



**भारतीय रिज़र्व बैंक / RESERVE BANK OF INDIA**  
**सम्पदा विभाग / ESTATE DEPARTMENT**  
**लखनऊ / Lucknow**

भारतीय रिज़र्व बैंक (आर.बी.आई.), लखनऊ के मुख्य कार्यालय भवन (एम.ओ.बी.) और लखनऊ स्थित आवासीय कॉलोनीयों में अपने विभिन्न इन्वेंट्री आइटमों के लिए रेडियो फ्रीक्वेंसी आइडेंटिफिकेशन (आर.एफ.आई.डी.) आधारित फिक्स्ड एसेट मैनेजमेंट सॉल्यूशन (एफएएमएस) हेतु कोटेशन के लिए अनुरोध

**Request for Quotation (RFQ) for**

Radio Frequency Identification (RFID) based Fixed Asset Management Solution (FAMS) for its various inventory items installed at Reserve Bank of India (RBI), Lucknow's Main Office Building (M.O.B.) and Residential Colonies located at Lucknow

**Part I: Techno- Commercial Bid**

बोलीदाता का नाम : .....

पता: .....

दूरभाष सं: .....

ईमेल:- .....

बोली पूर्व बैठक का समय एवं स्थान	01 जनवरी 2026 अपराह्न 03:00 बजे <b>स्थान:</b> संपदा विभाग, तृतीय तल, मुख्य कार्यालय भवन, भारतीय रिज़र्व बैंक, 8-9, विपिन खंड, गोमती नगर, लखनऊ, उत्तरप्रदेश
बोली प्रस्तुत करने की अंतिम तिथि एवं समय:	21 जनवरी 2026 को अपराह्न 01:00 बजे तक
निविदा का भाग । अर्थात् तकनीकी-वाणिज्यिक बोली खोलने की तिथि:	21 जनवरी 2026 को अपराह्न 03:00 बजे

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**अस्वीकरण**  
**DISCLAIMER**

भारतीय रिज़र्व बैंक, सम्पदा विभाग, लखनऊ ने इच्छुक पक्षों को कार्य की पृष्ठभूमि की जानकारी देने के लिए यह दस्तावेज़ तैयार किया है। जबकि भारतीय रिज़र्व बैंक ने इसमें निहित जानकारी को तैयार करने में उचित सावधानी बरती है और इसे सटीक मानते हैं, न तो भारतीय रिज़र्व बैंक और न ही इसके किसी भी प्राधिकरण या एजेंसियों और न ही उनके संबन्धित अधिकारियों, कर्मचारियों, एजेंटों या सलाहकारों में से कोई भी इस दस्तावेज़ में निहित जानकारी की पूर्णता या सटीकता के संबंध में कोई वारंटी या नुमाइंदगी, व्यक्त या निहित प्रदान करता है।

Reserve Bank of India, Estate Department, Lucknow, 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.

इस दस्तावेज़ का प्रयोजन सम्पूर्ण जानकारी प्रदान करने का नहीं है। इच्छुक पार्टियों से अपनी स्वयं की पूछताछ करना अपेक्षित है। इस ई-निविदा के प्रत्यर्थी को अपनी स्वयं की पूछताछ करने की आवश्यकता है और उन्हें केवल खाली ई-निविदा दस्तावेज़ों / फार्मों में निहित जानकारी पर भरोसा नहीं करना चाहिए। यदि उत्तरदाताओं द्वारा सम्यक उद्यम का पालन नहीं किया जाता है तो भारतीय रिज़र्व बैंक ज़िम्मेदार नहीं होगा।

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.

यह जानकारी इस आधार पर प्रदान की जाती है कि यह भारतीय रिज़र्व बैंक या इसके किसी भी प्राधिकरण या एजेंसियों या उनके संबन्धित अधिकारियों, कर्मचारियों, एजेंटों या सलाहकारों पर बाध्यकारी नहीं है।

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.

भारतीय रिज़र्व बैंक परियोजना के साथ आगे बढ़ने या परियोजना के विन्यास को बदलने, इस दस्तावेज़ में परिलक्षित समय सारिणी को बदलने या लागू होने वाली प्रक्रिया को बदलने का अधिकार सुरक्षित रखता है। यह रूचि व्यक्त करने वाले किसी भी पक्ष के साथ मामले पर आगे चर्चा करने से इनकार करने का अधिकार भी सुरक्षित रखता है। रूचि व्यक्त करने वाले व्यक्तियों या संस्थाओं को किसी भी प्रकार की लागत की प्रतिपूर्ति का भुगतान नहीं किया जाएगा।

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

**Section I: निविदा सूचना / Notice Inviting Tender (NIT)**  
**Request for Quotation (RFQ)**



**भारतीय रिज़र्व बैंक**  
**संपदा विभाग, लखनऊ**

**निविदा सूचना**

भारतीय रिज़र्व बैंक, लखनऊ अपने मुख्य कार्यालय भवन और लखनऊ स्थित आवासीय परिसरों में स्थापित अपनी विभिन्न इन्वेंट्री वस्तुओं के लिए "रेडियो फ्रीक्वेंसी आइडेंटिफिकेशन (RFID) आधारित फिक्स्ड एसेट मैनेजमेंट सॉल्यूशन (FAMS) के लिए पात्र और इच्छुक फर्मों से कोटेशन आमंत्रित करता है। कार्य की अनुमानित लागत केवल ₹ 1.50 लाख (जीएसटी सहित) है।

2. यह एक खुली निविदा है। केवल वे इच्छुक फर्मों जो पात्रता मानदंडों के अनुसार स्वयं को उपयुक्त पाती हैं, वे उक्त निविदा प्रक्रिया में भाग ले सकती हैं। निविदा दस्तावेज बैंक की वेबसाइट <https://www.rbi.org.in> पर दिनांक 01 जनवरी 2026 से डाउनलोड के लिए उपलब्ध है।

3. यह निविदा ऑफ-लाईन माध्यम से दो भागों में प्रस्तुत की जाएगी। निविदा के भाग- I में प्रस्तावित कार्य के लिए बैंक की मानक तकनीकी और वाणिज्यिक शर्तें होंगी, जिन्हें निविदाकारों द्वारा स्वीकार करके निविदा फॉर्म में सील एवं हस्ताक्षर भरा जाना चाहिए। निविदा के भाग- II में बैंक की मात्राओं की अनुसूची निर्धारित की गयी है और निविदाकर्ता की मूल्य बोली अलग से सीलबंद लिफाफे में जमा की जाएगी। सील बंद लिफाफे के उपर बड़े एवं साफ अक्षरों में **"Quotation for RFID based Fixed Asset Management Solution (FAMS)"** लिखा होना चाहिए।

**भाग-I तथा भाग-II के दो सीलबंद लिफाफे एक ही सील बंद लिफाफे में बैंक में जमा की जानी चाहिए। दोनों भाग अलग- अलग प्राप्त होने पर कोटेशन स्वीकार नहीं किए जाएंगे। भाग-I (तकनीकी-वाणिज्यिक बोली) के लिफाफे पर भाग-I तथा भाग-2 (मुख्य बोली) के लिफाफे पर भाग-II लिखा होना चाहिए।**

4. पात्रता मानदंड को पूरा करने वाली फर्मों और कार्य के आवंटन के लिए विचार किए जाने की इच्छुक निविदाकर्ता द्वारा 21 जनवरी 2026 को अपराह्न 01:00 बजे तक या उससे पहले सभी आवश्यक दस्तावेजों को **संपदा विभाग, तृतीय तल, भारतीय रिज़र्व बैंक, 8-9, विपिन खंड, गोमती नगर, लखनऊ, उत्तरप्रदेश** में जमा किया जाना चाहिए।

5. निविदा के भाग-I को 21 जनवरी 2026 को अपराह्न 03:00 बजे संपदा विभाग, तृतीय तल, भारतीय रिज़र्व बैंक, 8-9, विपिन खंड, गोमती नगर, लखनऊ में खोला जायेगा।

निविदा की समय-सारणी निम्न अनुसार है:

क	निविदा का नाम	भारतीय रिज़र्व बैंक (आर.बी.आई.), लखनऊ के मुख्य कार्यालय भवन (एम.ओ.बी.) और लखनऊ स्थित आवासीय कॉलोनियों में स्थापित विभिन्न इन्वेंट्री वस्तुओं के लिए रेडियो फ्रीक्वेंसी आइडेंटिफिकेशन (आरएफआईडी) आधारित फिक्स्ड एसेट मैनेजमेंट सॉल्यूशन (एफएएमएस)
ख	निविदा प्रणाली	ऑफ-लाईन खुली निविदा – निविदा के भाग I (सीलबंद) और भाग II (सीलबंद) को एक सीलबंद लिफाफे में संपदा

		विभाग, तृतीय तल, भारतीय रिज़र्व बैंक, 8-9, विपिन खंड, गोमती नगर, लखनऊ, उत्तरप्रदेश में प्रस्तुत किया जाना चाहिए
ग	अनुमानित लागत	<b>₹1.50 लाख (रुपए एक लाख पचास हजार मात्र)</b> (जीएसटी सहित)
घ	निविदा दस्तावेज़ बैंक की वेबसाइट से डाउनलोड करने की प्रारम्भिक तिथि	01 जनवरी 2026 को साँय 04:00 बजे से
च	बयाना राशि (केवल NEFT के माध्यम से)	<b>₹7,500/- (Rupees Seven Thousand Five Hundred only)</b> in the form of EMD in favour of Reserve Bank of India, Lucknow to be delivered through the NEFT on given details: <b>Account Details: -</b> <b>Beneficiary Account Number: 186003001</b> <b>Beneficiary IFSC: RBISOLKPA01</b>
छ	बयाना राशि जमा करने की अंतिम तिथि	21 जनवरी 2026 को अपराह्न 01:00 बजे तक
झ	बोली पूर्व बैठक का समय एवं स्थान	16 जनवरी 2026 को अपराह्न 03:00 बजे स्थान: संपदा विभाग, तृतीय तल, भारतीय रिज़र्व बैंक, 8-9, विपिन खंड, गोमती नगर, लखनऊ, उत्तरप्रदेश
ञ	निविदा (तकनीकी-वाणिज्यिक बोली एवं मूल्य बोली) बंद होने की तारीख	21 जनवरी 2026 को अपराह्न 01:00 बजे तक
ट	निविदा के भाग I (अर्थात् तकनीकी-वाणिज्यिक बोली को खोले जाने की तिथि एवं समय ii. भाग II - मूल्य बोली (खोलने की तिथि-अलग से सूचित की जाएगी)	21 जनवरी 2026 को अपराह्न 03:00 बजे मूल्य बोली के लिए अर्हता प्राप्त करने वाले निविदाकारों को सूचित किया जाएगा
ठ	निविदा फीस	शून्य

भारतीय रिज़र्व बैंक न्यूनतम निविदा को स्वीकार करने के लिए बाध्य नहीं है और किसी भी निविदा में पूर्ण या आंशिक रूप से स्वीकार करने का अधिकार सुरक्षित रखता है। बैंक बिना किसी कारण बताए सभी निविदाओं को अस्वीकार करने का अधिकार भी सुरक्षित रखता है।

कृते/-  
क्षेत्रीय निदेशक  
भारतीय रिज़र्व बैंक, लखनऊ



भारतीय रिज़र्व बैंक  
संपदा विभाग, लखनऊ

**Tender Notice**

Reserve Bank of India, Lucknow invites Tender from eligible and willing firms for "Radio Frequency Identification (RFID) based Fixed Asset Management Solution (FAMS) for its various inventory items installed at Reserve Bank of India (RBI), Lucknow's Main Office Building (MOB) and Residential Colonies located at Lucknow.". The estimated cost of work is ₹1.50 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 January 01, 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. **The sealed envelope should be clearly and prominently marked with the words "Quotation for RFID based Fixed Asset Management Solution (FAMS)".**

The two sealed envelopes, Part-I and Part-II, must be submitted together in a single sealed envelope to the bank. Quotations will not be accepted if both parts are received separately. The envelope for Part-I (Technical-Commercial Bid) should be marked "Part-I" and the envelope for Part-II (Main Bid) should be marked "Part-II"

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, Reserve Bank of India, 8-9, Vipin Khand, Gomti Nagar, Lucknow, Uttar Pradesh on or before January 21, 2026 till 01:00 PM.

5. Part-I of the tender will be opened on January 21, 2026 at 03:00 PM at Estate Department, 3rd Floor, Reserve Bank of India, 8-9, Vipin Khand, Gomti Nagar, Lucknow, Uttar Pradesh. The timeline of the tender is as follow:

A	Tender Name	Radio Frequency Identification (RFID) based Fixed Asset Management Solution (FAMS) for its various inventory items installed at Reserve Bank of India (RBI), Lucknow's Main Office Building (MOB) and Residential Colonies located at Lucknow.
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B	Mode of Tender	Off-line Open Tender- Part I(Sealed) and Part II (Sealed) of the tender should be submitted in sealed envelope to Estate Department, 3rd Floor, Reserve Bank of India, 8-9, Vipin Khand, Gomti Nagar, Lucknow, Uttar Pradesh
C	Estimated cost	<b>₹1.50 lakh (Rupees One Lakh Fifty Thousand Only) (Including GST)</b>
D	Date of availability of Tender Document for download on the Bank's website	January 01, 2026 from 04:00 PM onwards.
E	Earnest Money Deposit (Only through NEFT)	<b>₹7,500/- (Rupees Seven Thousand Five Hundred only)</b> in the form of EMD in favour of Reserve Bank of India, Lucknow to be delivered through the NEFT on given details: <b>Account Details: -</b> <b>Beneficiary Account Number: 186003001</b> <b>Beneficiary IFSC: RBIS0LKPA01</b>
F	Last date to deposit EMD	January 21, 2026 till 01:00 PM
G	Date and Time of Pre-bid meeting	January 16, 2026 at 03:00 PM  Place: Estate Department, 3rd floor, Reserve Bank of India, 8-9, Vipin Khand, Gomti Nagar, Lucknow
H	Closing Date for submission of Techno-Commercial Bid & Price Bid	January 21, 2026 till 01:00 PM
I	1. Date & time of opening of Part I (Techno-Commercial Bid)  2. Date of opening of Part II (Price Bid)	January 21, 2026 at 03:00 PM  Will be communicated to the tenderers found eligible for opening of Price Bid.
J	Transaction Fee	NIL

The Reserve Bank of India 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, Lucknow



## Section II: Instructions to the Bidders

1.	<b>Indexing : RFQ document (Part-I) should mandatorily include Index page. All the documents (tender document, all the documents submitted by the bidder, certificates and Annexures.) submitted should be properly numbered and indexed as per Annexure- M</b>
2.1	<b>Minimum Eligibility Criteria:</b>
A	Vendor should be in business of providing RFID based Asset management system/ solution at least for the last 3 years as on July 31, 2025 and should have executed similar works. <b>[Completion certificate of executed work (See Para 2.1.E) to be submitted].</b>
B	Vendor should have an <b>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)</b>
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 <a href="#">Annexure A</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 July 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 i.e., Three completed similar works having value atleast Rs.60,000/- each. Or</p> <p>ii) Two completed similar works* each costing not less than the amount equal to 50% of the estimated cost of work i.e., Two completed similar works having value atleast Rs.75,000/- each. Or</p> <p>(iii) One completed similar work* costing not less than the amount equal to 80% of the estimated cost of work i.e., One completed similar work having value atleast Rs.1,20,000/-.</p>
2.2	Estate Department, 3rd floor, Reserve Bank of India, 8-9, Vipin Khand, Gomti Nagar Lucknow invites quotation from the eligible bidders as mentioned at clause 1.1.1. <b>Eligible Bidders are required to submit Technical and Price Bids (both separately sealed) in one single sealed envelope.</b>
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	<b>Obtaining of Tender documents:</b>
(a)	Tender documents can be downloaded from RBI website <a href="https://www.rbi.org.in/">https://www.rbi.org.in/</a> .

(b)	Tender documents can be collected directly from Estate Department, 3 <sup>rd</sup> Floor, Reserve Bank of India, 8-9, Lohia Path, Opposite Fun Republic Mall, Vipin Khand, Gomti Nagar, Lucknow 226 010.
2.5	<b>Pre-bid Meeting</b>
	Reserve Bank of India shall conduct pre-bid meeting indicated in the Notice for Request Inviting Quotation, 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 Building (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.
2.6	<b>Amendment to Tender Document:</b>
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 ( <a href="https://www.rbi.org.in/">https://www.rbi.org.in/</a> ) 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	<b>Preparation of bid:</b>
2.7.1	<b>Technical Bid (Part 1)</b>
(i)	Sections I to VII are part of the technical bid.
(ii)	Bidder must fill all the details specified in the Sections, respectively.
(iii)	Earnest Money Deposit (Only through NEFT) - <b>₹7,500/- (Rupees Seven Thousand Five Hundred only)</b> in the form of EMD in favour of Reserve Bank of India, Lucknow to be delivered through the NEFT on given details: <b>Account Details: -</b> <b>Beneficiary Account Number: 186003001</b> <b>Beneficiary IFSC: RBIS0LKPA01</b>
2.7.2	<b>Price Bid (Part 2):</b>
(i)	<b>Currency of Bid:</b> Bid prices shall be quoted in Indian Rupees only. These prices should include all costs associated with the work including any out of pocket / mobilization expenses, all 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 <a href="#">Annexure C</a> 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	<b>Period of Validity of Bids:</b>
	Bids shall remain valid for acceptance by RBI for the period indicated in <b>Clause 2.30</b> This period will be further mutually extended, if required.
2.9	<b>Earnest Money Deposit (EMD):</b>
	Refer para 2.7.1(iii) above
2.10	<b>OEM Certificate:</b> Bidder is requested to provide declaration on its letter head to the Bank, mentioning whether the firm is OEM or not.
2.11	<b>Right to Blacklist the firm in participating any tender for 05 years if:</b>
(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	<b>Procedure for Submission of Bids:</b>
	It is proposed to have a <b>Two- parts</b> for this bid as following -
2.12.1	<b>Technical Bid consist of following items -</b>
(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 sealed in one single envelope. 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, Lucknow Office. The tender documents can be downloaded from Tenders Link on RBI website <a href="https://www.rbi.org.in/">https://www.rbi.org.in/</a> . All corrigendum(s)/ addendum(s) and further communication(s), if any, shall be uploaded on RBI website only.
2.12.2	<b>Price Bid -</b>
	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.

2.13.1	No conditional/optional quote shall be accepted. Bidders shall not be permitted to alter or modify their bids after receipt of bids.
2.13.2	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	<b>Receipt of Bids:</b>
	The bids will be accepted till the schedule time and date as referred to in the NIT/ RFQ.
2.15	<b>Opening of Technical Bid:</b>
	The Technical bids will be opened on the scheduled time and date as mentioned in the Tender Document, at 3 <sup>rd</sup> Floor, Estate Department, Reserve Bank of India, Lucknow. The bidders or their authorized representatives may be present if they so desire.
2.16	<b>Scrutiny of Technical Bid:</b>
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. <b>The decision of the Bank on technical suitability of the offer shall be final and shall not be open for discussion.</b>
2.17	<b>Opening of Price Bid:</b>
	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	<b>Employer's right to accept any bid and to reject any or all Bids:</b>
	Notwithstanding anything mentioned above, RBI reserves the right to accept or reject any Bid at any time prior to award of Contract without thereby incurring any liability to the affected Bidder or Bidders. The Bank shall not assign any reason for rejection of any or all Bids.
	RBI reserves the right to cancel 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 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	<b>Disputes:</b>
	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	<b>Non-Disclosure clause:</b> 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 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.
2.22	<b>Sexual Harassment:</b> 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. (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.
2.23	<b>Safety and statutory measures:</b> 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 there under 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. he 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.
2.24	<b>Contact person (R.B.I., Lucknow):</b> Shri. Vijay Kumar Gupta, Assistant Manager Phone: 8840671182 E-mail: <a href="mailto:edlucknow@rbi.org.in">edlucknow@rbi.org.in</a>
2.26	<b>Contract Period:</b> 03 Years – Contract to be initially awarded for 01 year (upto quarterly printing and tagging of RFID Tags for March 2027) and the same to be renewed on yearly basis for the next two Financial years (upto 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): <b>5% of the contract value.</b>
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 Lucknow only.
2.32	The Regional Director, Reserve Bank of India, Lucknow 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	<b>RFID tags should have re-writable memory and should be able to store minimum 15 alphanumeric characters.</b>
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., "***Radio Frequency Identification (RFID) based Fixed Asset Management Solution (FAMS) for its various inventory items installed at Reserve Bank of India (RBI), Lucknow's Main Office Building (MOB) and Residential Colonies located at Lucknow***" 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

<b>3.1</b>	<b>Evaluation of Bid:</b>
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 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 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.
<b>3.2</b>	<b>Execution of Agreement:</b>
	On receipt of intimation from the Bank of the acceptance of his tender, the successful bidder shall be bound to sign the formal contract within 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.
<b>3.3</b>	<b>Liquidated Damages / Penalty for deficiency in services:</b>
	In case the successful bidder is unable to achieve adhere to the contract timelines & Scope of work, the bidder will be charged liquidated damages/penalty at the rate mentioned in clause 2.28.
<b>3.4</b>	<b>Payment Conditions:</b>
(i)	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.
<b>3.5</b>	<b>Force Majeure:</b>
	The Bidder shall not be liable for forfeiture of its EMD, liquidated damages or termination for default, if the delay in performance or other failure to perform its obligations under the contract is a result of an event of Force Majeure. For purposes of the clause, "Force Majeure" means an event beyond the control of the Bidder and not involving the Bidder's fault or negligence and not foreseeable. Such events may include wars or revolutions, fires, floods, epidemics, quarantine restrictions, freight embargoes etc. The Reserve bank of India will decide whether delay or failure on the part of the bidder was the result of an event beyond his control or not. The decision of the Reserve Bank of India in this regard should be final and binding on the supplier and will not be open to question before any court / forum in any proceedings.
<b>3.6</b>	<b>Termination for Default</b>
3.6.1	The Bank may without prejudice to any other remedy for breach of Contract, by Fifteen Days (15) 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/ Performance Bank Guarantee of the Bidder will be forfeited.
3.6.3	<b>Termination for Insolvency:</b> The Bank may at any time terminate the Contract by giving written notice to the Bidder, without compensation to the Bidder, if the Bidder becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Bank.
<b>3.7</b>	<b>General Terms and Conditions:</b>
3.7.1	Bank intends to contract with successful bidder for 01 Year (upto quarterly tagging of March 2027) and the same to be renewed on yearly basis for the next two years (upto 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	<b>RFID tags should have re-writable memory and should be able to store minimum 15 alphanumeric characters.</b>
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 <a href="#">Annexure B</a> 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	<b>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.</b>
<b>3.8</b>	<b>Performance Bank Guarantee</b>
	Successful bidder shall submit Performance Bank Guarantee for an amount of <b>5% of contract value*</b> for the <b>initial period</b> .  <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>
<b>3.9</b>	<b>Annual Maintenance Charges (AMC):</b>

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 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)**

$$Ac = Ap \times (CPI_c / CPI_p)$$

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,

CPI<sub>c</sub> = 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**  
**(SHOULD NOT BE HANDWRITTEN)**

**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 (LUCKNOW- 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	Email address of the Branch	

5	Name of the contact person	
6	Credit facility/ overdraft facility enjoyed by firm from the Bank	
7	The period from which the firm has been banking with the Bank	

**Signature of Bidder with Stamp/Date**

## Section V: Scope of Work

<b>5</b>	<p><b>Requirement of the Bank/ Specification:</b></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 and Residential Colonies located at Lucknow) 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 <a href="#">Annexure D</a> towards the end of this RFQ Document.</p>
5.1	<p><b>Services in Scope:</b></p> <ol style="list-style-type: none"> <li>1. Supply of new RFID Tags (as per the specifications referred to in <a href="#">Annexure N</a>) for Assets inventorization by the Bank during the quarter (ending March 31<sup>st</sup>, June 30<sup>th</sup>, September 30<sup>th</sup>, and December 31<sup>st</sup>) 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, 2026).</li> <li>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 30<sup>th</sup>, and December 31<sup>st</sup>) basis (starting with HY ended July 31, 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 <a href="#">Annexure D</a> towards the end of this tender.</li> </ol>
5.2	<p><b>Inclusions and Exclusions:</b></p> <ol style="list-style-type: none"> <li>1. Bank will purchase all types of RFID tags required for asset management from selected bidder.</li> <li>2. Bank will not purchase any other hardware like RFID readers, printers etc. Vendors will have to manage these devices at their end for delivery of associated services.</li> </ol>
5.3	<p><b>Service Level Agreement (SLA) important points:</b></p> <ol style="list-style-type: none"> <li>1. 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.</li> <li>2. Reconciliation of assets is planned every six months i.e. twice in a year. For the assets as on June 30 and December 31.</li> </ol>

**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, तृतीय तल, भारतीय रिज़र्व बैंक, लखनऊ-226010(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, Lucknow – 226010, (hereinafter called "the Employer") of the one part and \_\_\_\_\_ (hereinafter called "the Contractor") of the other part.

जबकि नियोक्ता " **भारतीय रिज़र्व बैंक (आरबीआई), मुख्य कार्यालय भवन (एमओबी) और लखनऊ स्थित आवासीय कॉलोनीयों में स्थापित विभिन्न इन्वेंट्री वस्तुओं के लिए रेडियो फ्रीक्वेंसी आइडेंटिफिकेशन (आरएफआईडी) आधारित फिक्स्ड एसेट मैनेजमेंट सॉल्यूशन (एफएएमएस)।**" 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 "**Radio Frequency Identification (RFID) based Fixed Asset Management Solution (FAMS) for its various inventory items installed at Reserve Bank of India (RBI), Main Office Building (MOB) and Residential Colonies located at Lucknow.**

" And has caused drawings and specifications describing the works to be done.

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

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')

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 आरेखों में दर्शाये गए और/या उक्त विनिर्देशों 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।

**NOW IT IS HEREBY AGREED AS FOLLOWS:**

अब इस बात पर निम्न तरह से सहमति है:

1	<p>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.</p> <p>उक्त शर्तों में निर्दिष्ट अवधियों में और प्रणाली से देय ठेके की राशि के बदले ठेकेदार उक्त शर्तों पर तथा उनके अधीन और उक्त अरेखनों में दर्शित तथा उक्त विनिर्देशों एवं परिमाणों की अनुसूची में उल्लिखित निर्माण कार्य निष्पादित करेगा और पूरा करेगा।</p>
2	<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> <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>
3	<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> <p>उक्त शर्तों को और उनके परिशिष्ट को इस करार के भाग के साथ पढ़ा जाएगा तथा इस करार से संबंधित 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>
4	<p>The agreement and documents mentioned herein shall form the basis of this Contract.</p> <p>इसमें उल्लिखित करार और प्रलेख इस संविदा के आधार माने जायेंगे।</p>
5	<p>This Contract is neither a fixed/ Lump sum Contract nor a Piece work Contract but is a Contract to carry out the <b>“Radio Frequency Identification (RFID) based Fixed Asset Management Solution (FAMS) for its various inventory items installed at Reserve Bank of India (RBI), Main Office Building (MOB) and Residential Colonies located at Lucknow.</b></p> <p>“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> <p>यह संविदा न तो निर्धारित एकमुश्त राशि की संविदा है और न ही फूटकर कार्य की संविदा, परंतु यह सम्पूर्ण “भारतीय रिजर्व बैंक (आरबीआई), मुख्य कार्यालय भवन (एमओबी) और लखनऊ</p>



	स्थित आवासीय कॉलोनियों में स्थापित विभिन्न इन्वेंट्री वस्तुओं के लिए रेडियो फ्रीक्वेंसी आइडेंटिफिकेशन (आरएफआईडी) आधारित फिक्स्ड एसेट मैनेजमेंट सॉल्यूशन (एफएमएस)।" 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।
6	<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> <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>
7	<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> <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 रिज़र्व 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>
8	<p>All payments by the Bank under this Contract will be made only at Lucknow.</p> <p>इस अनुबंध के तहत बैंक द्वारा सभी भुगतान केवल लखनऊ में किए जाएंगे।</p>
9	<p>All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen at Lucknow and only Courts in Lucknow shall have jurisdiction to determine the same.</p> <p>इस समझौते से जुड़े या किसी भी तरह से उत्पन्न होने वाले सभी विवादों को लखनऊ में उत्पन्न माना जाएगा और इनका निपटान केवल लखनऊ में न्यायालयों के ही अधिकार क्षेत्र में होगा।</p>
10	<p>That the several parts of this Contract have been read by the Contractor and fully understood by the Contractor.</p> <p>इस संविदा के विभिन्न अंशों को ठेकेदार ने पढ़ लिया है तथा उन्हें पूर्ण रूप से समझ लिया है।</p>
11	<p><b>Non-Disclosure clause:</b> 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</p>

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.

**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।

**12 Prevention of Sexual harassment clause**

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

	<p>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> <p><b>यौन उत्पीड़न की रोकथाम संबंधी उपबंध</b></p> <p>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 पीड़ित कर्मचारी द्वारा 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 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>
13	<p>The Contractor shall indemnify and keep indemnified the RESERVE BANK OF INDIA against:</p> <p>i) Any claim arising out of third party loss/ damage to life or property caused by/during execution of the work.</p> <p>ii) Any claim arising out of loss/ damage to the workmen engaged by the contractor during execution of the work.</p> <p>iii) Any claim due to non-compliance of applicable PF/ Labour laws, ESI, regulations etc.</p> <p>संविदाकार निम्न के संबंध में भारतीय रिजर्व बैंक के पक्ष में बीमा करवाएगा/संबन्धित दस्तावेज़ जमा करेगा और उसे लागू रखेगा:</p> <p>i) कार्य के निष्पादन से व्यक्ति या संपत्ति को हुये नुकसान से / दौरान होने वाली तीसरी पार्टी के नुकसान / उत्पन्न कोई भी दावा;</p> <p>ii) कार्य के निष्पादन के दौरान संविदाकार द्वारा नियोजित श्रमिकों को होने वाली हानि/क्षति से उत्पन्न होने वाला कोई भी दावा।</p> <p>iii) लागू पीएफ/श्रम कानूनों, ईएसआई, विनियमों आदि के गैर-अनुपालन के कारण कोई भी दावा।</p>
14	<p>The contractor shall take necessary insurance covers (i.e. Contractor All Risk Policy, Workmen Compensation Policy, Third Party Liability etc as</p>

	<p>applicable) with Reserve Bank of India as the first name, at their cost, before commencement of the work.</p> <p>संविदाकार को कार्य शुरू करने से पहले पहली पार्टी के रूप में भारतीय रिज़र्व बैंक के नाम पर सभी आवश्यक बीमा कवर अर्थात संविदाकार की सम्पूर्ण जोखिम पॉलिसी, श्रमिक क्षतिपूर्ति पॉलिसी, तृतीय पक्ष देयता आदि, जो भी लागू हो) लेना होगा।</p>
15	<p><b>Termination of Contract:</b></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> <p><b>अनुबंध की समाप्ति :</b></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>(i) 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.</p> <p>संविदाकर्ता 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।</p> <p><b>And/or</b></p> <p>ii. If contractor's person/workers found in any malpractice such as forgery of resident signature, drinking of alcohol while in duty.</p> <p><b>And/or</b></p> <p>यदि संविदाकर्ता का व्यक्ति/कर्मचारी किसी कदाचार में पाया जाता है जैसे कि निवासी के हस्ताक्षर की जालसाजी, ड्यूटी के दौरान शराब पीना।</p> <p>iii The contractor commits a breach of any terms and conditions of this agreement.</p> <p>संविदाकर्ता इस अनुबंध के किसी भी नियम और शर्तों का उल्लंघन करता है।</p> <p><b>And/or</b></p> <p>iv. 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.</p> <p>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।</p> <p><b>And/or</b></p> <p>v. For any reason whatsoever, the contractor becomes disentitled in law to perform his obligations under this agreement.</p>

	<p>किसी भी कारण से, संविदाकर्ता इस समझौते के तहत अपने दायित्वों को पूरा करने के लिए कानूनन अयोग्य हो जाता है।</p> <p><b>And/or</b></p> <p>vi. 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.</p> <p>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।</p>
16	<p><b>Minimum Wages Act, 1948, Payment of Wages Act, 1936, Contract Labour (Regulation and Abolition) Act, 1970 etc.:</b></p> <p><b>न्यूनतम वेतन अधिनियम, 1948, वेतन भुगतान अधिनियम, 1936, अनुबंध श्रम (विनियमन और उन्मूलन) अधिनियम, 1970 आदि:</b></p> <p>The Contractor should pay to their personnel a minimum wage at the prevailing rate as fixed under Minimum Wages Act. The Chief Labour Commissioner (Central) any breach of this condition will be liable for termination of the contract and the same would be dealt with accordingly. Besides, ESI and PF per head at the current rate should be paid by the contractor every month as per the existing rules and copies of paid cash challans should be submitted every month to the Bank.</p> <p>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।</p> <p>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.</p> <p>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।</p> <p>The contractor is responsible for payment of monthly salary including leave salary, bonus, gratuity etc., to the personnel as applicable to them.</p> <p>ठेकेदार कर्मियों को उनके लिए लागू अवकाश वेतन, बोनस, ग्रेच्युटी आदि सहित मासिक वेतन के भुगतान के लिए जिम्मेदार है।</p>

	<p>The contractor should ensure that there is no scope for any grievance from the personnel on delayed payment of wages. The employees engaged by the Contractor will be in the employment of the Contractor only and not of the Reserve Bank of India. The contractor shall pay the employer's contribution with regard to provident fund and employees' state insurance fund as per the provisions of the employees' Provident fund and miscellaneous provisions act, 1952 and employees' state insurance act, 1948.</p> <p>ठेकेदार को यह सुनिश्चित करना चाहिए कि वेतन के विलंबित भुगतान पर कर्मियों की ओर से किसी भी शिकायत की कोई गुंजाइश न हो। ठेकेदार द्वारा नियुक्त कर्मचारी केवल ठेकेदार 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।</p> <p>The contractor will be solely responsible for any penalty or claim arising due to dispute between the contractor and its employee/es under any circumstance. If any claim or penalty is legally binding to the Bank due to the dispute between contractor &amp; its employee/es, same shall be recovered from the contractor</p> <p>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।</p>
17	<p>यदि ठेकेदार एक भागीदारी या एक व्यक्ति है</p> <p>If the contractor is a Partnership or an Individual</p>
<p>यदि ठेकेदार एक कंपनी है</p> <p>If the contractor is a Company</p>	<p>इसके साक्ष्य में बैंक तथा ठेकेदार ने इन दस्तावेज़ों तथा मूल प्रति पर इसके ऊपर उल्लेखित दिन और वर्ष में हस्ताक्षर किए हैं।</p> <p>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.</p>

#### 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

<p>SIGNED AND DELIVERED BY  .....  (1)  Address .....</p> <p>.....  2) .....  Address .....</p> <p>.....</p>	<p>If the part is a partnership firm or any individual should be signed by all or on behalf of all the partners.</p>
<p>Witnesses</p> <p>THE COMMON SEAL OF  Was hereunto affixed pursuant to  the resolutions passed  By its Board of Directors at the  meeting held on  .....  .....  .....</p> <p>In the presence of</p> <p>( ..... )  .....  ( ..... )  .....</p> <p>Directors who have signed these  presents in taken thereof in the  presence of</p> <p>1. ....  2. ....</p> <p>SIGNED AND DELIVERED BY the  Contractor by the hand Of  Shri .....  And duly constituted attorney.</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>The Contractor is signing by the hand of power of attorney whether a company or individual.</p> <p>The Contractor is signing by the hand of power of attorney whether a company or individual.</p>

## Section VII: Schedule of Quantities

Sr. No.	Particulars	Estimated Quantity	Completion time
<b>A –Supply of following RFID tags Annually (of following types)</b>			
1.	RFID tags for electronic items	336	To be supplied within 10 days from the date of receipt of indent from the Bank
2.	RFID tags for non-electronic metallic items	208	
3.	RFID tags for non-electronic non-metallic items	52	
<b>B - Quarterly Addition/ Replacement of RFID tags and Half-Yearly Reconciliation Services</b>			
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:**

1. 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.
2. 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)**  
**SHOULD NOT BE HAND-WRITTEN**

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

To

Regional Director

Reserve Bank of India, 8-9, Vipin Khand, Gomti Nagar  
Lucknow.

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 hardware specification to be offered –

	Count	Make	Model	Range of the Scanner with Frequency of the scanner	Reading Speed of the Scanner	Tag Read Rate of the Scanner	Tag Type Supported by the Scanner	Owned (Yes/ No)
RFID Reader								
RFID Printer				Frequency band supported by the 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  
Lucknow - 226010.

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
<b>1</b>	<b>Wooden (Non-Electronic and Non-Metallic)</b>
	Tables (All types)
	Chairs (All types)
	Side Racks, Shoe racks, Steel racks
	sofa sets
	Cots, Beds
	Any furniture for residence
	Miscellaneous
<b>2</b>	<b>Steel (Non electronic metallic)</b>
	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
<b>3</b>	<b>Electrical / Electronics</b>
	Weighing Scales (all kinds including weighing machines)
	Franking machines
	Currency bundler, note counting Machine and 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 disks, 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**

1. 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.
2. 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'.)
3. The Bank will do a full/ random scrutiny of the Tags supplied by the Vendor. If, on scrutiny, the Tags are found:
4. **'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.
5. **'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.
6. 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**

7. 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.
8. 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.
9. **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.**
10. 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)**

1. Before the Physical Verification and Reconciliation Activity, vendor should complete activities mentioned at sub-section 1.1 and 1.2 above.
2. 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 30<sup>th</sup> and as on December 31<sup>st</sup>, 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'.
3. 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:
- 4.

### **2.1 Scanning of Assets (Physical Verification)**

5. 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**

1. 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.
2. Vendor will be required to reconcile the entire scanned data with the latest asset master list provided by the Bank.
3. 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)**

1. Physically verify all such assets with help of coordinators from Bank's end.
2. Check if any of these assets have not been tagged before. Also check if any of these assets have damaged/ unscannable RFID tags.
3. 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.
4. 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.
5. Check with Bank's team if any of these assets are reported to be lost.
6. Analyse reasons for observed discrepancies and mark count for below for reporting purposes:
  1. Assets unavailable at a location.
  2. Assets with no RFID tags.
  3. Assets with damaged RFID tags.

4. Assets transferred to other office location without acceptance/ update in CBS/ Excel.
5. Lost Assets.
6. 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)**

1. 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.
  2. 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.
  3. Analyse reasons for observed discrepancies and mark count for below for reporting purposes:
7. Assets accepted/ updated for transfer in CBS/ Excel by other office location but still physically present in old office location.
  8. 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			

**\*In case of any updation in the escalation matrix during the contract period, the contractor will immediately inform the same to Estate Department, RBI, Lucknow on [edlucknow@rbi.org.in](mailto:edlucknow@rbi.org.in).**

**Signature & Seal of the firm**



**Annexure 'F' Details of addresses of RBI Lucknow.**

<b>Sl. No</b>	<b>Location</b>	<b>Delivery Address</b>
1	Main Office Building	Estate Department Reserve Bank of India, 3 <sup>rd</sup> floor, 8-9, Vipin Khand, Gomti Nagar, Lucknow-226010
2	RBI Colonies	RBI Aryavrat Staff Quarters, Sector-J, Aliganj, Lucknow - 226024  Reserve Bank Officers Quarters, Laplace, Shahjanf Road, Opposite- Sahara Ganj Mall, Hazratganj, Lucknow - 226001

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,  
Lucknow

Dear Sir,

**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), Main Office Building (MOB) and Residential Colonies located at Lucknow.**

**Bank Guarantee For PERFORMANCE BANK GUARANTEE**

WHEREAS

Reserve Bank of India, Lucknow 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 –

1. 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).

2. Our liability under these presents shall not exceed the sum of ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_ only).

3. 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.

4. 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.

5. 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)***

**SHOULD NOT BE HAND-WRITTEN**

1. I / We ..... (Name of the firm) declares that

1. 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).
2. 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).
3. 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)***  
**SHOULD NOT BE HAND-WRITTEN**

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, Lucknow against any liability / claims, whatsoever arising out of non-compliance of any statutory requirement claimed by Reserve Bank of India, Lucknow 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 – Audited Financial Status**  
**SHOULD NOT BE HANDWRITTEN**

<b>S. No.</b>	<b>Details</b>	<b>Financial Year</b>		
		<b>2022 - 2023</b>	<b>2023 - 2024</b>	<b>2024-2025</b>
1	Annual financial turnover certified by Chartered Accountant ( <b>₹ in lakh</b> ) (Attach <b>audited</b> certificate issued by a Chartered Accountant)			
2	Income Tax returns for the year ( <b>₹ in lakh</b> )			

**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)**  
**(SHOULD NOT BE HAND-WRITTEN)**

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: <b>along with email ID.</b>	
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
	<b>Signature of the Reporting Officer* with Office seal (please mention Email ID)</b>	

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.**



**Reserve Bank of India  
Estate department  
Lucknow**

**Radio Frequency Identification (RFID) based Fixed Asset Management Solution (FAMS)  
for its various inventory items installed at Reserve Bank of India (RBI), Lucknow's Main  
Office Building (MOB) and Residential Colonies located at Lucknow**

**(SHOULD NOT BE HAND WRITTEN)**

**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: .....**

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

Place:

Date:

Seal and Signature of the vendor

## Annex- M

### Index

(To be mandatorily enclosed as Page No-1 of Techno-Commercial bid/ Part-1)

(SHOULD NOT BE HAND-WRITTEN)

Sl. No.	Document Description	Submitted (Yes/No)	Page No.
1.	Covering Letter		
2.	Index		
3.	Signed Tender Document (Complete RFQ)		
4.	Notice Inviting Tender (NIT)		
5.	Instructions to Bidders – Acceptance		
6.	Details of Bidder		
7.	Eligibility Documents & Certificates		
8.	Undertaking for Ownership of Hardware (Annexure A)		
9.	RFID Encoding Compliance Confirmation (Annexure B)		
10.	Acknowledgement for Responsibilities and Deliverables for Service		
11.	Complaint Escalation Matrix		
12.	Undertaking regarding Declaration by Public Institution (s)		
13.	Undertaking regarding Compliance of Statutory requirements		
14.	Details of Bidder's Banker (Annexure-J, Format- 5A)		
15.	Audited Financial Status (Annexure K)		
16.	Client's Performance Certificate (Annexure L)		
17.	Any Other Document Submitted, <b>(Please add rows accordingly for each such document)</b>		

**Annexure-N**  
**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

- **प्रकार:** पैसिव UHF RFID टैग
- **फ्रीक्वेंसी:** 860–960 MHz (UHF बैंड)
- **मानक:** EPC Gen2 / ISO 18000-6C अनुरूप
- **मेमोरी:** फिक्स्ड / केवल-पढ़ने योग्य एन्कोडेड मेमोरी, न्यूनतम 15 अल्फ़ान्यूमेरिक अक्षर संग्रहित करने में सक्षम
- **एसेट अनुकूलता:** लकड़ी, लोहे, स्टील एवं प्लास्टिक से बने एसेट्स हेतु उपयुक्त
- **रीड रेंज:** हैंडहेल्ड RFID रीडर से न्यूनतम 1–2 मीटर
- **सामग्री:** इंडस्ट्रियल-ग्रेड PET / पॉलिएस्टर, लेमिनेटेड एवं स्क्रैच-प्रतिरोधी सतह
- **स्थापना विधि:** हाई-बॉन्ड इंडस्ट्रियल चिपकने वाला
- **पहचान विवरण:** एसेट / इन्वेंट्री संख्या एवं संस्था का नाम मुद्रित व एन्कोड किया हुआ
- **संगतता:** किसी भी मानक UHF RFID रीडर से पढ़ने योग्य; डेटा Excel / CSV फॉर्मेट में निर्यात योग्य

- **टिकाऊपन:** जल एवं धूल प्रतिरोधी; कार्यालय एवं आवासीय उपयोग हेतु उपयुक्त

धातु सतहों पर लगाए जाने पर भी उचित रीड परफॉर्मेंस प्रदान करने में सक्षम

नोट- अनुबंध अवधि के दौरान खराब अथवा न पढ़े जाने योग्य RFID टैग निःशुल्क बदले जाएंगे

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