्मचारियों के बीच विवाद के कारण उत्पन्न होने वाले किसी भी जुर्माने या दावे के लिए ठेकेदार पूरी तरह से जिम्मेदार होगा। यदि ठेकेदार और उसके कर्मचारियों/कर्मचारियों के बीच विवाद के कारण कोई दावा या जुर्माना बैंक के लिए कानूनी रूप से बाध्यकारी है, तो उसे ठेकेदार से वसूला जाएगा।

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 & its employee/es, same shall be recovered from the contractor

17	<p>यदि ठेकेदार एक भागीदारी या एक व्यक्ति है If the contractor is a Partnership or an Individual</p>		
	यदि ठेकेदार एक कंपनी है If the contractor is a Company	इसके साक्ष में बैंक तथा ठेकेदार ने इन दस्तावेजों तथा मूल प्रति पर इसके ऊपर उल्लेखित दिन और वर्ष में हस्ताक्षर किए हैं। IN WITNESS WHEREOF The Bank and the Contractor have set their respective hands to these presents and two duplicates hereof the day and year first hereinabove written.	

Signature Clause

SIGNED AND DELIVERED by the Reserve Bank of India by the hand of
Shri (name and designation)

in the presence of

(1)

Address

(2)

Address

SIGNED AND DELIVERED BY (1)	If the part is a partnership firm or any individual should be signed by all or on behalf of all the partners.
---	---

<p>Address</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>2)</p> <p>.....</p>	
<p>Address</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>If the Contractor signs under its common Seal the signature clause should tally with their sealing clause in the Articles of Associations.</p>
<p style="text-align: center;">Witnesses</p> <p>THE COMMON SEAL OF</p> <p>Was hereunto affixed pursuant to the resolutions passed</p> <p>By its Board of Directors at the meeting held on</p> <p>.....</p> <p>.....</p> <p>.....</p>	<p>The Contractor is signing by the hand of power of attorney whether a company or individual.</p>
<p>In the presence of</p> <p>()</p> <p>.....</p> <p>.....</p> <p>()</p> <p>.....</p> <p>....</p>	<p>The Contractor is signing by the hand of power of attorney whether a company or individual.</p>
<p>Directors who have signed these presents in taken thereof in the presence of</p> <p>(1)</p> <p>....</p> <p>(2)</p> <p>....</p>	
<p>SIGNED AND DELIVERED BY the Contractor by the hand Of</p> <p>Shri</p> <p>.....</p> <p>and duly constituted attorney.</p>	

Section VII: Schedule of Quantities

Sr. No.	Particulars	Estimated Quantity	Completion time
A –Supply of following RFID tags Annually (of following types)			
1.	RFID tags for electronic items	228	To be supplied within 10 days from the date of receipt of indent from the Bank
2.	RFID tags for non-electronic metallic items	20	
3.	RFID tags for non-electronic non-metallic items	108	
B - Quarterly Addition/ Replacement of RFID tags and Half-Yearly Reconciliation Services			
1.	Charges for quarterly addition/ replacement of RFID tags (only for quarters ending June and December)	02	To be completed within 15 days from the date of receipt of indent from the Bank
2.	Charges for half-yearly reconciliation + Addition/ Replacement of RFID tags after every 6 months (6 months period ending March and September)	02	To be completed within 20 days from the date of receipt of indent from the Bank.

Note:

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

Place:

Seal and signature of the vendor

Date:

Annexure A: Undertaking regarding ownership of requisite Hardware

(On letterhead of the Bidder)

Date: _____

To
Regional Director
Reserve Bank of India
Estate Department
Jammu - 160017.

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
Regional Director
Reserve Bank of India
Estate Department
Jammu - 160017.

Dear Sir,

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

Yours Faithfully,

(Authorized Signatory)

Name and Designation:

Annexure C: Type of Fixed Assets

Sr. No.	Article Type
1	Wooden (Non-Electronic and Non-Metallic)
	Tables (All types)
	Chairs (All types)
	Side Racks, Shoe racks, Steel racks
	sofa sets
	Cots, Beds
	Any furniture for residence
	Miscellaneous
2	Steel (Non electronic metallic)
	Cup boards (Steel/wooden including cup boards with locker) wardrobes, Bookcases filling cabinets/bin cabinets/Locker cabinets
	Drawer/Storage units of workstations
	safes
	Elevating trucks & Trolleys
	Motor Vehicles
	Miscellaneous
3	Electrical / Electronics
	Weighing Scales (all kinds including weighing machines)
	Franking machines
	Currency bundler, note counting Machine and coin dispenser
	Sec. equip-metal detector. Epol detector/walkie talkie set
	Electrical equip- All types of fan, watercooler/boiler/heater, photocopier/duplicating machine, Tea, coffee vending machine/washing machine, TV, Rat repellent machine, tread mill, exercise cycle, fridge, water purifiers, AC, inverter
	Electronics equipment- computer (monitor, CPU, keyboard and mouse together as one) printer, modem, external TV, hard dis, servers, projector, MICR coder, optical comparator
	Telecommunication equipment- fax, push button, conference system, microphone
	Laptops
	Any electrical items movable for residential bank quarters
	Electrical instrument & office equipment fixed office
	Electrical instrument & office equipment fixed residence
	Telecommunication Equipment
	Electrical Instrument CVPS
	Electrical Instrument office eqpt fixed other
	Electrical instrument security, Miscellaneous

Annexure D: Responsibilities and Deliverables for Services in Scope

Vendor should also ensure delivery of required type and no. of RFID tags finalized during bidding and subsequent contracting phase to contracted location of Bank on time (as per schedule finalized above). Vendors are required to visit Bank's office on planned dates. Responsibilities for vendor partner are detailed out in sub-sections below –

1. Supply of new Asset Tags and/ or Replacement of old Tags

1.1 Supply and fixing of new Asset Tags

- The Bank will provide the list of Assets inventorised/ transferred-in during the Quarter to the Vendor at the end of the concerned Quarter through e-mail. The list will contain necessary data fields like Asset Inventory Number, Asset Description, Asset Location, and Asset Purchase Date etc. Asset Tag Type will also be mentioned against each Asset in the said list.
- The Vendor will be required to fabricate and print the Asset Tags as per the details specified in the above-mentioned list and supply the same to the Bank within 10 days from the end of the concerned quarter. Further, the Quick Response (QR) code / Bar code printed on the Asset Tag and the RFID Chip embedded in the Asset Tag shall invariably store/ encode all the above mentioned information. (The configuration of RFID Tags shall be such 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'.)
- The Bank will do a full/ random scrutiny of the Tags supplied by the Vendor. If, on scrutiny, the Tags are found:
 - 'OK', the Vendor will be required to affix these RFID tags on the corresponding assets. Vendor will be required to take placement, position, and surface of asset into special consideration while affixing these RFID tags so as to ensure that the RFID readers/ scanners will be able to scan these tags without any problem during the Physical Verification and Reconciliation Exercise. The cost of the Tags found 'OK' will be paid to the Vendor on submission of the bill.
 - 'NOT OK' because of any reason (including and not limited to- printing error; Tag quality not up to the mark; low Adhesive strength etc.), the Vendor will be required to supply correctly fabricated/ printed tags without delay/ at the earliest. The 'NOT OK' Tags will have to be taken back by the Vendor's representative and the cost will be borne by the Vendor only. The correctly fabricated/ printed Tags will then have to be affixed on the corresponding Assets by the Vendor's representative.
- The fixing exercise is needed to be completed within 15 days from the communication received from the Bank, failing which Penalty (as specified at Clause 2.28 of this document) would be deducted from Vendor's Invoice pertaining to the 'Quarterly Fixing of the Asset Tags Activity'.

1.2 Replacement of Asset Tags

- The Bank (on a Suo moto basis, if required) may provide the list of Asset Tags which have become old/ are damaged/ are unavailable/ at the location/ are illegible etc. at the end of the concerned Quarter/ Half Year, or any frequency, through e-mail to the Vendor. The list will contain necessary data fields like Asset Inventory Number, Asset Description, Asset Location, and Asset Purchase Date etc. Asset Tag Type will also be mentioned against each Asset in the said list.

- In addition to the list mentioned above, Vendor will be required to identify old/ damaged/ unavailable/ illegible/ unscannable Tags during reconciliation process and replace them with new Tags.
- If it is observed during the scanning process that the Tag is unscannable, the Vendor will be required to replace the same instantly without any cost to the Bank.
- Vendor will be required to submit a report on the type and count of replaced RFID Tags.

2. Physical Verification of Fixed Assets and Dead Stock Articles and Reconciliation thereof with latest Asset Master (System) List (Half- Yearly Activity)

- Before the Physical Verification and Reconciliation Activity, vendor should complete activities mentioned at sub-section 1.1 and 1.2 above.
- Physical Verification and Reconciliation Activity is to be carried out every six months, i.e., twice in a year. For the assets available as on June 30th and as on December 31st, it shall be completed within 20 days from the date of receipt of indent from the Bank. In case of non-adherence to the mentioned timelines, penalty (as specified at Clause 1.2(N) of this document) would be deducted from vendor's invoice pertaining to the 'Half Yearly Physical Verification and Reconciliation Exercise'.
- The Bank, at the end of the concerned Half Year, will send an e-mail to the Vendor, detailing therein the timelines for completing the activities related to Physical Verification and Reconciliation Exercise. Vendor will depute a team of representatives for this exercise, adhering to the specified deadlines. Data for all the Fixed Assets and Dead Stock Articles installed at various locations in Office Building and Residential Colonies shall be captured through RFID readers/ scanners and exported in Excel format. Subsequently, detailed reconciliation should be carried out with latest asset master (system) list shared by the Bank. Responsibilities for vendor partner are detailed out in subsections below:

2.1 Scanning of Assets (Physical Verification)

- Vendor will be required to scan all the Fixed Assets and Dead Stock Articles installed at all locations in Office Building and Residential areas of Jammu and Srinagar Sub Office with the help of RFID readers/ scanners, as per the deadlines/ timeslots allotted by the Bank. The Bank may, if required, depute coordinators for various Departments/ Residential areas to guide the vendor representatives in case of issues in accessing any area/ cabins/ rooms in any of the departments (especially applicable to the Cash Department).

2.2 Reconciliation of scanned data with the latest Asset Master (System) List (as at the end of the concerned Half Year) available with the Bank

- Vendor will be required to extract the scanned data for all departments and transfer the same in Excel Sheet format to a workstation specified by the Bank in Estate Department. The data extraction and transfer activity shall be done on a daily basis, i.e., after the scanning activity is completed for a particular day.
- Vendor will be required to reconcile the entire scanned data with the latest asset master list provided by the Bank.
- Usage of VLOOKUP function in Excel is advisable to match Inventory Number data fields to find discrepancies, if any. It is recommended that reconciliation of consolidated entire scanned data should be done with the Asset Master (System) List at one go.

2.3 Reporting of discrepancies observed during reconciliation

Vendor should jointly conduct this exercise with coordinators from Bank's end. The goal is to analyse discrepancies observed and take necessary actions to cross-verify causes of such discrepancies. Post this cross-verification, discrepancies can be reported. Below are some of the pointers for this analysis and subsequent cross verification:

Scenario 1:

Assets present in asset master list but not captured in scanned data

(Scanned Data Mismatch for Inventory Number)

- Physically verify all such assets with help of coordinators from Bank's end.
- Check if any of these assets have not been tagged before. Also check if any of these assets have damaged/ unscannable RFID tags.
- Check if any of these assets have been transferred to other office location but not accepted/ updated in CBS/ Excel with the help of the Bank coordinators.
- 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 are reported to be lost.
- Analyse reasons for observed discrepancies and mark count for below for reporting purposes:
 - Assets unavailable at a location.
 - 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.

Scenario 2:

Assets present in scanned data but not in Asset Master List

(Asset Master Data mismatch for Inventory Number)

- Check if any of these assets are present in system but marked for other office location(s) i.e., if transfer for any of these assets was accepted/ updated in CBS/ Excel by other office location but physical transfer has not happened yet.
- Check if any of these assets have been written off/ marked for disposal and subsequently removed from CBS/ Excel Data, but still physically present in office location.
- Analyse 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 Submission of Reconciliation Report and Certificate

Vendor will be required to submit a detailed Reconciliation Report and also a certificate on successful completion of the Physical Verification and Reconciliation of Fixed Assets and Dead Stock Articles as at the end of the concerned Half Year, within 20 days from the end of the concerned Half Year.

Place:

Seal and signature of the vendor

Date:

Annexure 'E' Complaint Escalation Matrix

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

Signature & Seal of the firm

Annexure 'F' Details of addresses of RBI Jammu

Sl. No	Location	Delivery Address
1	Main Office Building & Annex Building	Reserve Bank of India, Estate Department, 3 rd floor, Rail Head Complex, Jammu
2	RBI Colony	Reserve Bank Staff Quarters, Sector – 9, Jammu
3	Leased Premises	At Various locations within Jammu City
4	Srinagar Sub Office	Reserve Bank of India, Srinagar Sub-office, Amir Manzil, 1-C, Rajbagh, Srinagar (Jammu and Kashmir)

Place:

Seal and signature of the vendor

Date:

'Annexure- G'

PROFORMA OF BANK GUARANTEE for PERFORMANCE BANK GUARANTEE

(On Non-Judicial Stamp Paper of appropriate value purchased in the name of the Issuing Bank)

Place:

Date:

The Regional Director
Reserve Bank of India,
Jammu

Dear Sir,

Name of the work: RFID based Asset management system/solution for Reserve Bank of India at Jammu, Staff Colony at Jammu, Leased premises at various locations in Jammu and RBI, Srinagar

PERFORMANCE BANK GUARANTEE

WHEREAS

Reserve Bank of India, Jammu having its Central Office at Shahid Bhagat Singh Road, Mumbai, (hereinafter called "the RBI") has awarded the Contract for the captioned project (hereinafter called the "Contract") to M/s _____ *(Name of the Contractor)* (hereinafter called "the said Contractor" which expression shall include its successors and assigns).

AND Whereas the Contractor is bound by the said Contract to submit to RBI a Performance Security for a total amount of ₹ _____ (Rupees _____ only) (Amount in figures and words)

for the due fulfilment by the said contractor of the terms and conditions contained in the contract.

We _____ Name of the Bank), (hereinafter called "the Bank"), at the request of M/s _____ the contractor, do hereby undertake to pay to the RBI an amount not exceeding ₹ _____ as Performance Guarantee for due fulfilment of the terms and conditions of the contract.

NOW THIS GUARANTEE WITNESSETH

1. We _____ (Name of the Bank) do hereby agree with and undertake to RBI, their Successors, Assigns that in the event of the RBI coming to the conclusion that the Contractor has not performed his obligations under the said conditions of the contract or have committed a breach thereof, which conclusion shall be binding on us as well as the said contractor; we shall on demand by the RBI, pay without demur to the RBI, a sum of ₹ _____ (Rupees _____ only) or any lower amount that may be demanded by the RBI. Our guarantee shall be treated as equivalent to the Performance Guarantee Amount for the due performance of the obligations of the Contractor under the said Contract, provided, however, that our liability against such sum shall not exceed the sum of ₹ _____ (Rupees _____ only).

2. We also agree to undertake and confirm that the sum not exceeding ₹ _____ (Rupees _____ only) as aforesaid shall be paid by us without any demur or protest, merely on demand from the RBI on receipt of a notice in writing stating that the amount is due to them and we shall not ask for any further proof or evidence and the notice from the RBI shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. The Bank shall pay to RBI any money so demanded

notwithstanding any dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or Arbitrator/s relating thereto and the liability under this guarantee shall be absolute and unequivocal. We undertake to pay the amount claimed by the RBI within a period of one week from the date of receipt of the notice as aforesaid.

3. We confirm that our obligation to the RBI under this guarantee shall be independent of the agreement or agreements or other understandings between the RBI and the Contractor.

4. This guarantee shall not be revoked by us without prior consent in writing of the RBI.

We hereby further agree that –

a) Any forbearance or commission on the part of the RBI in enforcing the conditions of the said agreement or in compliance with any of the terms and conditions stipulated in the said Contract and/or hereunder or granting of any time or showing of any indulgence by the RBI to the Contractor or any other matters in connection therewith shall not discharge us in any way and our obligation under this guarantee. This guarantee shall be discharged only by the performance by the Contractor of their obligations and in the event of their failure to do so, by payment by us of the sum not exceeding ₹ _____ (Rupees _____ only).

b) Our liability under these presents shall not exceed the sum of ₹ _____ (Rupees _____ only).

c) Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said constituents/clients or their obligations thereunder or by dissolution or change in the constitution of our said constituents.

d) This guarantee shall remain in force up to _____ (60 days beyond the beyond the initial contract period) provided that if so desired by the RBI, this guarantee shall be renewed for a further period as may be indicated by them on the same terms and conditions as contained herein.

e) Our liability under these presents will terminate unless these presents are renewed as provided hereinabove on the _____ or on the day when our said constituents comply with their obligations, as to which a certificate in writing by the RBI alone is the conclusive proof whichever date is later. Unless a claim or suit or action is filed against us within _____ or any extended period, all the rights of the RBI against us under this guarantee shall be forfeited and we shall be released and discharged from all our obligations and liabilities hereunder.

In witness whereof I/We of the Bank have signed and sealed this guarantee on the _____ day of _____ (Month) (Year) being herewith duly authorized.

For and on behalf of _____ (Name of the Bank)

Signature of authorized Bank official

Name:

Designation

Stamp/ Seal of the Bank

Signed, sealed and delivered for and on behalf of the Bank by the above named in the presence of:

Witness 1

Signature

Name

Address

(NB: This guarantee will require stamp duty as applicable in the state, where it is executed and shall be signed by the official whose signature and authority shall be verified).

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

(Seal and signature of the applicant)

Date:

Place:

Annexure J- Format 5A

Details of Bidder's Banker

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

Signature of the bidder with seal

Annexure K - Financial Status

S. No.	Details	Financial Year		
		2022 - 2023	2023-2024	2024-2025
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

Annexure L - Format 3A
CLIENT's CERTIFICATE REG. PERFORMANCE OF CONTRACTOR
(On Client's Letter Head)

Name & address of the Client:

Details of Works executed by Shri /M/s

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

Note:

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

Annexure-M
RFID Tag Specifications (For Asset Management)

Type: Passive UHF RFID Tag

Frequency: 860–960 MHz (UHF band)

Standard: EPC Gen2 / ISO 18000-6C compliant

Memory: Fixed / Read-only encoded memory capable of storing minimum 15 alphanumeric characters

Asset Compatibility: Suitable for wood, iron, steel and plastic assets

Read Range: Minimum 1–2 meters using handheld RFID reader

Material: Industrial-grade PET / Polyester with laminated, scratch-resistant surface

Fixing Method: High-bond industrial adhesive

Identification: Printed and encoded with Asset / Inventory Number and Organization name

Compatibility: Readable by any standard UHF RFID reader; data exportable in Excel / CSV format

Durability: Water and dust resistant; suitable for indoor office and residential use

Suitable for mounting on metallic surfaces without significant loss of read performance

Note- Defective or non-readable RFID tags shall be replaced free of cost during the contract period



**RESERVE BANK OF INDIA
ESTATE DEPARTMENT
JAMMU**

Tender for

RFID based Asset management system/solution for Reserve Bank of India at Jammu, Staff Colony at Jammu, Leased premises at various locations in Jammu and RBI, Srinagar

Part-II Price Bid)

बोलीदाता का नाम:

.....

पता:

.....

दूरभाष सं:

.....

ईमेल-:

.....

Date of Notice Inviting Tender : February 05, 2026 from 18:00 Hrs onwards

Last date and time of submission of tender : March 02, 2026 upto 11:00 Hrs

Date and time of opening of Technical Bid (Part I) : March 02, 2026 from 11:30 Hrs onwards

Date of Pre-bid Meeting : February 12, 2026 at 11:00 Hrs

Venue of Pre Bid Meeting : Main Office building, RBI Jammu

**Reserve Bank of India
Estate department
Jammu**

**RFID based Asset management system/solution for Reserve Bank of India at
Jammu, Staff Colony at Jammu, Leased premises at various locations in Jammu
and RBI, Srinagar**

Bill of Quantities

**(Note: Rates are to be filled below and shall be submitted in a Separate Envelope along
with the Part I, which shall be in a separate envelope)**

Name of the Firm:

Sr. No.	Particulars	Quantity	Rate per tag (Incl. GST @ 18%)	Total Amount (Incl. GST @ 18%)
1	RFID tags for electronic	228		
2	RFID tags for non-electronic metallic items	20		
3	RFID tags for non-electronic non-metallic	108		
	Sub-Total (A)			
Sr. No.	Particulars	Quantity	Rate per service Charges (Incl. GST @ 18%)	Total Amount (Incl. GST @ 18%)
1	Charges for quarterly addition/ replacement	02		
2	Charges for half-yearly reconciliation+ addition/ replacement of RFID tags after every 6	02		
	Sub-Total (B)			
	Grand Total (A+B)			

Note:

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

Place:

Seal and signature of the vendor

Date: