



**निर्गम विभाग / Issue Department
बेंगलुरु / Bengaluru**

Empanelment of Suppliers for supply of Issue Department Store items

The Reserve Bank of India, Bengaluru proposes to prepare a panel of Suppliers/ Distributors/ Dealers/ Manufacturers for the supply of following items costing less than ₹5 lakhs approximately per year. The panel will remain in force for three years.

Items: Steel strapping 5"/8", 2" 11/12 Gauge Wire nails, Jute Twine, Surgical (Three layered), N 95 Masks, 3 M Masks, Banding Rolls for CVPS Machines, Polythene covers 4"x 6", Polythene covers 6"x 8", Cutter, Hand Sanitizers, Transparent Trays, Hammer, Nail Puller, Transparent Pouches etc.

Application forms can be obtained from the Reserve Bank of India, Issue Department, Bengaluru on any working day from January 09, 2026 to February 09, 2026 or can be downloaded from the RBI website www.rbi.org.in. The last day of submission of Application for Empanelment is February 09, 2026 (up to 04:00 PM). The Bank reserves the right to accept or reject any or all applications without assigning any reason whatsoever.

Kaya Tripathi
Regional Director

January 09, 2026

Schedule of the Empanelment Process:

Offline Application for Empanelment	
Start of filling Application for Empanelment through hard copy/mail	January 09, 2026 (10.00 am)
Pre bid meeting	January 19, 2026 at 3.30 pm at Conference Room, Issue Department, Bengaluru
Last date for accepting Application for Empanelment	February 09, 2026 (4.00 pm)
Final approval	By Third week of February 2026



निर्गम विभाग / Issue Department
बेंगलुरु / Bengaluru

1	Name of the Organization	
2	Type of the Organization Whether Proprietorship, Partnership etc.	
3	Name of the Proprietor/Partner/Directors in the Organization	1. 2. 3.
4	Registration (Firm, Company etc.) Registration Authority, Date, Number etc.	
5	Business since (in years)	
6	Name and address of the Bankers	
7	Yearly turnover of the organization for the last 3 years duly certified by banks/CA	
8	a) Registered office address and Telephone no.	
	b) Office address through which the work will be handled	
9	Whether working with any of the Govt/ Semi Govt undertaking's as approved Contractors/Suppliers and if so, furnish details	
10	Indicate if involved in any litigation	
11	Any civil suits pending in any of the works executed. Give details	
12	Seal & Pan No.	
13	GST Registration No	

Basic Information:



निर्गम विभाग / Issue Department
बेंगलुरु / Bengaluru

RESERVE BANK OF INDIA – ISSUE DEPARTMENT – BENGALURU
APPLICATION FORM FOR EMPANELMENT OF
CONTRACTORS/SUPPLIERS/VENDORS

Place:

Date:

Smt.Kaya Tripathi
Regional Director
Reserve Bank of India
Issue Department (Records)
10/3/8, Nrupathunga Road,
Bengaluru – 560 001

Madam,

I/We have read and understood the notice and instructions to the applicants.

I/We do hereby declare that the information furnished is correct to the best of my/our knowledge and belief.

Yours faithfully,

Signature :

Name :

Designation :

Address :



निर्गम विभाग / Issue Department
बेंगलुरु / Bengaluru

Application form of empanelment of Contractors/Vendors/Supplier for ID Store items

1. Reserve Bank of India Bengaluru intends to prepare panel of reputed Contractors/Vendors/ Suppliers for supplying ID Store items.
2. Intending applicants are required to furnish details about their Organizations, experience, competence and evidence of their financial standing as per the enclosed proforma. The bank account details are also required to be furnished. Payment will be credited to their accounts directly through NEFT.
3. While deciding upon the selection of Contractors/Vendors/Suppliers, emphasis will be given on the ability and competence to supply good quality of ID Store items in accordance with the specification and within the time schedule.
4. The application form shall be signed by a person on behalf of the Organization, who is duly authorized to do so.
5. If the space in the application form is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed.
6. Application along with a covering letter or any document shall be submitted in duplicate.
7. Applications containing false or inadequate information are liable for rejection.
8. The Bank reserves the right to reject any or all the applications without assigning any reason thereof.
9. Quotations will be called for from all empaneled vendors on annual basis and the order will normally be placed to the firm with the lowest price bid.



निर्गम विभाग / Issue Department
बेंगलुरु / Bengaluru

ID Store Items to be supplied:

Sr. no.	Item	Units	Can be supplied (Yes/No)
1	2" 11/12 Gauge Wire nails	Per kg	
2	Steel strapping 5"/8"	per roll	
3	Jute Twine	per kg	
4	Signode Seals for Steel strapping 5"8"	per piece	
5.1	Cloth Mask- Surgical (Two layered)	per piece	
5.2	Surgical (Three layered)	per piece	
5.3	N 95 Masks	per piece	
5.4	3 M Masks	per piece	
6	Banding Rolls for CVPS Machines	per roll	
7	Polythene covers 4"x 6"	per kg	
8	Polythene covers 6"x 8"	per kg	
9	Rubber bands 1"	per kg	
10	Cutter	per piece	
11	Transparent Trays	per piece	
12	Hammer	per piece	
13	Nail Puller	per piece	
14	Transparent Pouches	per piece	



निर्गम विभाग / Issue Department
बेंगलुरु / Bengaluru

15	Screw Driver	per piece	
16	Serrated Knives	per piece	
17	Surgical Hand Gloves	per pair	
18	Hand Sanitizers-		
18.1	100 ml	per piece	
18.2	250 ml with pump	per piece	
18.3	500 ml with pump	per piece	
19	Hand Pressure/ Steel Strap Sealer	per piece	
20	Strapping Machine	per piece	
21	Plastic Cable Ties (12" long)	pack of 100	
22	Jute Gunny Bags (size 17"x15")	per piece	
23	Cleaning Materials:		
23.1	Dettol (100 ml)	per piece	
23.2	Phenyl (5 ltr)	per piece	
23.3	Banjan cloth	per kg	
23.4	Cotton Waste	per kg	
23.5	Collin (Glass Cleaner 250 ml)	per piece	
24	Match box	per piece	
25	Candles Big size	per piece	
26	Hair Nets (Hair Caps)	per piece	
27	Safety Goggles	per piece	
28	Safety Hand Gloves	per piece	
29	Hard tipped Boots	per piece	



निर्गम विभाग / Issue Department
बेंगलुरु / Bengaluru

30	Duracell Batteries	per piece	
30.1	9V	per piece	
30.2	AAA	per piece	
30.3	AA	per piece	
31	Band Aids	pack of 100	

Note: Samples are available in Record section, Issue Department, Bengaluru



निर्गम विभाग / Issue Department
बेंगलुरु / Bengaluru

Experience:

The work experience of last 3 years in respect of assignments in other organizations.

<u>Sr. No.</u>	<u>Name of the Assignment</u>	<u>Organization</u>	<u>Nature of Work</u>	<u>Place of Work</u>	<u>Amount for the Work</u>	<u>Work Status Complete/ In complete</u>

Place: _____

Date: _____

Signature: _____



निर्गम विभाग / Issue Department
बेंगलुरु / Bengaluru

The signed declaration given by the applicant/s

1. I/we have read the format and the relevant instructions, and I/we understand my/our agreement/contract entered into with Reserve Bank of India will stand invalid, if any information is found false any time in future.
2. I/we agree that the decision of Reserve Bank of India will be binding in respect of final selection of suppliers.
3. To the best of my/our knowledge the information furnished in the above are fully true.
4. I/we agree that I/we will have no objection if any verification is carried out in respect of the work done by me/us.

Place: _____

Date: _____

Signature

Name: _____

Name of the Firm / Company: _____

Seal: