



Empanelment of tailors / tailoring firms for stitching of uniforms, Hyderabad

The Reserve Bank of India, Hyderabad is in the process of preparing an approved list of tailors/ tailoring firms located in Hyderabad Municipal Limits for stitching of uniforms for its Class IV staff, for a period of three years 2022-2025.

2. The Terms and Conditions for empanelment along with application form can be downloaded from our website www.rbi.org.in under the link “Tenders” from January 03, 2022 to January 24, 2022. “Applications for Empanelment of Tailors / Tailoring Firms” should be addressed to The Regional Director, Reserve Bank of India, 3rd Floor, Human Resource Management Department, 6-1-56, Secretariat Road, Saifabad, Hyderabad – 500004 so as to reach this office latest by 11.00 AM of January 24, 2022.

Vendors who are currently on Bank’s panel may apply afresh for empanelment.

3. The Bank reserves the right to reject any or all the applications without assigning reason thereof.

Regional Director,
Reserve Bank of India,
Hyderabad.



RESERVE BANK OF INDIA, HYDERABAD

Notice for empanelment of tailors / tailoring firms for stitching of uniforms for staff of Reserve Bank of India

Reserve Bank of India, Hyderabad invites applications for empanelment of tailors / tailoring firms for stitching of uniforms for Class IV employees.

The empanelment will be valid from April 01, 2022 to March 31, 2025.

Documents containing detailed eligibility criteria, terms & conditions, application form (Part I & Part II) and declaration are attached. Applicants are advised to submit duly completed application form (Part I & Part II), declaration along with copies of supporting documents. They are also advised to put signature and stamp on each page.

Filled - in applications along with all required documents in sealed cover should be addressed to Regional Director, Reserve Bank of India, 3rd Floor, Human Resource Management Department, 6-1-56, Secretariat Road, Saifabad, Hyderabad – 500004 super scribed as “Empanelment of Tailors / Tailoring Firm (2022-2025)” The applications should reach us on or before 11:00 AM of January 24, 2022.

Applicants may please note that any amendments/corrigendum to the empanelment notice, if issued in future, will be notified on the RBI website and will not be published in the newspaper.

Applicants found eligible for empanelment will be intimated through letter.

**Eligibility criteria and terms & conditions for
empanelment of tailors / tailoring firms**

The firm should be established in limits of the Hyderabad Municipal Corporation.

1. The applicant should have an **average annual turnover of Rs 1,00,000/- or more for the last three years.**
2. Only experienced tailors / tailoring firms having track record of undertaking stitching work of uniforms for reputed institutions are expected to apply. Please submit relevant documents wherever necessary.
3. The applicant shall understand the full scope of the work before applying. **They may contact the concerned section of the Bank for clarification, if any.**
4. The applicants should submit clients certificate for whom they have carried out uniform stitching work.
5. If the work is awarded, EMD (which will not bear any interest) of Rs. 16,000/- (Rupees Sixteen Thousand only) will have to be deposited by the firm through NEFT to "Reserve Bank of India, Hyderabad " which will be refunded after completion of the work to the satisfaction of the Bank.
6. The applicant shall use only the forms issued by the Bank for submitting applications.
7. Stitching of uniforms should be undertaken in accordance with the patterns approved by RBI. For this purpose, a sample set of uniform may be inspected before undertaking the work.
 - (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 inedible ink on the inside or the lining of pants, coats and bush shirts.
8. 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, failure of which will attract penalty upto Rs.500 per day including cancellation of the order / empanelment. In case of defects, uniforms will have to be re-stitched or altered without any extra cost.
9. Empanelment, if approved, will be for a period of three years which will be reviewed on the basis of satisfactory performance every year.
10. Applicants should have the necessary capabilities and satisfactory arrangements to execute the contract. Wherever considered necessary, the Bank shall arrange to undertake visits to sites/works of the applicant.

11. Applicants should have necessary man-power to complete the contract in time. Accepted rates will hold good for the supply of entire order.
12. Specialists in Jodhpuri styled suit stitching will be preferred.
13. Bank reserves the right to accept or reject any application without assigning any reason.
14. The tailor shall be responsible for safety of the quantity of cloth in his possession from time to time. He should also return any extra cloth remaining with him after stitching.
15. The period of empanelment will be from April 01, 2022 – March 31, 2025.

Empanelment of tailors / tailoring firms for stitching of uniforms

NAME OF THE APPLICANT:

ADDRESS:

CONTACT NO.: -----

Covering Letter Format

To
The Regional Director
Human Resource Management Department
Reserve Bank of India
Saifabad
Hyderabad – 500 004

Dear Sir,

Empanelment of tailors / tailoring firms for stitching of uniforms for staff of RBI

- 1) I/We have read and understood the terms & conditions of empanelment and instructions appended to the application proforma. I/We understand that if any false information is detected at a later date, any future contract made between ourselves and the Reserve Bank of India, Hyderabad 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 & Part-II 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.

Signature:

Name:

Designation:

Place:

Date:

To
 The Regional Director
 Human Resource Management Department
 Reserve Bank of India
 Saifabad
 Hyderabad – 500 004

Madam/Dear Sir,

Application for empanelment of tailors / tailoring firms for stitching of uniforms

With reference to your advertisement no..... dated..... displayed in local daily, we request you to empanel us for tailoring work for stitching of uniforms.

Part – I

Basic Information

1	Name of the firm	
2	Type of firm, whether proprietorship, partnership	
3	Name(s) of the Proprietor/ Partners	
4	Full Postal Address with Landmark	
5	Phone No.	(O) (M)
6	Details of registration with Hyderabad Municipal Corporation/ or other Government body	
7	Whether belongs to Micro or Small Enterprise category and if so, whether registered under MSME Act. If yes, then submit the copy of MSE registration certificate	
8	Experience in Tailoring work	Years

9	Yearly turnover of the firm for the last three years	
10	Whether working with any of the Govt./Semi-Govt Undertaking/s or reputed Private Organizations as approved tailoring firm and if so, furnish details in Part-II	
11	Whether registered with Labour Department under the Contract Labour (R&A) Act, 1970 and Central Rules, 1971, if yes indicate date of registration.	
12	Indicate if involved in any litigation	
13	Any civil suit pending in any of the works executed – Give details	
14	Bankers Details – Name: Address: Account No.: Type of Account: IFS Code: Whether Account Nominated:	

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

Signature of authorized person Name:

Designation

(SEAL) Date:

Part-II**WORK EXPERIENCE**

List of similar works executed by the tailoring firm during the last three years –

Sr. No.	Name of work	Name and address of the owner, contact nos. (Govt./Semi Govt./Private Body)	Amount (Rs)	Remarks
1	2	3	4	5

Signature:

Name:

Designation:

Place:

Date:

PARTICULARS FOR EMPANELMENT		
1	Name of Firm	
2	Address of Firm	
3	Contact No and Name of Contact person	
4	E-mail address	
5	TAN No.	
6	GST No.	
7	PAN No.	
8	Registration No.	
9	Date of Establishment	
10	Nature of Business	
11	Average Business turnover for past 3 years	
12	List of major Clients/ Customers	
13	Bank account Details:	
	Name of Bank	
	Branch	
	Account No.	
	IFSC Code	

Sign at _____ (Place)

Signature with seal

List of Enclosures:
(If any...)

Documents required for empanelment with your application: -

1. Last three Years Income Tax Return i.e. 2018-19, 2019-20, 2020-21.
2. Documentary Evidence (Like supply / Purchase Orders /Delivery Challans) for supply made to organisations to support your experience details.
3. GST registration certificate copy (if registered).
4. A copy of PAN/ TAN allotted to the Tailor.
5. A copy of cancelled cheque/ photocopy of your passbook or bank Statement (to verify your NEFT details)
6. Gumasta License / Shop License

(The Bank reserves the right to add/delete/modify any terms and conditions besides reserving the right to accept or reject the applications. Mere acceptance of the application will not guarantee the award of contract.)

Bankers' Certificate

To
Regional Director,
Reserve Bank of India,
Saifabad
Hyderabad – 500 004

Bankers' Certificate from a Scheduled Bank

This is to certify that to the best of our knowledge and information M/s/Shri/ Smt.....having the noted address at , a customer of our bank are / is respectable and can be treated as good for any engagement up to a limit of Rs..... (Rupees.....)

The details of account maintained by him/ her/ them are:

Name of the Account Holder:

Account Type:

Account Number:

Bank Name:

Branch Address:

MICR Code:

IFSC Code:

This certificate is issued without any guarantee or responsibility on the Bank or any of the officers.

For the bank

(Signature with seal)

Date:

Name & Designation:

Note:

1. Bankers' certificates should be on letterhead of the Bank, sealed in cover and addressed to the empanelment authority, in this case Regional Director, Reserve Bank of India, Hyderabad.
2. In case of partnership firm, certificate to include names of all partners as recorded with the Bank.

Client's certificate regarding performance of applicant

1. Name & address of the Client
2. Details of Works executed by Shri/M/s
3. Name of work with brief particulars
4. Agreement No. and date
5. Agreement amount
6. Date of commencement of contract
7. Date of expiry of contract
8. Duration of relationship with the Agency
9. Details (Date of levy of penalty, Amount of penalty and reasons) of penalty levied for deficiencies in services rendered/quality of items supplied.
10. Details of disputes with the agency during the contract
11. General feedback on the quality of service and quality of items supplied by the Agency
12. Rating of the vendor/agency based on quality of service/items supplied: Outstanding/Very Good/Good/Satisfactory/Poor
13. Recommendation, if any or any other feedback

(Authorised signatory of the Client with stamp)