



**Human Resource Management Department
Reserve Bank of India, Bengaluru**

10/3/8, Nrupathunga Road, Bengaluru 560001
Tel. Nos. 080-22180274, 22180347 & Website - www.rbi.org.in

TENDER NOTICE

Sealed tenders are invited for empanelment of tailoring firms under two bid systems viz. **Technical Bid** and **Financial Bid** only from Tailoring Firms for Stitching of Summer and Winter Uniform for the Eligible Staff of Reserve Bank of India. The approximate value of stitching work for six seasons (from Sep 2021 to Aug 2024 i.e. summer, 2021, winter, 2021-22, summer 2022, winter 2022-23, summer, 2023 and winter, 2023-24) is approximately ₹2.5 lakh per year.

2. In the first instance, the technical bids will be opened on the September 06, 2021 at 1600 hrs and evaluated by the empowered Committee. At the second stage, Financial Bids of technically qualified Bidders only will be opened at a subsequent date to be intimated in advance to such eligible bidders.

3. Minimum Eligibility Criteria of the bidders. Bidders should fulfil the following conditions: –

(a) Have own Tailoring shop/firm in Bengaluru, situated in a proper commercial & approachable place);

(b) Have minimum three years of experience of tailoring/stitching of official uniforms in bulk to the Departments / Ministries of the Government of India / PSUs / Corporates / Banks / Educational Institutions (two copies of work orders received during each of the last three years should be enclosed);

(c) Have minimum turnover of Rs. 2.5 lakh per year during each of the last three years (valid and certified proof has to be attached);

(d) Not have been blacklisted by the Depts./Ministries of the Govt. of India/PSUs/ (Declaration has to be submitted in the specified format)

4. This tender document consists of (i) Instructions to the Bidders; (ii) terms and conditions of the tender (iii) Technical Bid, and; (iv) Financial Bid (Price schedule).

5. The tender document and forms can be downloaded from the Bank's website i.e. https://www.rbi.org.in/Scripts/BS_ViewTenders.aspx. Bidders are requested to go through the instructions to the bidders and terms & conditions contained in the bid document. There is no tender fee nor is any fee required to be paid at the time of submission of the bids.

6. The tender, complete in all respects, should be submitted in a prescribed form along with supporting documents/samples in sealed envelopes addressed to the Regional Director (Human Resource Management Department), 3rd Floor, Reserve Bank of India, 10/3/8, Nrupathunga Road, Bengaluru 560 001, and must reach on or before the September 03, 2021 by 1500 hrs. Bids should be hand delivered at the above mentioned address on or before the said date.

7. The Bank reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason. Further Addendum/Corrigendum if any will be uploaded onto website of the Bank only. The decision of the Bank, in this regard, shall be final and binding on all.

Note:

Last date of Tender submission: September 06, 2021 by 1500 hours

Opening of Technical bids: September 06, 2021 at 1600 h

Sd/-

Regional Director
Reserve Bank of India
Bengaluru

TENDER DOCUMENT
FOR
EMPANELMENT OF TAILORING FIRMS FOR STITCHING OF
SUMMER AND WINTER UNIFORM FOR ELIGIBLE STAFF OF
RESERVE BANK OF INDIA, BENGALURU

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Authorised Signatory_____ Date_____

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Note:

(i) **Last date of Tender submission: September 06, 2021 by 1500 hours**

(ii) Opening of Technical bids: September 06, 2021 at 1600 h

Sd/-

Regional Director
Reserve Bank of India
Bengaluru

**Empanelment of Tailoring Firms for Awarding Contract for Stitching of
Summer and Winter Uniform for Eligible Staff of
Reserve Bank of India, Bengaluru**

CALENDER OF EVENTS

| | |
|--|------------------------------------|
| Calling Quotations from Empaneled Agencies for Publishing Advertisement | August 11, 2021 (Wed) |
| Opening of Quotations and Finalizing Quotations for Publishing Advertisement | August 13, 2021 (Fri) |
| Publishing of Advertisement and Uploading Content on Website | August 14, 2021 (Sat) |
| Last Date for Submitting Applications and Opening of Quotations | September 06, 2021 (Mon) 1500 h |
| Opening of Technical Bid and Issue of Draft Empanelment List | September 06, 2021 (Mon) 1600 h |

Authorised Signatory_____ Date_____

**Empanelment of Tailoring Firms for Awarding Contract for Stitching of
Summer and Winter Uniform for Eligible Staff of
Reserve Bank of India, Bengaluru**

Date of opening of technical bids: September 06, 2021 (1600 hrs)

INSTRUCTIONS TO THE BIDDERS

1. Documents / Certificates: Duly completed application forms should be addressed to the Regional Director, Reserve Bank of India, 10/3/8, Nurpathunga Road, Bengaluru 560001 and should reach this office latest **by 03:00 pm on September 06, 2021** in a sealed cover superscripted with the words "Empanelment of Tailoring Firms for Stitching of Uniforms". The bidders are required to submit technical bid enclosing therewith photocopies of following documents (Documents in original should be produced for verification before signing of the agreement), failing which their bids will be summarily rejected and will not be considered any further:

- (a) Registration Certificate as per existing norms (indicating the legal status – company/partnership firm/proprietorship concern, etc.)
- (b) Copy of PAN Card or VAT or GST registration and certificate (as applicable);
- (c) Copies of Income Tax Returns filed for last three financial years;
- (d) Proof of having annual turnover of ₹2.5 lakh or more for each year during the last three years (P&L A/c, any other valid legal document showing the required amount of turnover)
- (e) Proof of experience in tailoring/stitching of official uniforms to Government Departments / PSU / Corporate / other reputed organizations / institutions (two copies of work orders received during each of the last three years should be enclosed).
- (f) Declaration regarding blacklisting or otherwise. ([Annexure-1](#))
- (g) MSME Certificate (if available)

2. Non transferability: This tender is non-transferable.

3. Minimum eligibility criteria: Bidder(s) should fulfil the following conditions:-

- (a) Own tailoring shop/tailoring firm/Office at a Commercial place with a proper approachable shop/establishment at Bengaluru.
- (b) Have minimum three years of experience of tailoring/stitching work of official uniforms in bulk to the Departments / Ministries of the Government of India / PSUs / Corporate / Bank / other reputed organizations / institutions (two copies of work orders received during each of the last three years should be enclosed).
- (c) Have minimum Turnover of Rs. 2.5 lakh per year during each of the last three years (valid and certified proof has to be attached).

Authorised Signatory_____ Date_____

(d) Not have been blacklisted by the Deptts./Ministries of the Govt. of India/PSUs/corporate/other reputed organizations/institutions(declaration has to be submitted in the specified format given at [Annexure-1](#)) However, it is informed that mere fulfillment of minimum eligibility criteria does not entitle the firm to demand that their financial bid be evaluated.

4. Documents comprising the bid:

The bids prepared by the bidder and shall comprise of the Technical bid and the Financial bid.

4.1 Technical Bid. The technical bid should be sealed in a separate cover and super scribed “TECHNICAL BID FOR EMPANELMENT OF TAILORING FIRMS FOR TAILORING/STITCHING OF OFFICIAL UNIFORM TO ELIGIBLE STAFF OF RESERVE BANK OF INDIA“ All the information/ documents sought should be provided with the technical bid. The documents / information sought should be in the same serial order as given in the technical bid.

4.2 Financial Bid. The financial bid shall specify the rates / prices in the format shown in the financial bid/price schedule.

N.B. All the documents submitted in the bid must be legible and self-attested along with the seal of the firm. Otherwise the bid is likely to be rejected.

5. Bid Prices:

5.1 The rates/ prices should be quoted in Indian Rupees only in words as well as figures. Taxes, if any, should be indicated separately.

5.2 Only one price should be quoted for each category and if more than one price is quoted under different options the rate quoted by the bidder in the first option only will be considered for evaluation.

5.3 Rates/ prices should be valid for three years/six seasons i.e. three summer and three winters from the date of signing of surety bond/Affidavit duly attested by the Notary. Rates/ prices shall not be increased during the entire period of the contract i.e. three years and shall not be subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.

5.4 Prices should be quoted FoD basis (Free delivery at Reserve Bank of India, Bengaluru).

6. Submission of Bid Sealing, Marking & Submission

6.1 The bid shall be submitted in accordance with the procedure detailed herein.

(a) Specified documents shall be enclosed in envelope of appropriate size each of which shall be sealed.

(b) Envelope No.1 shall contain all the information and documents in the same serial order as shown in the technical bid. A covering letter may also accompany the technical bid. The following shall be superscripted on the envelop:

(ENVELOP No. 1 - TECHNICAL BID - For Empanelment of Tailoring Firms for Tailoring/Stitching of Official Uniform to Eligible Staff of Reserve Bank of India)

(d) Envelope No. 2 shall contain the rates of stitching charges for all categories duly filled in **Financial/ Price Bid** and signed and stamped. The bidder must fill up their rates for stitching against each item in the space provided in the respective columns. The following shall be superscripted on the envelop:

(ENVELOP No. 2 - FINANCIAL BID - For Empanelment of Tailoring Firms for Tailoring/Stitching of Official Uniform to Eligible Staff of Reserve Bank of India)

(e) Envelope No.3 shall contain the samples of accessories i.e. Thread, Lining, Zip, Inter- lining, Fuse lining, Pad, Chest piece, Buckram, Buttons, etc. for Officers/Staff category, separately. The following shall be superscripted on the envelop:

(ENVELOP No. 3 - ACCESSORIES - For Empanelment of Tailoring Firms for Tailoring/Stitching of Official Uniform to Eligible Staff of Reserve Bank of India)

N.B. Rates of tailoring/stitching charges should not be indicated in any of the documents enclosed in envelope 1 and or 2 or 4.

- 6.2 All the above four envelopes shall be sealed in a fifth envelope and addressed to **Regional Director, Human Resource Management Department, Reserve Bank of India, 10/3/8, Nrupathunga Road, Bengaluru 560001** and must reach on or before the July 21, 2021 by 3.00 p.m. If the date on which the tender is opened for acceptance is declared to be a holiday, the tenders shall be deemed to remain open for acceptance till the next working day.
- 6.3 The bidders must have to submit samples of accessories i.e. Thread, Lining, Zip, Interlining, Fuse lining, Pad, Chest piece, Buckram, Buttons, etc. for which rates are quoted along with their bids. Bids not accompanied by samples will be summarily rejected. Samples of the unsuccessful bidders may be collected by the bidders from **Welfare Desk, Human Resource Management Department, Reserve Bank of India, 10/3/8, Nrupathunga Road, Bengaluru 560001, Phone No. 080-22180274 / 22180347)**
- 6.4 Bids should be hand delivered at the address mentioned in clause 6.2.
- 6.5 The bidder shall seal the bid. A checklist has been provided at [Annexure 6](#) for the convenience of the bidders.
- 6.6 All the above envelopes shall bear the Name of the Work viz. 'Tender for empanelment of tailoring firms for stitching work in the Reserve Bank of India, Bengaluru' as described in the Notice inviting tenders along with Tender Number, due date and time.
- 6.7 All the envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened, if required.

7. Deadline for submission of bids

- 7.1 Bids must be submitted to **Regional Director, Human Resource Management Department, 3rd Floor, Reserve Bank of India, 10/3/8, Nrupathunga Road, Bengaluru 560001** on or before the prescribed date and time i.e. on or before September 06, 2021 (1500 hrs).
- 7.2 No bids will be received/accepted after the expiry of the prescribed date and time for submission of the bids.
- 7.3 Regional Director, Reserve Bank of India, may, at his discretion, extend the deadline for submission of bids through the issuance of an amendment for the reasons mentioned therein in which case all rights and obligations of the Purchaser and the bidders previously subject to the deadlines shall thereafter be subject to the new deadline as extended.
- 7.4 The responsibility for submission of the bids in time would rest with the bidder.
- 7.5 Telegraphic /Fax offers will be treated as defective, invalid and rejected. Only detailed complete bids received prior to the closing time and date of the bids will be taken as valid;
- 7.6 Bids received, if any, by the Purchaser after the prescribed deadline/extended deadline for submission will be returned unopened to the bidder.

8. Bid Opening and Evaluation

- 8.1 Envelope No. 1, containing the technical bid shall be opened by the Committee. Bids shall be numbered serially by the Committee. The bidder's names, documents submitted/ not submitted and such other details as the Committee, at its discretion may consider appropriate shall be announced at the bid opening.
- 8.2 The empowered Committee/Officers shall examine/ evaluate the technical bids to determine whether they (i) fulfill the eligibility criteria, (ii) have submitted the requisite documents (iii) meet the terms and conditions specified, (iv) complied with all the instructions contained therein, etc. For the purpose of this clause a substantially responsive bid is one which conforms to all the terms and conditions of the bid document without material deviation.
- 8.3 Envelope No. 2, containing the sealed price/financial bid (schedule of stitching rates) of bidders whose technical bid is found to be generally in order and substantially responsive shall only be opened at a subsequent date to be intimated in advance to such eligible bidders.
- 8.4 Only summary of prices quoted by the bidders will be read out.
- 8.5 Envelope No. 3, containing the sealed samples of accessories (i.e. Thread, Lining, Zip, Interlining, Fuse lining, Pad, Chest piece, Buckram, Buttons, etc.) will be opened. The samples of the technically qualified bidders only will be placed before the Livery Committee for selection and consideration.

9. Clarification of Bids, Preparation of Rate Chart and Empanelment

9.1 To assist in the examination, evaluation and comparison of bids, the empowered committee/ official may ask bidders individually for clarification of their bids, including breakdowns of unit prices. The request for clarification and the response shall be in writing or e-mail or Fax, but no change in the price or substance of the bid shall be sought, offered or permitted except as required to confirm the correction or arithmetical errors discovered during the evaluation of the bids.

9.2 From the financial bids, the lowest rate for each category of Set of Uniform would be arrived by taking the lowest rate for such category vehicles given by the qualified bidders from the technical bid.

9.3 The final empanelment will be done after the bidders/tailoring firms convey in writing that the rates fixed by the Bank as arrived in Para 10.2 above, and the terms and conditions as enlisted in **this document** are fully acceptable to them and that the Guidelines / Instructions mentioned in **this document** will be meticulously followed by them.

10. Contacting the officials of Reserve Bank of India

10.1 Subject to clause 9 (clarification of bids) no bidder shall try to influence the Purchaser on any matter relating to its bid, from the time of the bid opening till the time contract is awarded.

10.2 Any effort by the bidder to influence the Purchaser in the Purchaser's bid evaluation, bid comparison or contract award decision shall result in the rejection of the bid.

11. Right to accept / reject any or all Bids

Reserve Bank of India reserves the right to accept or reject any bid including the lowest and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for the said action.

12. Signing of Agreement

Upon the receipt of the notification of award by the successful bidder, the successful bidder shall sign an agreement with the Bank in accordance with form of Agreement included in the Bid Document and submit the same to the Human Resource Management Department, Reserve Bank of India, Bengaluru within a week of the date of receipt of notification of award. Human Resource Management Department, Reserve Bank of India, Bengaluru, shall return the draft duly approved within ten days from the receipt of the draft and the successful bidder shall get the same engrossed, have the correct amount to stamp duly adjudicated by Superintendent of Stamps and thereafter return the same duly signed and executed on behalf of the successful bidder, all at his own cost within two weeks from the receipt of the approved draft. The agreement should be signed by the two witnesses.

13. Annulment of the Award

- 13.1 Failure of the empanelled bidder to comply with any of the requirements shall constitute sufficient ground for the annulment of award and forfeiture of the bid security in which event the Purchaser may make the award to any other bidder at the discretion of the Purchaser or call for new bids.
- 13.2 Reserve Bank of India reserves the right to disqualify for a suitable period or take appropriate action against the bidder who habitually fails to undertake the stitching/tailoring work in time. Further, the bidders whose stitching work is not of desirable quality, standards and prescribed specifications of the uniforms may also be disqualified for a suitable period as decided by the Purchaser.
- 13.3 Reserve Bank of India reserves the right to blacklist a bidder at any time during operation of the award of the contract for a suitable period in case he fails to honour his bid in accordance with the terms and conditions of the tender without sufficient grounds.

**Empanelment of Tailoring Firms for Awarding Contract for Stitching of
Summer and Winter Uniform for Eligible Staff of
Reserve Bank of India, Bengaluru**

Date of Opening of Technical bids: September 06, 2021 (1600 hrs)

TERMS AND CONDITIONS OF THE TENDER

1. Standards

- 1.1 The tailoring/stitching work of summer and winter uniform under this contract shall conform to the standards prescribed/ specifications mentioned in the financial bid.
- 1.2 The bidder should furnish the rates of tailoring/stitching along with samples of accessories i.e. Thread, Lining, Zip, Inter-lining, Fuse lining, Pad, Chest piece, Buckram, Buttons, etc. which will have to be used in stitching of the uniform in the tender. No change shall be permitted after opening of bids.

2. Fundamental Rules for stitching of uniform/suits

- 2.1 Empanelled tailoring firms will be allotted suits, category-wise for stitching of summer and winter uniform in each season. It will also be ensured that the Group eligible staff (category wise) is divided in such a way that the amount of stitching charges/bill of stitching is divided equally amongst the tailoring firms as far as possible. In case of any tailoring firm is not performing the job to the satisfaction of the Bank despite warning, the work allocated to the said firm will be redistributed amongst the other empanelled firms.
- 2.2 The uniform of the eligible staff will be stitched as per prescribed specifications mentioned in [Annexure-2](#). The uniforms not properly stitched or not stitched as per the prescribed standard/specifications shall have to be re-stitched/ remade/ altered by the tailor at his own cost as per the correct specifications and proper fitting without any extra charge.
- 2.3 Payment of the bills for stitching of uniform will be made after obtaining the satisfactory report in the prescribed format by the concerned staff. In case, the concerned staff does not submitted the satisfactory/dissatisfactory report within one week of receipt of the uniform to the Human Resource Management Department, it will be presumed that uniform has been stitched to the satisfaction of the employee and accordingly, process for payment of the bill will be initiated.
- 2.4 If the uniforms are not stitched properly by the tailoring firm and the firm is unable to remove the defects in the stitched uniform upto the satisfaction, the firm shall have to refund the cost of the cloth to the Bank or same colour/quality/shade of cloth would have to be deposited by the firm in the Human Resource Management Department.
- 2.5 The measurement for stitching the uniform of eligible Officers/staff shall be taken for each season by the tailoring firms themselves in the Bank premises

Authorised Signatory_____ Date_____

on day/days so fixed by the competent authority. The empanelled firms are required to collect the cloth and also deliver the stitched uniform from / to the Bank (Human Resource Management Department), at their own cost. No transportation charges will be paid in this regard.

- 2.6 The Bank shall be the final authority to decide whether a particular uniform has or has not been stitched properly with full satisfaction of the concerned Officers/staff.
- 2.7 The materials i.e. Thread, Lining, Zip, Inter-lining, Fuse lining, Pad, Chest piece, Buckram, Buttons, etc. to be used in the uniforms must conform to approved stitching materials. The variations in the materials used vis-a vis and the material approved by the Bank, if noticed, at any point of time, the same will have to be replaced by the tailoring firms at their own cost and risk.
- 2.8 Tailoring firms shall have to forward the account of the cloth, the details/list of the staff whose uniforms have been stitched by the tailoring firms along with bill for payment positively within fortnight after completion of the seasonal work for stitching of the uniforms.
- 2.9 The Bank shall have the absolute right to decide the quantity/name of the staff of the Bank for allotting the stitching assignments to any of the tailoring firms for the satisfaction of the Officers concerned every season within the said contract period.
- 2.10 The tailoring firm/contractor/firm will be responsible to make good the loss to any clothing materials given to him for stitching uniforms through theft, fire or any other loss which occurs while the material is under his custody.
- 2.11 Stitching and fitting, which will be undertaken on the basis of individual measurements of employees, should be of good standard. In case of defects, uniforms will have to be re-stitched or altered without any extra cost.
- 2.12 Uniforms must be first tried on the employees and will be accepted only if they are found to fit well.
- 2.13 The uniforms should be stitched in accordance with the patterns approved by the Bank.
 - (a) Hip pockets should be provided to all the pants except where otherwise stated.
 - (b) No watch pockets are to be provided in pants.
 - (c) The year of supply and the initials of the wearer should be marked very distinctly in indelible ink on the inside or the lining of pants, coats and bush shirts.
 - (d) Lining material, buckram, wool pads and buttons etc. used shall be of the prescribed quality.
 - (e) No bell-bottoms/drain- pipe pants should be stitched.
- 2.14 Preferably uniforms shall be stitched at Bank's Office premises only. However, tailor shall be responsible for safety of the quantity of cloth material in his

possession (from time to time, as and when work-order is issued), taken out of the Bank's premises for stitching.

- 2.15 The accepted rates will hold good for the entire order, even where its complete execution is delayed due to any reasons.
- 2.16 The Tailoring Firm whose tender will be accepted by the Bank, shall be liable himself for all acts of their workers.

3. Cloth Ceiling of Uniform

- 3.1 All the empanelled tailoring firms will have to stitch the uniform as per specifications given at [Annexure-2](#). In this regard, the selected tailoring firms will be provided the cloth (per suit) as mentioned in [Annexure-2](#) (Specifications of uniform and cloth ceiling of suit - category-wise).
- 3.2 Bidders/tailoring firms may also submit their own cloth ceiling of uniform in case any tailoring firm/bidder finds that cloth for uniform/suit as prescribed in [Annexure-2](#), in their opinion, is not sufficient for the stitching of uniform for a particular category / categories . In this regard, the Bank may examine the requests of the tailoring firms during the selection of the bidders/tailoring firms. If it has been considered by the empowered Committee/Competent Authority that the requests of the tailoring firm is genuine, the cloth ceiling will be enhanced accordingly for the uniform of a particular category or other category, if applicable.

4. Mode of Payment

- 4.1 Payment against Bill / Invoice shall be released only after successful execution/stitching of the suits/uniforms as per specification, acceptance report and submission of the same with the balance account of cloth material and are found to the satisfaction of the Bank. Payment will be made directly to the bidder/tailoring firm after deduction of TDS (IT) and TDS (GST) as applicable through NEFT only.
- 4.2 In case the job of stitching is not attended to in conformity with the conditions laid down in the tender, the Bank reserves the right to cancel the order or withhold payment of bill or recover the loss, if any, from the earnest money. Bank's decision in this regard shall be final and binding on tailors/tenderers.
- 4.2 No request for other mode of payment will be entertained. No advance payment will be made in any case.

5. Agreement

The selected bidders should sign an agreement on a stamp paper of ₹200/- with the Bank as per the specimen at [Annexure-5](#), bidder will bear the cost of the stamp paper.

6. Rights of the Bank

- 6.1 Reserve Bank of India, Bengaluru reserves the right to accept/reject any or all the Bids in whole or in part and annul the bidding process without assigning any reason whatsoever.

- 6.2 Three to five tailoring firms will be empanelled with a view to ensuring the stitching of uniform in time in each season.
- 6.3 After the mutual consent of the selected bidders, the purchaser will fix the same rates/prices for each category under the prescribed ceiling to ensure uniformity in the rates/prices for awarding the contract in case quoting of different rates of stitching of uniform by the bidders.
- 6.4 The Bank reserves the right to relax/withdraw any of the terms and conditions mentioned in the Tender Document so as to overcome any problem encountered during the selection of the bidders/tailoring firms and also during the course of the execution of the contract.
- 6.5 Before awarding the contract, Inspection Team will visit the premises of the bidders/tailoring firms to inspect their infrastructure, manpower, quality of stitching of uniform, etc. and a report of the inspection will be placed before the empowered Committee for their consideration. Inspection Team may also visit the premises of the selected bidders from time to time during the currency of the period for which they have been empanelled.
- 6.6 If a tailoring firm/bidder after award of the contract violates any of the terms and conditions, fails to honour its bid without sufficient grounds and within reasonable time it shall be liable for blacklisting for a suitable period. In these circumstances, the Purchaser will forfeit the security deposit/performance security along with amount of surety as prescribed in the surety bond will liable to be deducted from the bills as submitted by the tailoring firms for stitching of uniform.
- 6.7 The Bank reserves the right to make changes in the specifications/pattern of the uniform before or during the period of the award of contract or change the pattern/design of embroidery in place of detachable or make the provisions of logo of Reserve Bank of India on the uniform of the staff or any other changes required in maintaining the similarity in the uniform of all categories or some particularly categories of staff of the Bank. No extra charges will be made on such changes.
- 6.8 The Bank reserves the right to allocate the stitching work to the selected /empanelled tailoring firms according to their performance / quality of standards. It will be opened for the Bank to entrust the job to any one tenderer/tailor entirely or partly. In this regard, the stitching work may be allocated category/service-wise i.e. staff-wise, department wise. Bank may also reject any tender without assigning any reason/s and/or intimation for doing so.

7. Delivery of Uniform

- 7.1 The stitched uniforms shall have to be deposited in the store of Human Resource Management Department, Reserve Bank of India, Bengaluru by the tailoring firms within 20 days of taking measurements. That the delivery after the 20th day, shall attract a penalty of ₹10 per day, per suit for summer uniform and ₹25 per day for winter uniform, and thereafter, the forfeiture of the Security Deposit fully or partially, deduction of upto 10% amount from the bills for

stitching of uniform and any other action, which may include termination of contract can be taken against the bidders/tailoring firms by the Bank in case the tailoring firms fail to adhere to time schedule as mentioned above or do not return the uniform/cloth as provided to the tailoring firms for stitching of uniform.

- 7.2 No freight charges will be paid whenever the cloth for stitching of uniform has been received by the bidder/tailoring firm from the store of Human Resource Management Department, Reserve Bank of India, Bengaluru for their showroom/shop/firm. After stitching of uniform/suits, bidders/tailoring firms will have to deposit the stitched uniform and balance cloth to the store of Human Resource Management Department, Reserve Bank of India, Bengaluru with FoD (free of delivery) within the time given under clause 8.1 of the tender document.
- 7.3 An Inspection Team of the Bank may inspect all the suits/uniforms from time to time which have been stitched and handed over to the store of Human Resource Management Department, Reserve Bank of India, Bengaluru by the bidders/tailoring firms. Termination of contract/liable for blacklisting or any appropriate action as deemed fit by the Bank will be taken against the tailoring firms, if the stitched uniform has not been supplied to the Human Resource Management Department, Reserve Bank of India, Bengaluru as per the cloth as approved and provided to the tailoring firm or as per the specifications of the uniform as mentioned at [Annexure-2](#).
- 7.4 Delivery of the stitched liveries will have to be effected from time to time to the Bank's Assistant Manager (Maintenance)/Assistant Caretaker for distribution to concerned staff against their signatures in the Liveries Register. The delivery of the liveries should be made in complete sets for each individual. Incomplete individual sets will not be accepted.
- 7.5 It will be incumbent on the tenderers/tailors to carry out the job immediately on their being called upon to do so and under all circumstances the work must be completed within 60 days.
- 7.6 During the empanelment period, additional stitching jobs (over and above estimated qty) may be allocated to the empaneled tailors in respect of the eligible employees posted in from other centres or newly recruited at RBI Bengaluru.

8. Validity of rates

- 8.1 The rates should be valid for a period of three years from September 06, 2021 to 31 August 2024 viz. six seasons i.e. summer, 2021, winter, 2021-22, summer 2022, winter 2022-23, summer, 2023, winter, 2023-24.
- 8.2 Any clarification issued by the Bank in response to query raised by prospective bidders/tailoring firms shall form an integral part of bid documents and it may amount to amendment of relevant clauses of the bid documents.

9. General/Others

- 9.1 In no circumstances, the bidder/tailoring firm shall appoint any sub-contractor or sub-lease the contract. If it is found that the bidder/tailoring/contractor firm has violated these conditions, the contract award will be terminated forthwith without any notice and Performance Bank Guarantee will be forfeited as prescribed in the surety bond will also liable to be deposited by the bidders to the Bank for non-fulfilment of the contractual obligations.
- 9.2 The bidder/tailoring firm will be bound by the details furnished by him / her to the Bank, while submitting the tender or at subsequent stage. In case, any of such documents furnished by him / her is found to be false at any stage, it would be deemed to be a breach of terms of award/contract making him / her liable for legal action besides termination of award/contract.

10. Validity

- 10.1 The empanelment will be valid for three (3) years.
- 10.2 Contracts will be valid for one year, however, it may be renewed every year subject to performance of the tailor and willingness of both the parties.

Letter to the Bank

To

The Regional Director
Reserve Bank of India
Human Resource Management Department
10/3/8, Nrupathunga Road,
Bengaluru 560001

Empanelment of Tailoring Firms for Awarding Contract for Stitching of Summer and Winter Uniform for Eligible Staff of Reserve Bank of India, Bengaluru

Sir,

1. I/We have read and understood the Empanelment Notice and instructions appended to the Application Performa. I/We understand that if any false information is detected at a later date, any future contract made between me/us and the Reserve Bank of India, Bengaluru on the basis of the information given by me/us will be treated as invalid by the Reserve Bank of India.
2. I/We agree that the decision of the Reserve Bank of India in selection of the tailoring firm will be final and binding on me / us.
3. All the information furnished in Part-I is correct to the best of my/our knowledge and belief.
4. I/We also agree that I/We have no objection if enquiries are made about the works listed by me/us in the accompanying sheets or any other enquiry on the information furnished herewith in the accompanying sheets.
5. The details regarding the rates for stitching, etc. are given in the prescribed form.
- 6) Particulars of our Bankers as also details of work carried out by me/us in the past are appended:

Yours faithfully,

Signature of Tailor/Tailoring Firm

Name & Address of Tailor/Tailoring Firm

Designation:

Place:

Date:

Seal of the Tailor/Tailoring Firm

Authorised Signatory_____ Date_____

**Empanelment of Tailoring Firms for Awarding Contract for Stitching of
Summer and Winter Uniform for Eligible Staff of
Reserve Bank of India, Bengaluru**

Date of Opening of Technical bids: September 06, 2021 (1600 hrs).

TECHNICAL BID

| | | |
|----|--|--|
| 1. | Name of the bidder/tailoring firm: | |
| 2. | Address of the bidder/tailoring firm (valid address proof to be attached): | |
| 3. | Contact Details of the bidder / tailoring firm | |
| | (a) Landline. No. (O) | |
| | (b) Mobile No. | |
| | (c) E-Mail | |
| | (d) Website | |
| 4. | Name of Proprietor / Partners / Directors of the firm / agency: | |
| 5. | Bidder/tailoring firm's bank account details: and its address and his current account number: | |
| | (a) Account Number | |
| | (b) Type of Account | |
| | (c) Name of the bank | |
| | (d) Branch Address & IFS Code | |
| 6. | Registration and incorporation particulars of the bidder / tailoring firm indicating legal status such as company, partnership / proprietorship concern, etc. (Pl. attach copies of the relevant documents/certificates) | |
| 7. | Whether registered with Labour Department under the Contract Labour (R&A) Act, 1970 and Central Rules, 1971, if yes indicate date of registration | |
| 8. | Copies of PAN /VAT /Sale Tax/ Service Tax Registration No. /Income Tax Circle/TIN / GST No. of the bidder/tailoring firm | |

Authorised Signatory_____ Date_____

| | | | |
|-----|---|---|--|
| 9. | Annual turnover for the last three years (a/c statements if any, such as P&L a/c, balance sheets, etc. for last three years should be attached) | 2017-18 | |
| | | 2018-19 | |
| | | 2019-20 | |
| 10. | Proof of experience in undertaking of stitching / tailoring work of official uniforms / suits in bulk to Ministries / PSUs / Govt. Depts. /Corporate Institutions, etc. (Orders - two copies each of the last 3 years- received from Ministries / Govt. Depts. /PSUs / Corporate/reputed organizations / Institutions should be enclosed) | Please fill the details of experience in Annexure-5 | |
| 11. | Indicate, if involved in any litigation | | |
| 12. | Any civil suit pending in any of the works executed – Give details | | |
| 13. | Documents in support of having undertaken of stitching/tailoring work under any type of the contract to the Government Departments/ PSU's, etc. (Refer sl. no. 9 of Instructions to the bidders/tailoring firms), if any. | | |
| 14. | The tender document (all pages) duly signed and stamped as proof of having read the contents therein and in acceptance thereof should be enclosed. | | |
| 15. | Details of Award / Certificates of merit etc. if any, received from any organization (Please attach copy of the certificates, if any) | | |
| 16. | Duly filled in authorization letter for attending bid opening (Annexure-3) | | |
| 17. | Any other information /document: please specify N.B. Bidders/tailoring firms to ensure that all (i) Pages have been signed and stamped by the authorized persons (ii) Pages have been numbered (iii) Documents are legible | | |

I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable to us. Dated..... Name & Address of bidder / Tailoring firm

Authorised Signatory_____ Date_____

Empanelment of Tailoring Firms for Awarding Contract for Stitching of Summer and Winter Uniform for Eligible Staff of
Reserve Bank of India, Bengaluru

Part-II / Schedule of Stitching Rates (Financial Bid)

From
M/s. _____

To
Regional Director
Human Resource Management Department
Reserve Bank of India, 10/3/8, Nrupathunga Road,
Bengaluru 560001

Sir,

I/we have gone through, understood fully and declare that I/ we shall abide by the terms and conditions detailed in the tender document for undertaking the tailoring/stitching work for the official uniforms of the staff of the Reserve Bank of India, Bengaluru.

My /our tailoring/stitching prices/rates (per set of Uniform) are as under:

| Sl No. | Category of staff for whom uniform to be stitched | Specifications / Pattern of uniform / suits | Rates for Stitching Charges to be quoted by the tailoring firm in <u>Figure and Words</u> (Rs.) (Per Set / Uniform) + Tax |
|--------|---|---|---|
| | 1 | 2 | 5 |
| 1. | Medical Officer | <u>General:</u> White aprons of terry cotton with closed collar long coats reaching up to the knee with half sleeves and 4 open pockets (2.25 m Cloth to be supplied by tailor @ 200/Mtr) | |
| 2. | Pharmacist/ AM (Dispensary) | <u>General:</u> White aprons of terry-cotton with closed collar long coats reaching up to the knee with half sleeves and 3 open pockets (2.25m Cloth to be supplied by tailor @200/Mtr) | |

Authorised Signatory _____ Date _____

| Sl No. | Category of staff for whom uniform to be stitched | Specifications / Pattern of uniform / suits | Rates for Stitching Charges to be quoted by the tailoring firm in Figure and Words (Rs.) (Per Set / Uniform) + Tax |
|--------|---|---|--|
| | 1 | 2 | 5 |
| 3. | Subedar Gr. I and Subedar Gr. II | Summer: (a) White terry cotton long pants. (b) Jodhpuri type coats with one breast pocket, two lower pockets and two inside pockets. Loops to be provided for fixing the epaulettes. Sleeves of the coat should be slit at the back from the elbow to the wrist and buttoned at the cuff like shirts. (3 Mtr Cloth supplied by the Bank) | |
| 5. | Record Clerk | Summer: (a) White terry cotton long pants. (b) White bush shirts of terry cotton with full sleeves with one breast pocket (3 Mtr Cloth supplied by the Bank) | |
| 10. | Driver | Summer: White Safari suit with long sleeves and Pant. (3 Mtr Cloth supplied by the Bank) | |
| 11. | Cook/Asst. Cook | Summer: Dark brown terry cotton long pants. (1.25 Mtr Cloth supplied by the Bank) | |
| 12. | Cook/Asst. Cook | Summer: Fawn bush coats of terry cotton shirting material with half sleeves and two breast pockets. (2.25 Mtr Cloth supplied by the Bank) | |
| 13. | Cook/Asst. Cook | General: Brown drill aprons. (1 Mtr Cloth to be supplied by tailor @ ₹200/Mtr) | |

Authorised Signatory_____ Date_____

| SI No. | Category of staff for whom uniform to be stitched | Specifications / Pattern of uniform / suits | Rates for Stitching Charges to be quoted by the tailoring firm in Figure and Words (Rs.) (Per Set / Uniform) + Tax |
|--------|---|---|--|
| | 1 | 2 | 5 |
| 14. | Class IV Employees (Male) | Summer: Dark brown terry cotton long pants (1.25 Mtr Cloth supplied by the Bank) | |
| 15. | Class IV Employees (Male) | Summer: Fawn terry cotton bush shirts with full sleeves and one pocket. (2.25 Mtr Cloth supplied by the Bank) | |
| 16. | Class IV Employees (Male) | Winter: One Jodhpuri type suit with the words 'RBI' stitched above the pocket. (3 Mtr Cloth supplied by the Bank) | |
| | Security Guards | Summer: (a) Khaki terry cotton long pants. (b) Khaki terry-cotton full sleeves shirts with two breast pockets (patch) and shoulder flaps. (3 Mtr Cloth supplied by the Bank) | |
| | Security Guards | Winter: Serge woollen trousers khaki(BD) (1.3 Mtr Cloth supplied by the Bank) | |
| | Security Guards | Winter: (a) Shirt Angola khaki (full sleeves) with shoulder flaps (b) Scarf Angola with RBI monogram (2 Mtr Cloth supplied by the Bank) | |

The above said quantity is approximate. It is likely to vary.

* Each buttoned up shirt/coat of all male Attendants posted in Reserve Bank of India, Bengaluru will be stitched with the logo of Reserve Bank of India. The said logo will be embroidered on the coats/shirts for summer and winter uniform.

Authorised Signatory_____ Date_____

Annexure-1

Empanelment of Tailoring Firms for Awarding Contract for Stitching of Summer and Winter Uniform for Eligible Staff of Reserve Bank of India, Bengaluru

Date of Opening of Technical Bids: September 06, 2021 (1600hrs)

DECLARATION

From

M/s.
.....
.....

To

Regional Director
Human Resource Management Department
Reserve Bank of India
10/3/8, Nrupathunga Road,
Bengaluru 560001

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.

2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Performance Security, as applicable, in the form of Pay Order/Demand Draft.

3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have blacklisted/banned / suspended business dealing. I/We further undertake to report to the Reserve Bank of India, Bengaluru immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor /Partners/Directors are Proprietor or Partner or Director of such a firm which is blacklisted/banned/suspended in future during the currency of the Contract with you.

Yours faithfully,

(Signature of the bidder)

Name:

Designation with Seal of the bidder/tailoring Firm

Date:

Authorised Signatory_____ Date_____

Annexure-2

Empanelment of Tailoring Firms for Awarding Contract for Stitching of Summer and Winter Uniform for Eligible Staff of Reserve Bank of India, Bengaluru

Specification, Pattern and Length of Cloth Material to be supplied for Liveries/Uniforms for Bank's Employees

| SI No. | Name of items to be stitched alongwith particulars etc. | Quantity of cloth to be supplied by the Bank in Mtrs. |
|---------------|--|--|
| 1. | Subedars: Long Pant and Jodhpuri Type Coat with one breast pocket, two lower pockets with loop for fixing shoulders' epaulettes | 3.00 |
| 2. | Drivers: Safari suit with long sleeves and shoulders' belts | 3.00 |
| 3. | Record Clerk: Terry cotton long pant and bush shirt with full sleeves with one breast pocket and short shoulder belt | 3.00 |
| 4. | Security Guard: Terry cotton long pant and full sleeves shirt with two breast pockets (patch) and shoulder flaps. | 3.00 |
| 5. | Cook: Terry cotton bush coat with half sleeves and 2 breast pockets. | 2.25 |
| 6. | Other Class-IV: Terry cotton bush shirt with full sleeves and one pocket and shoulder's belts for both sides for | 2.25 |
| 7. | Long Pant for different Cadres | 1.25 |
| 8. | Half sleeves Long Coat (Apron) for Doctors & Pharmacists | 2.25 (double width) |
| 9. | Full sleeves long coat for Technical Attendants | 2.25 (double width) |
| 10. | Aprons for Cooks etc. | 1.00 |
| 11. | Jodhpuri Type suit (coat, pant) with the words RBI stitched above the pockets | 3.00 |
| 12. | Angola shirt (full sleeves) with shoulder flaps for Security Guards | 2.00 |
| 13. | Serge woolen trouser (BD) for Security Guards | 1.30 |
| 14. | Long coat (serge) for ladies | 2.00 |
| 15. | Removable epaulettes in black colour with 'RBI' letters in white thread | -- |

Note:-Minor alterations may be made in the above patterns at the time of actual execution of the work. The undernoted material shall be used by tailors.

Authorised Signatory_____ Date_____

The following material will not be supplied by the Bank

| SI No. | Item | Type |
|--------|----------------------------|--------------------------------------|
| 1. | Inside Lining Terry Cotton | N.T.C. |
| 2. | Pockets of Pant | -do- |
| 3. | Pant Zip | Fix / Shree YKK |
| 4. | Thread | Madura Coats/Wardhman/Standard Mills |
| 5. | Button | Nylon |
| 6. | Buckram of Best Quality | Trade mark to be mentioned by Tailor |
| 7. | Excellent Wool Feb. | -do- |

I/We have read and understood the enclosed conditions for the tender. In case the job is entrusted to me/us, the same will be binding on me/us.

Signature of Tailors/Tenderers

Name & Address of Tenderers
(with firm's seal/stamp)

Note: The rates etc. may please be indicated/written in a clear and legible manner. Cuttings or cancellations, if any, should be properly authenticated under full Signatures.

Authorised Signatory_____ Date_____

Annexure-3

Empanelment of Tailoring Firms for Awarding Contract for Stitching of Summer and Winter Uniform for Eligible Staff of Reserve Bank of India, Bengaluru

Date of Opening of Technical Bids: September 06, 2021 (1600 hrs)

LETTER OF AUTHORIZATION FOR ATTENDING THE BID OPENING

Sub. Authorization for attending the technical bid opening on _____ and financial bid on _____ of the tender for empanelment of tailoring firms for awarding the contract for stitching of summer and winter uniform for the staff to Reserve Bank of India, Bengaluru.

Following person is hereby authorized to attend the bid opening for the tender mentioned above on behalf of M/s. _____ (name of the bidder)

Name :

Specimen Signature & Date

Alternate representative

Name :

Specimen Signature & Date

Signature of the bidder/tailoring firm

Or

Officer authorized to sign the bid documents on behalf of the bidder/tailoring firm

Date:

N.B. Permission will be denied in case the photocopy of the duly filled in form is not brought at the time of opening.

Authorised Signatory _____ Date _____

Annexure: 4

Empanelment of Tailoring Firms for Awarding Contract for Stitching of Summer and Winter Uniform for Eligible Staff of Reserve Bank of India, Bengaluru

DETAILS OF WORK EXPERIENCE

List of similar works executed by the Tailoring firm during the last five years –

| SI No. | Name of work | Name and address of the owner (Govt./Semi Govt./Private Body) | Amount (₹) | Remarks |
|---------------|---------------------|--|-------------------|----------------|
| 1 | 2 | 3 | 4 | 5 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Signature:

Name:

Designation:

Place:

Date:

Company Seal

Authorised Signatory_____ Date_____

Empanelment of Tailoring Firms for Awarding Contract for Stitching of Summer and Winter Uniform for Eligible Staff of Reserve Bank of India, Bengaluru

SPECIMEN FOR AGREEMENT

To be filled up and submitted the same to Reserve Bank of India by the selected bidders at the time of awarding of the contract. Each page of this form shall be signed by the owner of the tailoring firm for acknowledging that he/she has seen the terms and conditions of the agreement.

2. The Agreement is made on this _____ day of _____ by M/s-----
----- herein referred to as the contractor/bidder/tailoring firm carrying on business under the name and style of M/s. _____ of the one part. Whereas the Bank have awarded the contract and empanelled me for three years for the six seasons from July 2021 to June 2024 – i.e. summer, 2021, winter, 2021-22, summer, 2022, winter, 2022-23, summer, 2023 and winter, 2023-24) for stitching of the uniform of various categories under the rates as fixed by the Bank and same are accepted by me. I hereby agreed to accept and abide by the following terms & conditions:-

3. The award of work will be assigned based on equal number of suits from entitled Officers/staff for a particular season/ or all seasons for which it has been awarded. In case, my tailoring firm is not performing the job to the satisfaction of the Bank despite warning in writing; the Purchaser will have absolute right to make the changes in assignment of equal distribution work and allocate the stitching assignments to any of the tailoring firm who is giving good response in the every season within the said contract period;

4. The uniform of the Officers/staff will be stitched as per prescribed specifications mentioned in Tender Document at [Annexure-2](#). The uniforms not properly stitched or not found as per the prescribed standard/specifications shall have to be refitted properly or provided by me without any charge as per the specifications at [Annexure-2](#);

5. I shall be available as and when the Bank will inform me in connection with all types of the stitching work, for taking the measurements of the Officers/staff and returning of the uniform/balance cloth in the store of Human Resources Management Department (HRMD). In this regard, no freight/other charges will be claimed by me. Stitched uniform will also be supplied to the store of HRMD with FoD (free of delivery);

