



भारतीय रिज़र्व बैंक/ RESERVE BANK OF INDIA
संपदा विभाग/ ESTATE DEPARTMENT
चेन्नै/ CHENNAI – 600001

(Tender Document)

Radio Frequency IDentification (RFID) based Fixed Asset Management Solution (FAMS) for its various inventory items installed at Reserve Bank of India (RBI), Chennai's Main Office Premises (MOP) and Residential Colonies located at Chennai.

Part I: Techno- Commercial Bid

Name of the Bidder:
Address:
Telephone No.:
e-mail Address:

Due Date of Submission : On or before 15.00 hrs. on May 15, 2024

Pre-Bid meeting: : Offline at 11:00 Hrs. on May 02, 2024

Venue : Estate Department, RBI, Chennai

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Disclaimer

The Reserve Bank of India, Chennai intends to implement RFID technology-based asset management solution for physical verification and reconciliation of fixed assets in cost-effective manner in Bank's Main Office premises and various colonies (PHQ, BNQ, ANQ, KKN, SAF and CHQ) located in Chennai. The Bank invites tender from interested vendors for purchase of RFID tags and delivery of associated services. The Bank will select a vendor who can deliver the asset tagging and reconciliation services as detailed in the tender document at a competitive price.

This tender is neither an agreement, nor invitation to perform work of any kind to any party.

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

Section I: Notice Inviting Tenders

1.1	Name of the work:
	Radio Frequency IDentification (RFID) based Fixed Asset Management Solution (FAMS) for its various inventory items installed at Reserve Bank of India (RBI), Chennai's Main Office Premises (MOP) and Residential Colonies located at Chennai.
1.1.1	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 March 31, 2024 (last date of the previous month of issuance of the TENDER) and should have executed similar works. (Completion certificate (at least one) of executed work (worth the estimated cost) 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 2023. (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 <u>Annexure A</u> .

1.2 The Schedule of tender is as follows:

A	Name of the Work	Radio Frequency IDentification (RFID) based Fixed Asset Management Solution (FAMS) for its various inventory items installed at Reserve Bank of India (RBI), Chennai's Main Office Premises (MOP) and Residential Colonies located at Chennai.
B	Mode of Tender	Offline Mode
C	Estimated Cost	₹2 Lakh (Rupees Two lakh only) per Financial Year (incl. of GST). (Inclusive of cost of various types of RFID Tags and Service Charges)
D	Date from which the tenders would be, available to parties.	April 04, 2024 onwards. (Tender documents can be downloaded from RBI website https://www.rbi.org.in/.) or Tender documents can be collected directly from 2nd Floor, Estate Department Reserve Bank of India, Rajaji Salai, Fort Glacis, Chennai 600001.
E	Pre-Bid Meeting	Offline at 11:00 Hrs. on May 02, 2024 (Venue: Reserve Bank of India, 2nd Floor, Estate Department, Rajaji Salai, Fort Glacis, Chennai 600001)
F	Earnest Money Deposit (EMD)	₹4000/- (Rupees Four thousand only) EMD shall be submitted through NEFT in favor of Reserve Bank of India, Chennai.

		<p>The account details for NEFT transactions are as follows.</p> <p>Beneficiary Name: RBI CHENNAI IFSC: RBIS0CNPA01 (Fifth and Tenth Digit in the IFSC are ZERO) Account No: 186003001</p> <p>(The transaction details must be intimated/ forwarded to e-mail ID- estatechennai@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 Security Deposit.</p> <p>EMD shall be forfeited if the Bidder-</p> <p>(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.</p> <p>(iii) has been blacklisted by any Government agency and the blacklisting is still in force.</p> <p>(iv) fails to complete the work.</p>
G	Last Date of submission of EMD	14:00 Hrs. of May 15, 2024
H	Date of starting submission of Techno-Commercial Bid and Price Bid	10:00 Hrs. on May 06, 2024
I	Date of closing of submission of Techno-Commercial Bid & Price Bid	15:00 Hrs. on May 15, 2024
J	Date of opening of Part-I (Techno-Commercial Bid)	16:00 Hrs. on May 15, 2024

K	Date of opening of Part-II (Price Bid)	Part II (Price-Bid) of the tender, of the qualified bidders, shall be opened, on a subsequent date which shall be communicated to the qualified bidders.
L	Contract Period	Up to March 31, 2025.
M	Security Deposit	5% of the contract value.
N	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.
O	Payment condition	100% on completion of work
P	Validity of the Tender	90 days from the date of opening of Technical Bid.
Q	All disputes arising shall be subject to the jurisdiction	Chennai, Tamil Nadu
R	Contact person for communication in connection with this TENDER	Name & Designation: Shri. S Ramesh, AGM Phone: 044 – 2539 9922 e-mail: sramesh@rbi.org.in Smt. Suganya Devi M, Manager Phone: 044-2539 9027 e-mail: suganyadevim@rbi.org.in Shri. Rajesh Bonagiri, AM Phone:044-2539 9253 e-mail: rajeshbonagiri@rbi.org.in
S	Fee	Nil
1.3	Regional Director, Reserve Bank of India, Chennai 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.	
1.4	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.	

Section II: Instructions to Bidders

2.1	Reserve Bank of India, Estate Department, Chennai 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.
2.2	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.
2.3	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 2nd Floor, Estate Department, Reserve Bank of India, Rajaji Salai, Fort Glacis, Chennai 600001.
2.4	Pre-bid Meeting
	Reserve Bank of India shall conduct pre-bid meeting indicated in clause 1.2 (E), 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. Bidders are advised to visit the premises (both Office Building and Residential Colonies), upon obtaining approval from the Estate department, in order to acquaint themselves with the types of Assets to be RFID tagged and quality requirement of tags, before submitting quotations.
2.5	Amendment to Tender Document:
2.5.1	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.
2.5.2	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.
2.5.3	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.
2.6	Preparation of bid:
2.6.1	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 indicated in clause 1.2(F).
2.6.2	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 RBI.
(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.
2.6.3	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.
2.7	Period of Validity of Bids:
	Bids shall remain valid for acceptance by RBI for the period indicated in clause 1.2 (P) This period will be further mutually extended, if required.
2.8	Earnest Money Deposit (EMD) / Bid security:
2.8.1	The Bidders shall enclose Bid Security proof of NEFT remittance paid with their Bid for an amount indicated in Clause 1.2 (F) of Notice Inviting Tender. No interest on Bid Security shall be paid.
2.8.2	Bids not accompanied by Bid Security, shall be treated as non-responsive, and will be summarily rejected by the RBI.
2.8.3	The Bid securities of unsuccessful Bidders shall be discharged/ returned by RBI after award of work to successful bidder.
2.8.4	The Bid Security of the Successful Bidder shall be returned upon the Bidder after completion of the work.
2.9	The 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.
2.10	Procedure for Submission of Bids:
	It is proposed to have a Two- parts for this bid as following -
2.10.1	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 in Tender Box placed at Reception Area, Estate Department, 2 nd floor, Reserve Bank of India, Chennai 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.
2.10.2	Price Bid -
	The Bank shall evaluate the said reports before opening of price bid of the bidders. If any tenderer is not found 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.
2.11	No conditional/optional quote shall be accepted.
2.12	Bidders shall not be permitted to alter or modify their bids after receipt of bids.
	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 premises, upon obtaining prior approval from the Estate Department, in order to acquaint themselves with the types of Assets to be RFID tagged and quality requirement of tags, before submitting quotations.
2.13	Receipt of Bids:
	The bids will be accepted till the schedule time and date as referred to in refer clause 1.2 (I) .
2.14	Opening of Technical Bid:
	The Technical bids will be opened on the scheduled time and date as referred to in clause 1.2 (J) at Estate Department, Reserve Bank of India, Chennai. The bidders or their authorized representatives may be present if they so desire.
2.15	Scrutiny of Technical Bid:
2.15.1	The Technical bid shall be evaluated as per the procedure indicated in special condition of contract (section III).
2.15.2	After evaluation of the Technical bids, the short-listed Bidders will be intimated to all the bidders. The decision of the Bank on technical suitability of the offer shall be final and shall not be open for discussion.
2.16	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.
2.17	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.
2.18	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/annul the selection process, at any stage prior to the award of the Contract on account of the following:
(a)	in case no Bid is received.
(b)	occurrence of any event due to which it is not possible to proceed with the selection process.
(c)	an evidence of a possible collaboration/mischief on part of Bidders, impacting the

	competition and transparency of the selection process.
(d)	any other reason, which in the opinion of the Employer necessitates the cancellation of the selection process.
(e)	On occurrence of any such event, RBI shall notify all the bidders within 7 days or any reasonable time of such decision. RBI shall also promptly return the bid Security submitted by the bidders within 15 days or any reasonable time of issue of such notice. RBI is not obligated to provide any reason or clarification to any bidder on this account. Liability of the RBI under this clause is restricted to returning the bid Security and no other reimbursements of costs/ expenses of any type shall be made by the employer on this account.
(f)	The employer further reserves the right to re-tender the process or get the work done by a Government agency or Quasi Government agency if the employer is of the opinion that the bids received are not economically or otherwise feasible or not acceptable due to reasons in sub clauses (a) to (d) above.
2.20	Disputes:
	All disputes arising shall be subject to the jurisdiction of the appropriate court as indicated in Clause 1.2(Q) and will be governed by the Laws of India.

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, bidders are expected to submit responses on Technical Bid and Price Bid.
3.1.3	As part of Technical Bid, Bank will check if bidders meet Minimum Eligibility Criteria outlined in section 1.1.1 basis details and evidences submitted. Bank will also evaluate other requirements as mentioned in sections I to VII. Bidders who are unable to provide required documents, deposits, or any other required information will be disqualified from evaluation process.
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 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 fourteen 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, the bidder will be charged liquidated damages/penalty at the rate {refer to clause 1.2(N)}
3.4	Payment Conditions:
(i)	1. Charges for quarterly addition / replacement of RFID tags quarterly basis. 2. Half-yearly reconciliation services 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.
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:
(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 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 a period up to March 31, 2025, subject to satisfactory performance. (Initial contract would be awarded till March 31, 2025 and subsequently the contract will be renewed on yearly basis with the price escalation.
3.7.2	Bank will only purchase RFID tags from 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 <u>Annexure B</u> 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.
3.7.8	Quarterly addition/ replacement activities for quarters ending March and September will be completed along with half-yearly reconciliation process for

	period ending March and September respectively.
3.8	Security Deposit
	<p>Successful bidder shall submit Security Deposit for an amount of 10% 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):
	<p>Bank may enter into an AMC with vendor for next two years on yearly basis (after successful completion of initial contract period). 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.</p> <p>Renewal Formulae = $A_c = A_p \times (CPI_c / CPI_p)$</p> <p>Where:</p> <p>$A_c$ = Charges for quarterly addition/ replacement of RFID tags and half-yearly reconciliation services for current period,</p> <p>A_p = Charges for quarterly addition/ replacement of RFID tags and half-yearly reconciliation services for previous period,</p> <p>CPI_c = Consumer Price Index for Industrial Workers (All India Average) 6 months prior to the commencement date of renewed contract for the current period,</p> <p>CPI_p = Consumer Price Index for Industrial Workers (All India Average) 6 months prior to the commencement date of contract for the previous period.</p> <p>During the period of AMC, the cost of RFID tags shall be paid as per existing rates with 15% OH & profits. Vendor shall submit a BG equal to 10% of new contract value valid for AMC period.</p>

Date:
Place:
Signatory:

Signature:
Name and Designation of the

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	

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	

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 premises (Office Building and Residential Colonies located at Chennai) 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 E) for Assets inventoried by the Bank during the quarter (ending March 31st, June 30th, September 30th, and December 31st) and fixing thereof on these Assets (and/ or replacement of old/ damaged/ unavailable/ unscannable/ illegible etc. RFID tags, if any) on a quarterly basis (starting with Quarter ended March 31, 2024). 2. Physical Verification of all the Fixed Assets and Dead Stock Articles installed and available in Main Office Building and Residential Colonies (with the help of 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, 2024). A Reconciliation Report and Certificate shall be shared by the Firm with the Bank post completion of this Exercise. <p>Bidders are advised to refer to detailed explanation on procedures and responsibilities for above set of services in <u>Annexure D</u> towards the end of this tender.</p>
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	<ul style="list-style-type: none"> • Applicable Service Level Agreement (SLA): • Post award of contract, timeline for Addition/ Replacement of RFID tags planned on quarterly basis should be completed 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

अनुभाग VI: करार की शर्तों का फॉर्मेट
(₹.100/- की स्टैप कागज़ पर)

यह करार एक ओर भारतीय रिज़र्व बैंक, फोर्ट ग्लेसिस, राजाजी साल्लै, चेन्नै 600 001 जिसका केंद्रीय कार्यालय मुंबई 400001 में है (जिसे इसके बाद "नियोक्ता" कहा गया है) और दूसरी ओर से मैसर्स -----(जिसे इसके बाद बोलीकर्ता कहा गया है) के बीच -----
-- को किया गया।

जबकि नियोक्ता के लिए इच्छुक है तथा कोटेशन के लिए अनुरोध के अनुसार।

और जबकि बोलीकर्ता शर्तों के अधीन आगे यहाँ नियत शर्तों और विशेष शर्तों में निर्धारित शर्तों और काम की मात्रा की अनुसूची और संविदा की शर्तों)जिन्हें इसके बाद सामूहिक रूप से " तथाकथित शर्तें "कहा जाएगा (के अनुसार काम को उक्त ड्राइंग औरया उक्त विनिर्देशन में / वर्णित है औरकाम की मात्रा की अनुसूची में शामिल हैपर उसमें निर्धारित संबंधित दर पर , गणना का गई कुल राशि परया ऐसी अन्य देय राशि पर तथाकथित ठेका " इसके बाद इसे) कार्य करने के लिए सहमत है। (कहा जाएगा "राशि

एतद्वारा अब निम्नानुसार सहमति हुई है:-

- 1 यह संविदा भारतीय रिज़र्व बैंक केकार्यालय में आरएफआईडी तकनीकी आधारित अचल आस्ति प्रबंधन सोल्यूशन (एफएएमएस) के कार्यान्वयन के लिए है।
- 2 बोलीकर्ता तथाकथित शर्तों में उल्लिखित समय और नियत तरीके से तथाकथित संविदा राशि के भुगतान करने के मद्देनज़र, तथाकथित शर्तों के अधीन विनिर्देशनों के अनुसार नियत ड्राइंग और काम की मात्रा की अनुसूची में दर्शाया गया काम पूरा करेगा।
- 3 नियोक्ता, बोलीकर्ता को कथित संविदा राशि अथवा समय -समय पर देय होनेवाली अन्य राशि तथाकथित शर्तों में विनिर्दिष्ट तरीके से अदा करेगा।
- 4 तथाकथित शर्तें और साथ में दी गई परिशिष्ट तथा अन्य दस्तावेज़ों इसके साथ पढ़ी जाएँगी और इस करार का हिस्सा मानी जाएँगी और संबंधित पक्ष इस करार की तथाकथित शर्तों के अधीन रहेंगे और अपनी ओर से क्रमशः तथाकथित शर्तों के अपने-अपने कर्तव्य का पालन करेंगे।
- 5 समय इस संविदा का महत्वपूर्ण कारक है और बोलीकर्ता एतद्वारा सहमत है कि समय विस्तार का प्रावधान होते हुए भी वह काम करने के औपचारिक आदेश प्राप्त होने की तारीख

से जैसा कि तथाकथित शर्तों में उल्लिखित हो, काम काम शुरू कर देगा और समय विस्तार का प्रावधान होते हुए भी संपूर्ण कार्य बैंक के साथ सहमत निर्धारित समय सीमा के भीतर पूरा करेगा।

6 इस संविदा के अंतर्गत नियोक्ता द्वारा सभी भुगतान केवल भारतीय रिज़र्व बैंक,.....में किए जाएंगे।

7 इस करार के तहत या इससे जुड़े किसी भी कारण से उत्पन्न विवादमें उत्पन्न विवाद समझा जाएगा और उसके निपटान का क्षेत्राधिकारमें ही स्थित न्यायालयों का निर्धारित क्षेत्राधिकार होगा।

8 यह कि इस संविदा के अलग-अलग भागों को बोलीकर्ता ने पढ़ लिया है और पूरी तरह से समझ लिया है।

यदि बोलीकर्ता एक साझेदारी नियोक्ता और संविदाकार इस बारे में साक्ष्य स्वरूप फ़र्म या एक व्यक्ति अपने-अपने हस्ताक्षर किए और इसकी दो प्रतियाँ उक्त दिन और वर्ष को तैयार की गईं।

यदि बोलीकर्ता एक कंपनी है तो नियोक्ता और बोलीकर्ता इस बारे में साक्ष्य स्वरूप अपने-अपने अधिकृत हस्ताक्षरकर्ताओं के माध्यम से निष्पादित किए और संविदाकार ने इसकी दोनों प्रतियों पर अपनी सामान्य मुहर लगाई इसकी दो प्रतियों पर उसकी ओर से इन्हें उक्त दिन और वर्ष को निष्पादित किया गया।

हस्ताक्षर खंड :

श्री ----- (नाम एवं पता)

श्री..... (नाम एवं पता)

की ओर से हस्ताक्षरित एवं सुपुर्द

इनकी उपस्थिति में हस्ताक्षर किये गए :

1) _____ (नाम एवं पता)

2) _____ (नाम एवं पता)

साक्षी

यदि पार्टी भागीदारी फर्म या वैयक्तिक फर्म हो तो सभी अथवा सभी भागीदारों की ओर से हस्ताक्षर किये जाने चाहिए।

निम्नलिखित की उपस्थिति में दिनांक -----को संपन्न निदेशक बोर्ड की बैठक में पारित संकल्प के अनुसरण में इस पर..... की कॉमन मुहर लगाई गई है।

(1)

(2)

निदेशक, जिन्होंने निम्नलिखित की मौजूदगी में इसके प्रमाणस्वरूप इन दस्तावेजों पर हस्ताक्षर किए हैं।

(1)

(2)

यदि बोलीकर्ता उसके कॉमन मुहर के अंतर्गत हस्ताक्षर करता है तो हस्ताक्षर खंड संस्था के अन्तर्नियमों में दिए गए मुहर खंड से मेल खाने चाहिए।

विधिवत गठित अटर्नी एवं श्री..... द्वारा हस्ताक्षरित एवं सुर्पुद।

यदि कंसल्टेंट चाहे कंपनी के रूप में या वैयक्तिक रूप में मुख्तारनामा के अंतर्गत हस्ताक्षर करता हो तो

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

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

WHEREAS the Employer is desirous of _____ and as per Request for Tender.

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

NOW IT IS HEREBY AGREED AS FOLLOWS –

1	This contract is for implementation of Radio Frequency IDentification (RFID) based Fixed Asset Management Solution (FAMS) for its various inventory items installed at Reserve Bank of India (RBI), Chennai's Main Office Premises (MOP) and Residential Colonies located at Chennai.
2	In consideration of the said Contract amount to be paid at the times and in the manner set forth in the said conditions, the Bidder shall, upon and subject to the said conditions, execute and complete the work shown and described in the said specifications and the schedule of quantities.
3	The Employer shall pay the Bidder the said Contract amount or such other sum as shall become payable at the times and in the manner specified in the said conditions.
4	The said Conditions and Appendix thereto shall be read and construed as forming part of this agreement and the parties hereto shall respectively

	abide by, submit themselves to the said conditions and perform the agreements on their part respectively in the said conditions contained.
5	Time shall be considered as the important factor of this Contract and the Bidder hereby agrees to commence the work from the day of issue of work order/letter of acceptance as provided for in the said conditions and to complete the entire work within agreed timelines with Bank for all activities as per services in scope subject nevertheless to the provisions for the extension of time.
6	All payments by the Employer under this Contract will be made only at Reserve Bank of India, _____
7	All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen in _____ and only courts in _____ shall have jurisdiction to determine the same.
8	The several parts of this Contract have been read by the Bidder and fully understood by the Bidder.

If the Bidder is a partnership or an individual	IN WITNESS WHEREOF the Employer and the Bidder have set their respective hands to these presents and two duplicates hereof the day and year first herein above written.
If the Bidder is a company	IN WITNESS WHEREOF the Employer has set its hands to these presents through its duly authorized official and the Bidder has caused its common seal to be affixed hereunto and the said two duplicates hereof to be executed on its behalf, the day and year first hereinabove written.

Signature Clause :	
SIGNED AND DELIVERED by the hand of Shri _____ in the presence of (1) _____ (Name & Address) (2) _____ (Name & Address) Witness	
SIGNED AND DELIVERED by the Shri _____ in the presence of (1) _____ (Name & Address) (2) _____ (Name & Address)	If the party is a partnership firm or individual

<p>Witness</p>	
<p>THE COMMON SEAL OF _____ was hereunto affixed pursuant to the resolutions passed by its Board of Directors at the meeting held on _____ in the presence of -</p> <p>(1) _____</p> <p>(2) _____</p> <p>Directors who have signed these presents in token thereof in the presence of -</p> <p>(1) _____</p> <p>(2) _____</p>	<p>If the Bidder signs under common seal the signature presence of - clause should tally with the sealing clause in the articles of association</p>
<p>SIGNED AND DELIVERED BY the Bidder by the hand of Shri _____ and duly constituted attorney.</p>	<p>If the Contract is signed by the hand of power of attorney, Whether a company or an individual</p>

Section VII: Schedule of Quantities

Sr. No.	Particulars	Estimated Quantity	Completion time
A –Supply of following RFID tags (of following types)			
1	RFID tags for electronic items	722	To be supplied within 10 days from the date of receipt of indent from the Bank
2	RFID tags for non-electronic metallic items	176	
3.	RFID tags for non-electronic non-metallic items	78	
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)	2	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)	2	To be completed within 30 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 for the contract period i.e., **up to March 31, 2025** 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 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
Shri. Uma Sankar
Regional Director for Tamil Nadu & Puducherry
Reserve Bank of India
Estate Department
Fort Glacis, Rajaji Salai
Chennai - 600 001.

Dear Sir,

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

Please see below details of required hardware –

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

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

Yours Faithfully,

(Authorized Signatory)

Name and Designation:

Annexure B: Confirmation on encoding practices for RFID tags

(On letterhead of the Bidder)

Date: _____

To
Shri. Uma Sankar
Regional Director for Tamil Nadu & Puducherry
Reserve Bank of India
Estate Department
Fort Glacis, Rajaji Salai
Chennai - 600 001.

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

SI 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 bundle, note counting coin dispenser
	Sec. equip-metal detector. Eplo 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 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

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 inventoried/ 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 1.2(N) 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 30 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 Colonies with the help of RFID readers/ scanners, as per the deadlines/ timeslots allotted by the Bank. The Bank may, if required, depute coordinators for various Departments/ Residential Colonies to guide the vendor representatives in case of issues in accessing any area/ cabins/ rooms in any of the departments (especially applicable to the Cash Department).

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 analyze discrepancies observed and take necessary actions to cross-verify causes of such discrepancies. Post this cross-verification, discrepancies can be reported. Below are some of the pointers for this analysis and subsequent cross verification:

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.
- Analyze 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.
- Analyze reasons for observed discrepancies and mark count for below for reporting purposes:
 - Assets accepted/ updated for transfer in CBS/ Excel by other office location but still physically present in old office location.
 - Assets written off/ marked for disposal in CBS/ Excel but still physically present in office location.

2.4 Submission of Reconciliation Report and Certificate

Vendor will be required to submit a detailed Reconciliation Report and also a certificate on successful completion of the Physical Verification and Reconciliation of Fixed Assets and Dead Stock Articles as at the end of the concerned Half Year, within 30 days from the end of the concerned Half Year.

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 Chennai.

Sl. No	Location	Delivery Address
1	Main Office Premises	Reserve Bank of India, Caretaker Office, 1 st floor, Fort Glacis, 16, Rajaji Rd, Fort St George, Chennai, Tamil Nadu 600001 Tel: (044) 2539 9013
2	Anna Nagar	RBI Officers' Quarters, Caretaker Office, 15th Main Rd, Anna Nagar West, Anna Nagar, Chennai, Tamil Nadu 600040
3	Besant Nagar	RBI Staff Quarters, Caretaker Office, 7th Avenue, Mahatma Gandhi Rd, Besant Nagar, Chennai, Tamil Nadu 600090
4	C.H. Road	RBI Staff Quarters, Caretaker Office, 101, Nehru St, Zachariah Colony, Choolaimedu, Chennai, Tamil Nadu 600094
5	K.K. Nagar	RBI Staff Quarters, Caretaker Office, Kamarajar Salai, Sector 13 Jeevanantham Salai, Sector 13, Ashok Nagar, Chennai, Tamil Nadu 600083
6	P.H. Road	RBI Staff Quarters, Caretaker Office, Near Ega Theater, Guest Hospital, Poonamallee High Road, Kilpauk, Chennai, Tamil Nadu 600010
7	SAF-Koyambedu	RBI Officers' Quarters, Caretaker Office, SAF Games Village, Annai Sathya Nagar, Koyambedu, Chennai, Tamil Nadu 600107

Place:

Seal and signature of the vendor

Date:

Radio Frequency IDentification (RFID) based Fixed Asset Management Solution (FAMS) for its various inventory items installed at Reserve Bank of India (RBI), Chennai's Main Office Premises (MOP) and Residential Colonies located at Chennai.

(Part II: Price-BID)

Table -A : Hardware Requirement - Supply of following RFID tags for one year						
Sr. No.	Particulars	Quantity	Rate per tag (Excl.GST)	Add (CGST@9%)	Add (SGST@9%)	Total Amount (Incl of GST)
1	RFID tags for electronic	722				
2	RFID tags for non-electronic metallic items	176				
3	RFID tags for non-electronic non-metallic	78				
Sub-Total (A)						

Table -B : Quarterly Addition/ Replacement of RFID tags and Half-Yearly Reconciliation Services for one years period						
Sr. No.	Particulars	Quantity	Rate per service Charges (Excl.GST)	Add (CGST@9%)	Add (SGST@9%)	Total Amount (Incl of GST)
1	Charges for quarterly addition/ replacement	2				
2	Charges for half-yearly reconciliation+ addition/ replacement of RFID tags after every 6	2				
Sub-Total (B)						
Grand Total (A+B)						

Rupees _____
 _____ only

Place:

Seal and signature of the vendor

Date: