



E-Tender for Empanelment of Tailoring Firms for Stitching of Summer and Winter Uniforms for Eligible Staff of RESERVE BANK OF INDIA, Mumbai.

Tender No. - RBI/Mumbai/HRMD/9/22-23/ET/61

Human Resource Management Department, Reserve Bank of India, Mumbai Regional Office invites e-tenders under Two Bid system (Technical & Financial Bid) in MSTC portal only (<https://www.mstcecommerce.com/eprochome/rbi>) for Empanelment of Tailors/Tailoring Firms for Stitching of Summer and Winter Uniforms for Eligible Staff of Reserve Bank of India, Mumbai, from reputed tailors/tailoring firms, with at least five years of experience, whose establishment is registered/located within Mumbai/Pune/Nashik limit.

The details of the tender document/corrigendum will be available on RBI Website (<https://www.rbi.org.in>) and MSTC portal. For more details, please visit "Tenders" link on our website <https://www.rbi.org.in>.

The last date for submission of e-tender on MSTC portal (www.mstcecommerce.com) is **June 03, 2022**.

The Bank reserves the right to reject any tender without assigning any reason thereof.

Regional Director, Reserve Bank of India, Mumbai Regional Office



**Reserve Bank of India
Human Resource Management Department
Mumbai Regional Office
Fort, Mumbai**

Advertisement

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Tender No. - RBI/Mumbai/HRMD/9/22-23/ET/61

Reserve Bank of India, Mumbai Regional Office invites e-tenders under Two Bid system (Part I -Technical Bid & Part II - Financial Bid) for Empanelment of Tailors/Tailoring Firms for Stitching of Summer and Winter Uniforms for Eligible Staff of Reserve Bank of India, Mumbai, from reputed tailors/tailoring firms, with at least five years of experience, whose establishment is registered/located within Mumbai/Pune/Nashik limit.

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Corrigendum, if any, will be intimated through Bank's website only.

Regional Director, Reserve Bank of India, Mumbai Regional Office

DISCLAIMER

Reserve Bank of India, Human Resource Management Department, Mumbai, has prepared this document to give background information on the Contract 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 in order, 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.

The information is not intended to be exhaustive. Interested parties are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely only on the information provided by Reserve Bank of India in submitting the e-tender. 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.

Reserve Bank of India reserves the right not to proceed with the Contract or to change the configuration of the Contract, to alter the time table 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.

NOTICE INVITING TENDER (NIT)

(Only through e-procurement)
SCHEDULE OF TENDER (SOT)

A	E-tender Name:	E-Tender for Empanelment of Tailors/Tailoring Firms for Stitching of Summer and Winter Uniforms for Eligible Staff of Reserve Bank of India, Mumbai.
B	E-tender No.	RBI/Mumbai/HRMD/9/22-23/ET/61
C	Mode of Tender	e-Procurement System (Online Part I Technical Bid and Part II Financial Bid through www.mstcecommerce.com/eprchome/rbi)
D	Date of NIT available to the parties for viewing / download	May 12, 2022 at 07:00 PM
E	Date of Pre-Bid meeting (offline)	May 23, 2022 at 11.30 AM
F	Venue of Pre-Bid meeting	HRMD, Reserve Bank of India, Mumbai Regional Office, First Floor, Main Building, Fort, Mumbai-400001
G	Estimated Cost of Work	₹15 Lakhs per annum exclusive of GST
H	Transaction fees	0.05% of Estimate value of tender plus GST @ 18%. (As mentioned in the MSTC portal through MSTC payment gateway /NEFT/RTGS in favour of MSTC Limited)

I	Date of Starting of online submission of e-tender (Technical Bid and Financial Bid) at www.mstcecommerce.com/eprochome/rbi	May 12, 2022 at 7.00 PM
J	Last date of availability of e-tender	June 03, 2022 at 02:00 PM
K	Date of closing of online submission of e-tender	June 03, 2022 at 02.00 PM
	(Technical Bid and Financial Bid)	
L	Date & time of opening of Part-I (Technical Bid)	June 03, 2022 at 03.00 PM
M	Date of opening of Part-II (Financial Bid)	Part-II (Financial Bid) will be opened electronically of only those bidder(s) whose Part-I (Technical Bid) is found acceptable by RBI, Mumbai Regional Office. Such bidder(s) will be intimated regarding date of opening of Part- II (Financial Bid) through email.
N	Earnest Money Deposit (EMD)	Bidders should deposit EMD amount of ₹30,000/- (Rupees Thirty Thousand only) by NEFT as per details given below on or before 2:00 PM on June 03, 2022 . Failure to comply with this condition will render the tender void and the tender will be rejected. EMD will not carry any interest. It would be refunded to all the unsuccessful bidders within 10 working days of the award of contract. In case of the successful bidder, the EMD will be refunded after payment of security deposit/Bank Guarantee and execution of the contract.

		<p>EMD shall be forfeited if the successful bidder withdraws his bid during the period of tender validity or fails to execute the contract upon award of work</p> <table border="1"> <tr> <td>A/C Name</td> <td>Liveries <space> Your Firm's Name</td> </tr> <tr> <td>A/C Number</td> <td>04861403804</td> </tr> <tr> <td>IFS Code</td> <td>RBIS0MBPA04</td> </tr> </table> <p>Note- Please read '0' letter of IFS Code as "Zero"</p>	A/C Name	Liveries <space> Your Firm's Name	A/C Number	04861403804	IFS Code	RBIS0MBPA04
A/C Name	Liveries <space> Your Firm's Name							
A/C Number	04861403804							
IFS Code	RBIS0MBPA04							

Note:

1. In the event of any unforeseen closure of work/ holiday on any of the above days, the same will be opened /held on the next working day.
2. Tenders received after due date and time shall be rejected.
3. Tenders not complying with the provisions of bidding documents are liable to be rejected.
4. In case of any problem/dispute, decision of Regional Director, RBI Mumbai will be final and binding on all parties.

E-Tender for Empanelment of Tailoring Firms for Stitching of Summer and Winter Uniforms for Eligible Staff of RBI, Mumbai.

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2. The bidder is expected to examine all instructions, forms, terms and conditions in the tender document. Failure to furnish all information required by the tender document or submission of a tender not substantially responsive to the

tender document in every respect will be at the bidder's risk and may result in rejection of his bid.

3. The bidder shall not make or cause to be made any alteration, erasure or obliteration to the text of the tender document.

PART I

Section I

Important instructions regarding e-tendering

This is an e-procurement event of Reserve Bank of India, Mumbai Regional Office. The e-procurement service provider is MSTC Limited. Bidders are requested to read and understand the Notice inviting e-tender and subsequent Corrigendum, if any, before submitting their online tender. As there are limitations in the number of characters allowed in the MSTC portal, bidders are advised to refer to Part II - Section II (Financial Bid) while quoting prices in the MSTC portal.

A) Registration:

The process involves vendor's registration with MSTC e-procurement portal which is free of cost. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Financial Bid over the internet will be done. The Vendor should possess Class III signing type digital certificate. Vendors are to make their own arrangement for bidding from a computer connected with Internet. MSTC / RBI is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

SPECIAL NOTE: The Technical Bid and Financial Bid have to be submitted online only at

http://www.mstcecommerce.com/eprochome/rbi/buyer_login.jsp

- 1) Vendors are required to register themselves online with www.mstcecommerce.com → e- Procurement → PSU / Govt. Depts → RBI. Register as Vendor by filling up details and creating own user id and password → Submit.
- 2) Vendors will receive a system generated mail confirming their registration in their email which has been provided while filling the registration form.
- 3) In case of any clarification, please contact MSTC/RBI, Mumbai Regional Office, (before the scheduled time of the e- tender).

MSTC Ltd Contact Person

- i) Ms Archana Juneja, Assistant Manager; Email id archana@mstcindia.co.in
Phone No: 9990673698
- ii) Ms Rupali Pandey, Assistant Manager; Email id: rpandey@mstcindia.co.in,
Phone No: 9458704037
- iii) Mr Abhishek Kr. Kanaujia, Executive Phone No: 9930119718
- iv) Centralised MSTC Helpdesk for Vendors Phone No 033-22901004
- v) Helpdesk at MSTC Mumbai for Vendors Phone No: 033-4064507, 033-40609118, 033-22895064, 033-40609118, 033-40645316, 033-40067351 & 033-40645207

Contact person (RBI, Mumbai):

- i) Mr. Don John David, Manager (022-22603105) Email Id: dj david@rbi.org.in
- ii) Mr. Tejas Kalyankar, Assistant Manager (022-22603351)
Email Id: tkalyankar@rbi.org.in
- iii) Mr. Ajith Antony, Assistant Manager, (022-22603351)
Email Id: ajithantony@rbi.org.in
- iv) Mr. Kunal Anil Mekale, Assistant (022-22603351/7709888148)
Email Id: kamekale@rbi.org.in

B) System Requirements:

- i) Windows XP-SP3 & above/Windows 7 Operating system
- ii) IE-7 and above Internet browser.
- iii) Signing type digital signature
- iv) JRE 7 update 9 and above software to be downloaded and installed in the system.

To disable "Protected Mode" for DSC to appear in the signer box following settings may be applied.

Tools => Internet Options => Security => Disable protected Mode If enabled- i.e., remove the tick from the tick box mentioning "Enable Protected Mode".

Other Settings:

Tools => Internet Options => General => Click on Settings under “browsing history/ Delete Browsing History” => Temporary Internet Files => Activate “Every time I Visit the Webpage”.

To enable ALL active X controls and disable ‘use pop up blocker’ under Tools→ Internet Options→ custom level (Please run IE settings from the page www.mstcecommerce.com once)

For more details, vendor may refer to the Vendor Guide and FAQ available at www.mstcecommerce.com/eprhome

C) Process of e-tender:

1. The Technical Bid and the Financial Bid shall have to be submitted online at www.mstcecommerce.com/eprhome/rbi. Tenders will be opened electronically on specified date and time as given in the tender.
2. All entries in the tender should be entered in online Technical & Financial formats without any ambiguity.

3. Special Note towards Transaction fee:

The vendors shall pay the transaction fee using “Transaction Fee Payment” Link under “My Menu” in the vendor login. The vendors have to select the particular tender from the event dropdown box. The vendor shall have the facility of making the payment either through NEFT or Online Payment. On selecting NEFT, the vendor shall generate a challan by filling up a form. The vendor shall remit the transaction fee amount as per the details printed on the challan without making change in the same. On selecting Online Payment, the vendor shall have the provision of making payment using its Credit/ Debit Card/ Net Banking. Once the payment gets credited to MSTC’s designated bank account, the transaction fee shall be auto authorized and the vendor shall be receiving a system generated mail. **Transaction fee is non-refundable.** A vendor will not have the access to online e-tender without making the payment towards transaction fee.

NOTE: Bidders are advised to remit the transaction fee well in advance before the closing time of the event so as to give themselves sufficient time to submit the bid.

4. Information about tenders /corrigendum uploaded shall be sent by email only during the process till finalization of tender. Hence the vendors are required to ensure that their corporate email-id provided is valid and updated at the time of registration of vendor with MSTC. Vendors are also requested to ensure validity of their DSC (Digital Signature Certificate).
5. E-tender cannot be accessed after the due date and time mentioned in the Notice inviting e-tender.

6. Bidding in e-tender:

- a) Vendor(s) need to submit necessary Earnest Money Deposit (EMD) and Transaction fees (if any) to be eligible to bid online in the e-tender. Transaction fees is non- refundable. No interest will be paid on EMD. EMD of the unsuccessful bidders will be refunded by the tender inviting authority within 10 working days of the award of the contract.
- b) The process involves Electronic Bidding for submission of Technical and Financial Bid.
- c) The vendor(s) who have submitted transaction fee can only submit their Technical Bid and Financial Bid through internet in MSTC website www.mstcecommerce.com → e- procurement → PSU/Govt. depts → Login under RBI → My menu → Auction Floor Manager → live event → Selection of the live event.
- d) The vendor should allow running JAVA application. This exercise has to be done immediately after opening of Bid floor. Then they have to fill up common terms/commercial specification and save the same. After that click on the Technical bid. If this application is not run then the vendor will not be able to save/submit his Technical bid.
- e) After filling the Technical Bid, vendor should click 'save' for recording their Technical Bid. Once the same is done, the Financial Bid link becomes active

and the same has to filled up and then vendor should click on “save” to record their Financial Bid. Once both the Technical Bid & Financial Bid have been saved, the vendor can click on the “Final submission” button to register their Bid.

- f) Vendors are instructed to use ‘Attach Doc’ button to upload documents. Multiple documents can be uploaded.
- g) In all cases, vendor should use their own ID and Password along with Digital Signature at the time of submission of their bid.
- h) During the entire e-tender process, the vendors will remain completely anonymous to one another and also to everybody else.
- i) The e-tender floor shall remain open from the pre-announced date & time and for as much duration as mentioned above.
- j) All electronic bids submitted during the e-tender process shall be legally binding on the vendor. Any bid will be considered as the valid bid offered by that vendor and acceptance of the same by the Bank will form a binding contract between the Bank and the vendor for execution of supply.
- k) It is mandatory that all the bids are submitted with digital signature certificate otherwise the same will not be accepted by the system.
- l) The Bank reserves the right to cancel or reject or accept or withdraw or extend the tender in full or part as the case may be without assigning any reason thereof.
- m) No deviation of the terms and conditions of the tender document is acceptable. Submission of bid in the e-tender floor by any vendor confirms his acceptance of terms & conditions for the tender.
- n) Any order resulting from this tender shall be governed by the terms and conditions mentioned therein.
- o) No deviation from the technical and financial terms & conditions are allowed.
- p) The Bank reserves the right to cancel this e-tender or extend the due date of receipt of bid(s) without assigning any reason thereof.

q) Vendors are requested to read the vendor guide and see the video in the page www.mstcecommerce.com/eprochome to familiarize with the system before bidding.

Part I

Section II

General Instructions regarding technical and financial bids

1. Tenders in two parts are invited from eligible and reputed Companies / Firms / Agencies for Stitching of Uniforms for eligible RBI staff in Mumbai Regional Office, whose establishment is registered/located within Mumbai/Pune/Nashik limit. The Estimated value of contract is ₹ Fifteen Lakhs per annum exclusive of GST. Please refer to Section-IV of this tender document for detailed terms, conditions & Section VI for scope of work at an estimated cost of ₹15,00,000/- (Rupees Fifteen Lakhs only) for MRO.
2. The tenderers should submit their proposal, as per the instructions regarding e-tender, along with all supporting documents complete in all respects on or before 2.00 PM on June 03, 2022. Tenders must transfer an amount of ₹30,000/- (Rupees Thirty Thousand only), in favour of Reserve Bank of India towards Earnest Money Deposit (EMD) through NEFT without which the applications will be rejected.
3. **Documents / Certificates:** Duly completed application forms with required documents should be uploaded on or before 02:00 pm on June 03, 2022. The bidders are required to submit technical bid and upload the following documents (Each file size should not exceed 5 MB) (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) Attach the Form of tender, Articles of Agreement, Scope of Work and Terms & Conditions duly signed.
 - b) Registration Certificate as per existing norms (indicating the legal status – company / partnership firm / proprietorship concern etc.)
 - c) Experience details of key management personnel with documentary proof. (Key Management Personnel will include the Owner, Partners, Promoter and the Managers, as the case may be.)
 - d) Power of Attorney / authorisation with the seal of the company/firm in the name of the persons signing the tender documents.

- e) One self-attested recent passport size photograph of each authorized person of the firm/agency, with name, designation, and address, mobile number, email ID etc.
 - f) Copy of PAN Card or VAT or GST registration and certificate (as applicable).
 - g) Copies of Income Tax Returns filed for last three financial years.
 - h) Proof of having annual turnover of ₹10 lakh or more for any 3 years in last Five years (P&L A/c, any other valid legal document showing the required amount of turnover).
 - i) 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).
 - j) Declaration regarding blacklisting or otherwise. (Part III - [Annexure-1](#))
 - k) Any other technical information the tenderer wishes to furnish (any litigation, court case, penalty, suspension etc).
4. A pre-bid meeting of the intending tenderers will be held at 11:30 AM on May 23, 2022 in the Conference Room, Reserve Bank of India, Mumbai Regional Office, First Floor, Main Building, Shahid Bhagat Singh Road, Fort, Mumbai - 400001. The Bank will clarify any point/doubt raised by the bidders in respect of the tender. No separate communication will be issued for this meeting except for the change of date or time by the Bank which will be published on the Bank's website. All the intending tenderers are advised to be present personally or through a duly authorized representative. They may indicate points/conditions/specifications which need to be clarified during the meeting in advance to the following e-mail ids: irdcmumbai@rbi.org.in, ajithantony@rbi.org.in, kamekale@rbi.org.in. Issues, if any will be clarified in the meeting. The tenderers are expected to get all the issues clarified during this meeting. No further clarifications/doubts will be entertained after the pre-bid meeting.
5. The Part-1 (**Technical Bid**) will be opened electronically on June 03, 2022 at 3.00 PM. In the event of any date indicated above being declared a Holiday, the

next working day shall become the effective date for the respective purpose mentioned therein.

6. The Part-2 (**Financial bid**) of only those tenderer's who qualify in the Technical Bid (Part-1) will be opened on a subsequent date, for which the intimation would be given to the qualified tenderers through email.
7. Part 2 (**Financial Bid**): The online tender should only contain the service provider's quoted rates as per the prescribed format. The tendered rates should be inclusive of all charges for end to end operation as mentioned in the Section VI (Scope of Work) of this tender document and should include all the components namely transportation, labour charges and all other applicable charges, levies, duties and taxes (other than GST). GST will be reimbursed by the Bank.
8. Tender document can be downloaded from the Bank's website www.rbi.org.in or www.mstcecommerce.com. Any amendment(s) / corrigendum / clarifications with respect to this tender shall be uploaded on the website / e-portal only. The tenderer should regularly check the above website / e-portal for any Amendment / Corrigendum / Clarification on the above website.
9. The Bank 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.
10. **Non transferability**: This tender is non-transferable.
11. **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 in Mumbai and its Suburbs/Pune/Nashik.
 - b) Have minimum **Five** 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. 10 lakhs per year during for any three years in last five years (valid and certified proof has to be attached).

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

12. Documents comprising the bid:

The bids prepared by the bidder shall comprise of the Technical bid and the Financial bid. All documents should be carefully filled and uploaded on MSTC Portal duly signed with company stamp.

13. Bid Prices:

- a) The rates/ prices should be quoted in Indian Rupees only in words as well as in figures. Taxes, if any, should be indicated separately.
- b) 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.
- c) Rates/ prices should be valid for three years/six seasons (April to March) i.e. three summer and three winters from the date of signing of The Articles of the Agreement. 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.
- d) Bidders are expected to exercise due care while quoting the rates. The rates quoted should not be Abnormally High Rates (AHRs) or Abnormally Low Rates (ALRs). In case ALRs are quoted by any bidder/s in price bid, the Bank reserves the right to either reject such bids or to establish the reasonableness of prices based on estimated rates, prevailing market rates, last purchase prices, other input costs and intrinsic value, etc. before awarding the contract. For bidders quoting ALRs, if empanelled, the Bank may increase the amount of Security Deposit/ Bank Guarantee by four times of the applicable value/amount as mentioned in the Section IV under Terms and Condition as performance security, which may be forfeited in case such contractor is not able to perform the contract on the given rates. The decision of the Bank in this regard will be final and binding.

- e) Financial Bid should contain only the price filled in Indian Rupees in figures and words and any condition will make it liable for rejection.
- f) The Financial Bid shall be completed in all respects and duly signed and stamped by an authorized representative of the bidder.
- g) Prices should be quoted FoD basis (Free on delivery)

14. Deadline for submission of bids

- a) Bids must be submitted on MSTC Portal on or before the prescribed date and time i.e. on or before June 03, 2022 (1400 hrs).
- b) No bids will be received/accepted after the expiry of the prescribed date and time for submission of the bids.
- c) Regional Director, Reserve Bank of India, Mumbai Regional Office 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.
- d) The responsibility for submission of the bids in time would rest with the bidder.
- e) Telegraphic/Fax/Postal offers will be treated as defective, invalid and rejected.

15. Opening of tender

- a) Validity of tender: The tender along with the prices shall remain valid initially for a period of 3 months from the date of opening of technical bid, which period may be further extended by mutual agreement in writing by the tenderer and the tenderer shall not cancel or withdraw the tender during this period or change the quoted rates.
- b) The tender documents which do not comply with the conditions prescribed in the tender form will be summarily rejected.
- c) No deviations / conditions shall be stipulated by the contractor in both technical and commercial bids. Conditional tenders will not be accepted and will be summarily rejected.
- d) The Part-2 (Financial bid) of only those tenderers' who qualify in the Technical Bid (Part-1) will be opened on a subsequent date, for which the intimation would be given to the qualified tenderers through email.

- e) The Bank 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.
- f) The Bank reserves the right to amend/ modify the tender document or issue any corrigendum to the bid process. The bidder shall not contest the right of the Reserve Bank to do the aforesaid. Reserve Bank may modify the tender Document by issuing addenda/corrigenda, for any reason, and at any time. Any addenda to the tender Document shall be part of the tender Document. To allow tenderers reasonable time to take any addenda into account in preparing their proposals, the Bank will extend, if necessary, the deadline for the submission of proposal.

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

- a) 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.
- b) In the first stage, the Technical Bids will be opened. The bid of any bidder who has not complied with one or more of the conditions prescribed in the terms and conditions in the tender document will be summarily rejected. Subsequently, the selected technical bids will be evaluated as per evaluation criteria mentioned in Section VII of the tender document. Decision in this regard will be at the sole discretion of the Bank.
- c) From the financial bids, the lowest rate (L1 quote) will be arrived from as described in Part I -Section VII from the qualified bidders in Technical Bid. The bidders will be ranked based on their quoted rates. The final empanelment will be done after the top three to five bidders/tailoring firms convey in writing that the rates fixed by the Bank based on L1 quote 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.

17. Contacting the officials of Reserve Bank of India

- a) Subject to clause 16 (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.
- b) 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.

18. 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.

19. 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 Articles of Agreement included in Section V of the Tender Document and submit the same to the Human Resource Management Department, Reserve Bank of India, Mumbai within seven working days of the date of receipt of notification of award. Human Resource Management Department, Reserve Bank of India, Mumbai, shall return the draft duly approved within ten working 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.

20. Annulment of the Award

- a) 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.

- b) 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.
- c) 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.

Note: All the tenderers may please note that any amendments / corrigendum to the tender, if issued in future, will be notified on the RBI Website and MSTC Website as given above and will not be published in the newspaper.

I/We hereby declare that I/We have read and understood all the above instructions/conditions and agree to abide by them.

Place:

Signature and seal of the tenderer

Date:

Name of Authorized signatory

Part I
Section - III
Form of tender

To,

The Regional Director
Reserve Bank of India
Mumbai Regional Office
Shahid Bhagat Singh
Marg Fort,
Mumbai 400001.

Dear Sir,

Having examined carefully the specifications, scope of work and conditions relating to the works specified in the memorandum hereinafter set out and having visited and examined the site of the works specified in the memorandum and acquired the requisite information relating thereto as affecting the tender. We hereby offer to execute the works specified in the said memorandum within the time specified in the said memorandum at the rates mentioned in Part II – Section II (Financial Bid) of the tender and in accordance in all respects with specifications and instructions in writing referred to in articles of agreement, general instructions to the tenderers and terms and conditions, conditions hereinbefore referred to, specifications, and with such materials as are provided for, by and in all other respects, in accordance with such conditions so far as they may be applicable.

MEMORANDUM

(a)	Description of works.	Empanelment of Tailoring Firms for Stitching of Summer and Winter Uniforms for Eligible Staff of Reserve Bank of India, Mumbai.
(b)	Estimated cost of works	₹ Fifteen lakh per annum exclusive of GST

(c)	Earnest Money deposit (EMD).	₹30,000/-
(d)	Validity of quoted rates.	36 months. The agreement will be made for one year at a time and may be considered for further renewal for maximum two years (one year at a time) at Bank's discretion at the mutually agreed terms and conditions between the parties.
(e)	Performance bank guarantee.	Applicable amount as mentioned in the Section IV in terms and Condition under Performance Bank Guarantee.

2. I/we undertake to offer my/our services in conformity with scope/nature of work and the Terms and Conditions set out in the tender document. I/We confirm that the tender submitted by me/us is confirming to all the terms and conditions mentioned in the tender document.
3. We also agree that our tender will remain valid for acceptance by the Bank for 3 months from the date of opening of technical bid and this period of validity can be extended for such period as may be mutually agreed between the Bank and us in writing.
4. We have deposited a sum of ₹30,000/- (Rupees Thirty Thousand only) as earnest money with the Reserve Bank of India, which amount is not to bear any interest. Should we fail to execute the Contract when called upon to do so, we do hereby agree that this sum shall be forfeited by the Reserve Bank of India.
5. Should this tender be accepted, I/we hereby agree to abide by and fulfil all the terms and conditions of the tender and in default thereof, to forfeit and pay to you or your successor, or assignees or nominees such sums of money as are stipulated in the conditions contained in the tender together with the written acceptance of the contract.
6. I/We do here by declare that there is no case with the Police/Court/Regulatory Authorities against me/us. Also, I/We have neither been suspended / delisted

/disqualified by any organization including Reserve Bank of India for any reason nor any such proceedings are pending or contemplated. I/We also certify that neither our firm nor any of the partners are involved in any scam or disciplinary proceedings settled or pending adjudication.

7. I/We certify that all the information furnished by me / us is true to the best of my/our knowledge. I have no objection to the Bank verifying any or all the information furnished in this document with the concerned authorities, if necessary. Further, I/we have no objection to the Bank, in conducting site visits, for inspection of establishments/similar services maintained by us.
8. I/we understand that you reserve the right to accept or reject the lowest bid and any or all the tender either in full or in part without assigning any reason thereof.
9. The tender is submitted in two parts. Part I (Technical Bid) contains all terms and conditions and technical particulars, but commercial price has not been indicated anywhere in any manner, and Part II (Financial Bid) contains only the price bid.

Dated this _____ day of _____ 2022.

For and on behalf of M/s _____

(Signature with seal)

Name _____

Designation _____

Place _____

Date _____

(Certified true copy of the Power of Attorney of the above signatory should be enclosed).

Witnesses

(1) Signature with
name, address and date

(2) Signature with
name, address and date

Part I

Section IV

TERMS AND CONDITIONS OF THE TENDER

1. Performance Bank Guarantee / Security Deposit

- a) The Successful bidder shall furnish Security Deposit / Bank Guarantee to the Bank for due performance of the contract in the form of Bank Guarantee (as per the format given **Section IX** of this tender document) valid for a period upto six months after expiry of the contract. The Bank Guarantee shall be furnished within 7 days from the date of acceptance of offer. The amount of performance Security Deposit / Bank Guarantee will be ₹1,50,000/- (Rupees One Lakh Fifty thousand only).
- b) The bank guarantee shall be renewed for a further period of one/ two years in case of renewal of the contract by the Bank. The Bank Guarantee/ Security Deposit should be paid before start of the work. This is a pre-requisite for awarding the contract. No interest will be paid to the bidder for the amount of Security Deposit.
- c) Failure to pay the Security Deposit/ Bank Guarantee shall be treated as failure to discharge the obligations under the contract and shall result in cancellation of the offer of the contract and forfeiting the EMD. The bidder shall be liable to compensate the Bank for any loss incurred by the Bank.
- d) The Security Deposit / Bank Guarantee shall be released by the Bank only after being satisfied of the successful completion of the contract and no liabilities from the bidder or its employees. The Security Deposit / Bank Guarantee shall be discharged only after adjusting all dues, liabilities, etc. recoverable from the bidder.
- e) The Bank reserves the right to recover any part or the whole of the amount of the Security Deposit / Bank Guarantee for losses suffered by the Bank due to failures on the part of the bidder or due to termination of contract or bidder becoming disqualified because of liquidation / insolvency or change of composition or for the penalty imposed by the Bank under the agreement. The decision of the Bank in respect of such losses, damages, charges, expenses or costs, shall be final and binding.

- f) On payment of the Security Deposit / Bank Guarantee, the contracting firm will be required to enter into an Agreement/ Contract on stamp paper of appropriate value containing inter-alia all the terms and conditions of the contract, as approved by the Bank. The bidder shall be liable to bear all the expenses including payment of stamp duty for execution of the agreement.
- g) If the successful bidder fails to comply with the terms and conditions of the contract in course of the contract period, the Security Deposit / Bank Guarantee shall be forfeited in full or in part as decided by the Bank.

2. Standards

- a) The tailoring/stitching work of summer and winter uniform under this contract shall conform to the standards prescribed / specifications mentioned in the Scope of Work (Part I - Section VI)
- b) 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.

3. Fundamental Rules for stitching of uniform/suits

- a) The Contract may be extended to any other premises of the Bank in Mumbai at the same rates.
- b) The Bank reserves right to award work to one or more bidder
- c) Empanelled tailoring firm/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.
- d) The uniform of the eligible staff will be stitched as per prescribed specifications mentioned in Part III ([Annexure II](#) and [Annexure III](#)). 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.

- e) 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 submit 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.
- f) If the uniforms are not stitched properly by the tailoring firm and the firm is unable to remove the defects in the stitched uniform up to 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.
- g) 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 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.
- h) 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.
- i) 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.
- j) 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.

- k) 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.
- l) 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.
- m) 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.
- n) Uniforms must be first tried on the employees and will be accepted only if they are found to fit well.
- o) The uniforms should be stitched in accordance with the patterns approved by the Bank.
 - Hip pockets should be provided to all the pants except where otherwise stated.
 - No watch pockets are to be provided in pants.
 - 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.
 - Lining material, buckram, wool pads and buttons etc. used shall be of the prescribed quality.
 - No bell-bottoms/drain- pipe pants should be stitched.
- p) The 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.
- q) The accepted rates will hold good for the entire order, even where its complete execution is delayed due to any reasons.
- r) The Tailoring Firm whose tender will be accepted by the Bank, shall be liable himself for all acts of their workers.

4. Cloth Ceiling of Uniform

All the empanelled tailoring firms will have to stitch the uniform as per specifications given at Part III ([Annexure II](#) and [Annexure III](#)). In this regard, the selected tailoring firms will be provided the cloth (per suit) as mentioned in Part III ([Annexure IV](#)) (Cloth Supplied by the Bank - category-wise).

5. Mode of Payment

- a) 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.
- b) 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 Security Deposit/ Bank Guarantee. Bank's decision in this regard shall be final and binding on tailors/tenderers.
- c) No request for other mode of payment will be entertained. No advance payment will be made in any case.

6. Agreement

The selected bidders should sign an agreement on a stamp paper of ₹200/- with the Bank as per the specimen at Part I - Section V, bidder will bear the cost of the stamp paper.

7. Rights of the Bank

- a) Reserve Bank of India, Mumbai 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.
- b) Three to five tailoring firms will be empanelled with a view to ensuring the stitching of uniform in time in each season.
- c) 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.

- d) 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.
- e) 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.
- f) If a tailoring firm/bidder after award of the contract violates any of the terms and conditions or fails to honour its bid without sufficient grounds and within reasonable time it shall be liable for blacklisting for a suitable period as decided by the Bank. In these circumstances, the Purchaser will forfeit the Security Deposit/ Bank Guarantee as submitted by the tailoring firms for stitching of uniform.
- g) 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.
- h) 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 open 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.

8. Delivery of Uniform

- a) The stitched uniforms shall have to be deposited in the store of Human Resource Management Department, Reserve Bank of India, Mumbai 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 per winter uniform, and thereafter, the forfeiture of the Security Deposit/ Bank Guarantee 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.
- b) 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, Mumbai 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, Mumbai with FoD (free of delivery) within the time given under clause 7 of the Articles of Agreement (Part 1 – Section V).
- c) 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, Mumbai 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, Mumbai as per the cloth as approved and provided to the tailoring firm or as per the specifications of the uniform as mentioned at Part III ([Annexure II](#) and [Annexure III](#)).
- d) Delivery of the stitched liveries will have to be effected from time to time to the Bank's Caretaker/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.

- e) 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.
- f) During the empanelment period, additional stitching jobs (over and above estimated quantity) may be allocated to the empanelled tailors in respect of the eligible employees posted in from other centres or newly recruited at RBI Mumbai.

9. Validity of rates

- a) The rates should be valid for a period of three years from April 01, 2022 to March 31, 2025 viz. six seasons i.e. summer 2022, winter 2022, summer 2023, winter 2023, summer 2024, winter 2024
- b) 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.

10. General/Others

- a) 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 for non-fulfilment of the contractual obligations.
- b) 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.

11. Validity

- a) The empanelment will be valid for three (3) years.
- b) 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.

Part I

Section V

Articles of 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 April 2022 to March 2025 – i.e. summer 2022, winter 2022, summer 2023, winter 2023, summer 2024 and winter 2024) for stitching of the uniform of various categories under the rates as fixed by the Bank and same are accepted by me. I hereby agree to accept and abide by the following terms & conditions: -

3. The award of work wherever possible 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 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 Part III ([Annexure-II](#) and [Annexure III](#)). 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 Part III ([Annexure-II](#) and [Annexure III](#)).

Authorised Signatory _____ Date _____

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 maximum penalty/forfeiture of the Security Deposit/ Bank Guarantee 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 Mumbai 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 per uniform for winter uniform, and thereafter, the forfeiture of the Security Deposit/Bank Guarantee 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 fails 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;

Authorised Signatory_____ Date_____

10. The Purchaser, Reserve Bank of India, Mumbai 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/ Bank Guarantee or deduction of amount from the bills for stitching of uniform or blacklisting of firm permanently or for a suitable period from Reserve Bank of India, Mumbai, without any prejudice to any other rights and remedies to Reserve Bank of India, Mumbai 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 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

from the Bank

1. Signature of the Witness-1

1. Signature of the Witness-1

Full Name:

Full Name:

Full Address:

Full Address:

2. Signature of the Witness-2

2. Signature of the Witness-2

Full Name:

Full Name:

Full Address:

Full Address:

Part I
Section VI
Scope of Work

Summer Liveries		
Sl. No.	Employee Designation	Type and quantity of uniform
1	Head Office Attendant attending to the duties of erstwhile Subedar Gr. I and Senior Office Attendant attending to the duties of erstwhile Subedar Gr. II	Four white long pants and Jodhpuri type coats with one breast pocket, two lower pockets and two inside pockets. Loops should 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 and a loop provided for fixing epaulettes.
		Four navy blue woollen forage caps with a strip of gold lace in the front.
		Four pairs of navy blue / woollen epaulettes with gold lace thread and 'R.B.I.' letters embroidered in gold thread.
		One golden plastic brocade lace chevron with 4 stripes
2	Record Clerk	Four white terry cotton long pants.
		Four white bush shirts of terry cotton with full sleeves with one breast pocket.
3	Head Office Attendant	Four dark brown terry cotton long pants.
		Four fawn bush shirts of terry cotton with full sleeves with one breast pocket.
4	Driver	5 sets of white Safari suit with long sleeves
		One black woollen peak cap with plastic lining inside and two white covers. The cap and covers to be provided with four ventilators.
5	Cook/Asst. Cook	Four dark brown terry cotton long pants.
		Four fawn bush coats of terry cotton shirting material with half sleeves and two breast pockets.
		Three brown drill aprons.
		Three brown chef caps.
6	Office Attendant (Dispensary)	Four dark brown terry cotton long pants.
		Four fawn terry cotton bush shirts with full sleeves and two breast pockets
7		Four dark brown terry cotton long pants

	Part-time Office Attendant (Dispensary)	Four fawn terry cotton bush shirts with full sleeves and two breast pockets.
8	PDO Pressman (including PDO Compositor & PDO Ink man)	Four dark brown dungaree trousers Four fawn dungaree shirts with short sleeves
9	Firemen	Two Navy Blue trousers (Serge Wool Blue) Three white terry cotton bush shirts with one pocket One black woollen peak cap with plastic lining inside and two white covers. The cap and the covers to be provided with four ventilators.
10	Senior Technical Attendant attending to the duties of erstwhile A.C. Plant Attendant / Sub-Station Attendant	Four dark brown terry cotton long pants Four fawn terry cotton bush shirts with full sleeves and one pocket. Three boiler suits in blue terry cotton with half sleeves and breast pockets
11	Security Guards	Four khaki terry cotton long pants. Four khaki terry-cotton full sleeves shirts with two breast pockets (patch) and shoulder flaps. A pair of Metallic badges with Letters "RBI". Three Beret caps (black) with RBI monogram One thick black belt with RBI Monogram. 2 pairs of nylon socks (khaki) Two Lanyards
12	Office Attendant attending to the duties of erstwhile Durwan guarding entrances to the departments	Four dark brown terry cotton long pants. Four fawn terry cotton bush shirts with full sleeves and one pocket.
13	All other Class IV employees	Four dark brown terry cotton long pants. Four fawn terry cotton bush shirts with full sleeves and one pocket.
14	Head Catering Attendant	Four white terry cotton long pants. Four white bush shirts of terry cotton with full sleeves with one breast pocket.
15	Head Mazdoor	Four white terry cotton long pants. Four white bush shirts of terry cotton with full sleeves with one breast pocket.

		Peak cap
16	BMOs	Three white aprons of terry cotton with closed collar long coats reaching up to the knee with half sleeves and four open pockets.
17	Pharmacist	Four white aprons of terry cotton with closed collar long coats reaching up to the knee with half sleeves and three open pockets.
18	Junior Engineers (Air Conditioning, AC plant operators, Assistant AC plant Operators)	Two blue drill long pants and bush coats
		One black woollen pant and one full sleeve pullover of grey colour.
Winter Liveries		
Sl. No.	Employee Designation	Type and quantity of uniform
19	All male Class IV Employees (Excluding Security Guards)	One Jodhpuri type suit with the words 'RBI' stitched above the pocket.
20	Security Guards	One Serge woollen trousers khaki (BD)
		One Shirt Angola Khaki (full sleeves) with shoulder flaps.
		Two woollen Jerseys (Khaki) full sleeves
		Scarf Angola with RBI monogram

The necessary cloth for stitching the uniforms will be supplied by the Bank. Other items like Inside Lining, Pockets of Pant, Pant Zip, Thread, Button etc will not be supplied by the Bank

The under noted conditions have to be fulfilled by the tailoring firm/company while undertaking the stitching work:

- i) Cotton cloth should be properly shrunk for at least 36 hours before cutting.
- ii) Stitching and fitting, which will be undertaken on the basis of measurements of employees, should be of good standard. In case of defects, uniforms/liveries will have to be re-stitched or altered without any extra cost to the Bank, including cost of the uniform cloth.

iii) Uniforms/liveries will be accepted only after satisfactory trial

The uniforms should be stitched in accordance with the patterns approved by the Bank. Further, Bidders have to ensure that the following specifications are met while stitching the uniform:

- Hip pockets should be provided to all the pants except where otherwise stated.
- No watch pockets are to be provided in pants except where otherwise stated.
- The year of supply and the initials of the wearer should be marked in indelible ink/permanent marker on the inside or the lining of pants, coats and bush shirts.
- Lining material, buckram, wool pads and buttons etc. used shall be of the prescribed quality.
- No bell-bottoms/drain- pipe pants should be stitched.
- Ordinary buttons instead of brass buttons stitched on two strips of cotton cloth will be supplied with summer uniforms.
- Caps are discontinued as part of uniforms except in cases indicated; where it is the practice to supply turbans to some categories of Class IV staff due to climatic condition or to those belonging to Sikh community, the same will continue.
- All male employees should be supplied with a pair of removable epaulette in black colour with 'RBI' letters in white thread with each set of summer uniform.
- Delivery of the liveries will have to be effected within the stipulated period. The delivery of the liveries should be made in complete sets for each individual. Incomplete, individual sets will not be accepted.
- The accepted rates will hold good for the supply of the entire order, even though its complete execution is delayed in case some employees are on long leave.

Part I
Section VII
Evaluation Criteria

Technical Bids of applicants will be evaluated based on the eligibility criteria mentioned in the tender document, after scrutinizing all the relevant documents as sought from bidders and as per methodology given as follows. Bidders must note that a two-stage procedure will be adopted in evaluating the bids with the technical evaluation being completed prior to opening of price bids.

a) Evaluation of Technical Bid

Technical Bids will be opened first and evaluated to determine their responsiveness to the Bank's requirements. The technical bid evaluation shall be done based on the following criteria:

During the Technical evaluation, each bidder will be assigned marks, out of total of 100 marks, as per the criteria below:

- 1. Quality of materials** (to be decided by the Bank on the basis of samples of accessories i.e. Thread, Lining, Zip, Inter-lining, Fuse lining, Pad, Chest piece, Buckram, Buttons, etc. submitted to the Bank and inspection of the materials and facilities maintained by the tenderer to ascertain performance. The decision taken by the Bank in this regard will be final) – **Max 30 Marks**

- a) Excellent – **30**
- b) Very Good – **25**
- c) Good – **20**
- d) Poor – **10**
- e) Very Poor - **Nil**

- 2. Number of years in providing tailoring services - Max 20 Marks**

- a) More than 10 years - **20**
- b) More than 5 years and up to 10 years - **15**
- c) 5 years or less- **10**

- 3. Annual Turnover (Average of last three financial years) as on March 31, 2021 - Max 30 Marks**

- a) More than Rs.30 lakh - **30**
- b) Above Rs.20 lakh and upto Rs.30 lakh - **25**
- c) Rs.10 lakh or more and upto Rs. 20 lakh – **20**

4. Current similar contracts/ works in other PSUs / similar institutions -

Max 20 Marks

- a) More than five similar works in other locations – **20**
- b) More than two but less than or equal to five in other locations – **15**
- c) One or two similar works in other locations - **10**

The bidder shall facilitate the inspection of the materials and facilities maintained by them, as and when required by the Officials of the Bank to ascertain the performance, as specified above.

All the supporting documents for the above criteria are required to be submitted for evaluation.

Proposals scoring minimum of 60% marks (i.e. 60 marks out of total 100 marks as per the above criteria) shall be considered for further evaluation in the price bid. The Bank shall notify those bidders whose proposals did not meet the minimum qualifying points or were considered non-responsive to the tender conditions. The Bank shall simultaneously notify the bidders who have secured the minimum qualifying marks, indicating the date and time set for opening of the Price Bids. The notification will be sent by electronic mail. In order to verify the claim regarding work/similar contract in other locations, the Bank may call for information/report from the concerned bodies.

b) Evaluation of financial bid

After the technical evaluation has been completed, the financial Bids of only technically qualified vendors will then be opened for the purpose of commercial evaluation. The financial Bids shall be opened publicly in the presence of the bidder's authorised representatives who choose to attend (only one representative per bidder). The name of the Bidder and the offered prices shall be read aloud and recorded when the financial Bids are opened.

Financial bid will be evaluated as follows:

Stitching Rate per Employee (B) quoted by tenderers shall be multiplied with the Approximate number of eligible Employees (A) (estimated annual quantity) of a

particular designation to form an amount (C). The tenderer whose cumulative total of amounts is the lowest will be ascertained as L1 bidder.

Employee Designation	Approximate No. of Eligible Employees (A)	Stitching Rate per Employee (in Rs.) (B)	Amount (C)
Designation-1	A1	B1	$C1=A1 \times B1$
Designation-2	A2	B2	$C2=A2 \times B2$
:	:	:	:
Designation-n	An	Bn	$Cn= An \times Bn$
Cumulative Total (F)		$F=C1+C2+\dots+Cn$	

The bidders should ensure that the quoted rate (B) includes all the cost for stitching the entire set of uniforms (with materials, if not provided by the Bank) and other accessories as applicable for an employee in that designation.

The Evaluation Committee will determine whether the financial Bids are complete (i.e. whether they have accounted for all items of the corresponding proposals. If not, the Committee will cost them and add their cost to the initial price) and correct any computational errors. The bidder must be prepared to furnish clarifications to the proposals submitted by it, as may be required to adjudge the reasonableness of its bid.

The bidders will be ranked based on their quoted rates. The final empanelment will be done after the top three to five bidders/tailoring firms convey in writing that the rates fixed by the Bank based on L1 quote 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.

Part I
Section VIII
Undertaking

(ON A STAMP PAPER of Rs.100/-)

To,

Regional Director
Reserve Bank of India
Mumbai Regional Office
HRM Department, Mumbai

Name of the firm / Agency _____

Name of the tender _____ Due date: _____

Sir,

1. I/We hereby agree to abide by all terms and conditions laid down in tender document.
2. This is to certify that I/We before signing this bid have read and fully understood all the terms and conditions and instructions contained therein and undertake myself/ourselves abide by the said terms and conditions.
3. I/We abide by the various statutory provisions as applicable. I/We will pay the wages to the personnel deployed as per the provisions of Minimum Wages Act, 1948 as amended from time to time and shall be fully responsible for any violation.

(Signature of the Bidder)

Name and Address of the Bidder

Telephone No.

Part I
Section IX
Bank guarantee

Proforma of Bank Guarantee for Security Deposit

(To be submitted on Non-judicial stamp paper of appropriate value purchased in the name of the issuing bank)

To:

Place:

The Regional Director
Reserve Bank of India
Mumbai Regional Office
1st Floor, Main Building
S B Singh Road, Fort,
Mumbai – 400001

Date:

Dear Sir,

Bank Guarantee for performance security deposit - Tailoring Firms for Stitching of Summer and Winter Uniforms for Eligible Staff of Reserve Bank of India, Mumbai.

WHEREAS

Reserve Bank of India, having its Central Office at Shahid Bhagat Singh Road, Fort, 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 assignees).

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 Rs

_____ 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 forthwith without demur to the RBI, a sum of Rs..... (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 Rs..... (Rupees.....only).
2. We also agree to undertake to and confirm that the sum not exceeding Rs..... (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 forthwith 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 forthwith upon 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.