6 The materials (Thread, Lining, Zip, Inter-lining, Fuse lining, Pad, Chest piece, Buckram, Buttons, etc.) would be used in the uniforms must conform to be of the good quality/approved stitching materials and standard of stitching otherwise the Bank may reject/return the stitched uniforms. The variations in the materials used and the material approved by the Secretariat, if noticed, at any point of time, will attract the

Authorised Signatory_____ Date_____

maximum penalty/forfeiture of the security deposit and any other action, which may include the termination of contract/blacklisting, etc.;

7. After handing over the cloth to my tailoring firm, the stitched uniforms would be delivered to the store of HRMD, RBI Bengaluru within the 20 days. That the delivery after the 20th day, shall attract a penalty of Rs.10 per day, per suit for summer uniform and Rs. 25 per day for winter uniform, and thereafter, the forfeiture of the surety deposit/PSD/fully or partially, deduction of amount of upto 10% from the bills of stitching of uniform and any other action, which may include termination of contract, can be taken against my tailoring firm by the Bank in case my tailoring firm is failed to adhere to time schedule as mentioned above;

8. If the uniforms are badly stitched and my tailoring firm is unable to remove the defects to the satisfaction of the Bank, I shall have to refund the cost of the cloth to the Bank. In this regard, the Bank shall be the final authority to decide whether a particular uniform has or has not been stitched with full satisfaction;

9. I shall have to forward the account of the cloth, the details/list of the Officers/staff of various categories whose uniforms have been stitched by my tailoring firm along with bill for payment positively within fortnight after completion of the seasonal work for stitching of the uniforms;

10. The Purchaser/Reserve Bank of India, Bengaluru reserves the right to assign to one or more/all the selected tailoring firm to stitch special design of uniform/suits for summer/winter seasons as per requirement from time to time during the period for which contract assigned. In this regard, my tailoring firm will have to undertake/stitch the said work by myself or assist in arranging other tailoring firm (if my tailoring firm is not specialized in the said job) and I shall be responsible/accountable for any types of the damages/losses have been committed in undertaking of said job assigned to other tailoring firm on behalf of me. Rates for stitching of the special design of uniform/suits will be decided mutually and as per requirement and the quality/standard/performance of the tailoring firms;

11. That my tailoring firm/contractor/firm will be responsible to make good the loss to any clothing materials given to me for stitching uniforms through theft, fire or any other loss which occurs while the material is under my custody.

12. That the tender schedule, instructions to the bidders and terms and conditions, etc. shall also form part of the agreement.

13. That the bidder/contractor/tailoring firm will be liable for any type of penalty, appropriate action as deemed fit by the Purchaser or forfeiture of security deposit (PSD) or deduction of amount of surety as prescribed in the surety bond from the bills for stitching of uniform or blacklisting of firm permanently or for a suitable period from Reserve Bank of India, Bengaluru, without reasonable any prejudice to any other rights and remedies to Reserve Bank of India, Bengaluru in case the bidder /contractor/ tailoring firm fails to honour its bid without sufficient grounds and within reasonable time undertaking the contract work/as per the work orders and violates the terms and

Authorised Signatory_____ Date_____

conditions as given above and mentioned in the tender document during the currency of the contract including the extended period, if any.

Signature of the authorized signatory of the firm:

Name:

Address:

WITNESSES

from Bidder/Tailor

1. Signature of the Witness-1

Full Name:

Full Address:

2. Signature of the Witness-2

Full Name:

Full Address:

from the Bank

1. Signature of the Witness-1

Full Name:

Full Address:

2. Signature of the Witness-2

Full Name:

Full Address:

Authorised Signatory_____ Date_____

Empanelment of Tailoring Firms for Awarding Contract for Stitching of Summer and Winter Uniform for Eligible Staff of Reserve Bank of India, Bengaluru

CHECKLIST

For the convenience of the bidders, a checklist of the documents to be attached while submitting Tender Document is as given below:-

2. The following shall be written on the **Covering Envelop** used for tender submission:

- (a) Envelop should be addressed to **Regional Director, Human Resource Management Department, Reserve Bank of India, 10/3/8, Nrupathunga Road, Bengaluru 560001.**
- (b) Name of the Firm/bidder and correspondence address must be written on the envelopes.
- (c) Tender must be submitted at Human Resource Management Department, Reserve Bank of India, Bengaluru on **or before September 06, 2021 by 3.00 p.m.**

The following shall be superscripted on the envelop

3. **Envelop No. 1**: It shall contain the following forms duly filled and signed by the authorised signatory:-

- (a) Technical Bid (Part-I) (Page No. 19 & 20)
- (b) Letter to the Bank (Page No. 18)
- (c) [Annexure 1](#) (Page 24)
- (d) [Annexure-2](#) (Page No. 25 & 26)
- (e) [Annexure-4](#) (Page No. 28)
- (b) All the pages of Tender Document **except the above and Price Bid (Page No. 21, 22 and 23)** shall be signed by the authorised signatory with date and affix company seal (if any) are to be submitted with technical Bid)

The following shall be superscripted on the envelop (**ENVELOP No. 1 - TECHNICAL BID - FOR EMPANELMENT OF TAILORING FIRMS FOR TAILORING/STITCHING OF OFFICIAL UNIFORM TO ELIGIBLE STAFF OF RESERVE BANK OF INDIA**)

4. **Envelop No. 2**: It shall Contain Price Bid only. Rates of stitching charges for **One Set of Uniform / Suit** for all categories duly filled in financial/ price bid (**Column No. 5 both in figures and words**) duly signed by authorised signatory and stamped.

Authorised Signatory_____ Date_____

The bidder must fill up their rates for stitching against each item (for all the items) in the space provided in the respective columns. (Page 21, 22 and 23)

The following shall be superscripted on the envelop (**ENVELOP No. 2 - FINANCIAL BID - FOR EMPANELMENT OF TAILORING FIRMS FOR TAILORING/STITCHING OF OFFICIAL UNIFORM TO ELIGIBLE STAFF OF RESERVE BANK OF INDIA**)

5. **Envelop No. 3**: It shall contain the samples of accessories i.e. Thread, Lining, Zip, Inter- lining, Fuse lining, Pad, Chest piece, Buckram, Buttons, etc. for Officers/Staff category, separately.

The following shall be superscripted on the envelop (**ENVELOP No. 3 - ACCESSORIES - FOR EMPANELMENT OF TAILORING FIRMS FOR TAILORING/STITCHING OF OFFICIAL UNIFORM TO ELIGIBLE STAFF OF RESERVE BANK OF INDIA**)

N.B. **Rates of tailoring/stitching charges should not be indicated in any of the documents enclosed in envelope 1 and or 2 or 4.**

Authorised Signatory_____ Date_____