



RESERVE BANK OF INDIA
Human Resources Management Department
Bhubaneswar
www.rbi.org.in

Empanelment of Tailoring Firms for Stitching work of Uniforms/Liveries, Bhubaneswar

Reserve Bank of India, Bhubaneswar intends to prepare a panel of reputed local Tailoring Firms for undertaking the stitching work of Uniforms (Summer & Winter Liveries) & aprons for its male employees. The stitching work may be of 400 pairs of uniforms (approximately) for men, to be stitched in a year, within a time bound manner.

2. GST registered Tailoring Firms having establishment in Bhubaneswar, with good infrastructure and minimum of three years' experience in stitching uniforms of Govt/Corporate institutions are invited to apply.

3. Tender forms can be obtained from Reserve Bank of India, Human Resource Management Department, 2nd Floor, Pt. Jawaharlal Nehru Marg, P.B.No. 16, Bhubaneswar – 751001 on any working day (Monday to Friday) between 10.00 a.m. to 1.00 p.m. from March 23, 2020 to April 13, 2020 or may be downloaded from tenders section at RBI website (<https://www.rbi.org.in>).

4. Please note that further Addendum / Corrigendum will only be published on RBI website.

Place: Bhubaneswar
Date: March 23, 2020

Regional Director
Human Resource Management Department
Reserve Bank of India
Bhubaneswar

To

The Regional Director
Reserve Bank of India
Human Resource Management Department
Bhubaneswar-751001.

Empanelment of Tailoring Firms for Stitching of Uniforms

Sir,

I/We have read and understood the Empanelment Notice and Terms & Conditions 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, Bhubaneswar on the basis of the information given by me/us will be treated as invalid by the Reserve Bank of India.

I/We agree that the decision of the Reserve Bank of India, Bhubaneswar in selection of the tailoring firm will be final and binding on me / us. All the information furnished in Application form is correct to the best of my/our knowledge and belief.

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 of Tailor/Tailoring Firm
Name & Address of Tailor/Tailoring Firm

Designation:

Place:

Date:

Seal of the Tailor/Tailoring Firm



**Reserve Bank of India
Human Resource Management Department
Bhubaneswar**

Application Form for Empanelment of tailoring firms

1	Name of the Tailoring Firm	
2	Address of the Tailoring Firm	
		Telephone No
3	Name & address of the Proprietor	
		Telephone No
4	GST Registration Number	
5	Brief Description of the workshop such as:	
	(i) No. of workmen engaged	
	(ii) No. of machinery used for stitching	
	(iii) Workshop area	
6	Capacity of supplying stitched uniforms in a month	
7	Name of Govt/Corporate Institutions for which stitching work is undertaken by the firm	(i)
		(ii)
		(iii)
8	A/c No. of the firm with Bank & branch name	
9	Any other specific reason for empanelment	

NB: Bank reserves the right to include or exclude the names of Tailoring Firms in the Panel without assigning any reason thereof and the decision of the Bank in the matter is final.

(Signature with date and Seal)

Empanelment of Tailoring Firms for Stitching of Uniforms

Duly signed and completed Application forms should be addressed to the Regional Director, Reserve Bank of India, Bhubaneswar-751001 and should reach this office latest by **04.00 p.m. on April 13, 2020** in a sealed cover superscripted with the words "**Empanelment of Tailoring Firms for Stitching of Uniforms**".

General Terms & Conditions

1. The firm should have establishment at Bhubaneswar city.
2. Only experienced tailoring firms with Service Tax Registration, who have a track record of undertaking stitching work of liveries for reputed institutions and having minimum three years of experience may apply.
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. Cotton cloth should be properly shrunk for at least 36 hours before cutting.
5. 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 restitched or altered without any extra cost.
6. Uniforms/liveries will be accepted only after satisfactory trial.
7. The uniforms should be stitched in accordance with the patterns approved by the Bank.
In particular:
 - i) Hip pockets should be provided to all the pants except where otherwise stated.
 - ii) No watch pockets are to be provided in pants.
 - iii) 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.
 - iv) Lining material, buckram, wool pads, threads and buttons etc. used shall be of the prescribed quality.
 - v) No bell-bottoms/drain- pipe pants should be stitched.
8. Delivery of the liveries will have to be effected within the stipulated period. The liveries should be made in complete sets for each individual. Incomplete individual sets shall not be accepted.
9. The accepted rates will hold good for the supply of the entire order, even if complete execution of the work is delayed due to any reasons.
10. The tailor shall be responsible for safety of the quantity of cloth in his possession from time to time.

11. All the uniforms duly stitched should be should be delivered to us within 30 days from the first day of issue of cloth. In the event of delay, the Bank reserves the right to impose penalty upto Rs.500/- per day of delay.
12. Empanelment will be valid from July 2020 to March 2023. Empanelment may be reviewed annually for term April 2021-March 2022 and April 2022-March 2023 subject to satisfactory performance.
13. It will be opened for the Bank to entrust the job to any one tenderer/tailor entirely or partly. Bank may also reject any tender without assigning any reason/s and/or intimation for doing so and no further correspondence will be entertained in this regard.
14. The bill will be paid through NEFT only after completion of work to Bank's entire satisfaction. 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/security deposit. Bank's decision in this regard shall be final and binding on tailors/tenderers.
15. The Tailoring Firm whose tender will be accepted by the Bank, shall be liable himself for all acts of their workers.
16. The tailoring Firm shall be solely responsible for full compliance with the provisions of "The Sexual Harassment of Women at Workplace" (Prevention, Prohibition and Redressal) Act, 2013 and Rules, 2013.
 - a) In case of any complaint of sexual harassment against its employees within the premises of the Bank, the complaint will be filed before the Internal Complaint Committee constituted by the Bank and the Tailoring Firm shall ensure appropriate action under the said Act in respect of the complainant.
 - b) Any complaint of sexual harassment from any employee of the Tailoring Firm against any aggrieved employee of the Bank, shall be taken cognizance of Regional Complaint Committee constituted by the Bank.
 - c) The Tailoring Firm shall be responsible for any monetary compensation that may need to be paid in case of incident involves the employees of the Firm, for instance, any monetary relief to Bank's employee, if sexual harassment by the employee of the Firm is proved.
 - d) The Tailoring Firm shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.