5. Any notice by way of demand or otherwise hereunder may be sent by special courier, mail, fax or registered post to our local address as aforesaid and if sent by post, it shall be deemed to have been given when the same has been posted.

We hereby further agree that –

a) Any forbearance, act or omission on the part of the RBI in enforcing any of 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 Rs.

.....

(Rupees.....only).

b) Our liability under these presents shall not exceed the sum of Rs.

(Rupees..... only)

c) 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.

d) This guarantee shall remain in force upto..... (Date) (six months beyond the 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.

e) In order to give full effect to the guarantee herein contained you shall be entitled to act as if we were your principal debtors in respect of all your claims against the Contractor hereby guaranteed by us as aforesaid and we hereby expressly waive all our rights of surety-ship and other rights, if any, which are in any way inconsistent with any of the provisions of this guarantee

- f) Should it be necessary to extend this guarantee on account of any reason whatsoever, we undertake to extend the period of this Guarantee on your request till such time as may be required by you. Your decision in this respect shall be final and binding on us
- g) Our liability under these presents will terminate unless these presents are renewed as provided hereinabove on 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

Witness 2
 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).

Section X
Bank Report
Format of Bank Report

Confidential

Tailoring Firms for Stitching of Summer and Winter Uniforms for Eligible Staff of Reserve Bank of India, Mumbai - Confidential Report on the means and standing of the company/firm/concern to be furnished by the bank

1. Name of the Firm/Agency/Company
2. Account Type and Number
3. Names of Proprietor/Partners/directors
4. Turnover of the firm for last 5 years
5. Credit facility/OD facility availed by the firm
6. Nature of dealings of the firm and opinion thereon
7. The Period from which the firm/agency/company has been banking with your bank
8. Opinion on whether the party is considered financially sound to be entrusted with the contract for works estimated to cost Rs. Fifteen Lakh.
9. Any other relevant feedback/ information/ remarks.

Signature of Branch Manager/ Authorised signatory with seal

Name of the bank with branch address:

Part II
Section I
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	
4.	Name of Proprietor / Partners / Directors of the firm / agency:	
5.	Bidder/tailoring firm's bank account details: and its address and his 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.	
9.	turnover for the last five years (a/c statements if any, such as P&L a/c, balance sheets, etc. for last three years should be attached)	2016-17
		2017-18
		2018-19

		2019-20	
		2020-21	
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)		
11.	Indicate, if involved in any litigation		
12.	Any civil suit pending in any of the works executed – Give details		
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)		
17.	Any other information /document: please specify		

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

Part II
Section II
Financial Bid

Rates should be quoted by the tenderer in the following format;

Summer Liveries				
Sl. No	Employee Designation	Type and quantity of uniform	Approximate No. of eligible Employees	Stitching Rate per Employee (in Rs.)
1	Head Office Attendant attending to the duties of erstwhile Subedar Gr. I and Senior Office Attendant attending to the duties of erstwhile Subedar Gr. II	Four white long pants and Jodhpuri type coats with one breast pocket, two lower pockets and two inside pockets. Loops should 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 and a loop provided for fixing epaulettes.	01	
		Four navy blue woollen forage caps with a strip of gold lace in the front.		
		Four pairs of navy blue / woollen epaulettes with gold lace thread and 'R.B.I.' letters embroidered in gold thread.		
		One golden plastic brocade lace chevron with 4 stripes		
2	Record Clerk	Four white terry cotton long pants.	04	

		Four white bush shirts of terry cotton with full sleeves with one breast pocket.		
3	Head Office Attendant	Four dark brown terry cotton long pants.	22	
		Four fawn bush shirts of terry cotton with full sleeves with one breast pocket.		
4	Driver	5 sets of white Safari suit with long sleeves	04	
		One black woollen peak cap with plastic lining inside and two white covers. The cap and covers to be provided with four ventilators.		
5	Cook/Asst. Cook	Four dark brown terry cotton long pants.	11	
		Four fawn bush coats of terry cotton shirting material with half sleeves and two breast pockets.		
		Three brown drill aprons.		
		Three brown chef caps.		
6	Office Attendant (Dispensary)	Four dark brown terry cotton long pants.	01	
		Four fawn terry cotton bush shirts with full sleeves and two breast pockets		
7	Part-time Office	Four dark brown terry cotton long pants	01	

	Attendant (Dispensary)	Four fawn terry cotton bush shirts with full sleeves and two breast pockets.		
8	PDO Pressman (including PDO Compositor & PDO Ink man)	Four dark brown dungaree trousers Four fawn dungaree shirts with short sleeves	01	
9	Firemen	Two Navy Blue trousers (Serge Wool Blue) Three white terry cotton bush shirts with one pocket One black woollen peak cap with plastic lining inside and two white covers. The cap and the covers to be provided with four ventilators.	03	
10	Senior Technical Attendant attending to the duties of erstwhile A.C. Plant Attendant / Sub-Station Attendant	Four dark brown terry cotton long pants Four fawn terry cotton bush shirts with full sleeves and one pocket. Three boiler suits in blue terry cotton with half sleeves and breast pockets	03	
11	Security Guards	Four khaki terry cotton long pants. Four khaki terry-cotton full sleeves shirts with two breast pockets (patch) and shoulder flaps.	75	

		A pair of Metallic badges with Letters "RBI".		
		Three Beret caps (black) with RBI monogram		
		One thick black belt with RBI Monogram.		
		2 pairs of nylon socks (khaki)		
		Two Lanyards		
12	Office Attendant attending to the duties of erstwhile Durwan guarding entrances to the departments	Four dark brown terry cotton long pants.	01	
		Four fawn terry cotton bush shirts with full sleeves and one pocket.		
13	All other Class IV employees	Four dark brown terry cotton long pants.	100	
		Four fawn terry cotton bush shirts with full sleeves and one pocket.		
14	Head Catering Attendant	Four white terry cotton long pants.	18	
		Four white bush shirts of terry cotton with full sleeves with one breast pocket.		
15	Head Mazdoor	Four white terry cotton long pants.	03	
		Four white bush shirts of terry cotton with full sleeves with one breast pocket.		
		Peak cap		

16	BMOs	Three white aprons of terry cotton with closed collar long coats reaching up to the knee with half sleeves and four open pockets.	02	
17	Pharmacist	Four white aprons of terry cotton with closed collar long coats reaching up to the knee with half sleeves and three open pockets.	03	
18	Junior Engineers (Air Conditioning, AC plant operators, Assistant AC plant Operators)	Two blue drill long pants and bush coats	01	
		One black woollen pant and one full sleeve pullover of grey colour.		

Winter Liveries

Sl. No	Employee Designation	Type and quantity of uniform	Approximate No. of Eligible Employees	Stitching Rate per Employee (in Rs.)
19	All male Class IV Employees (Excluding Security Guards)	One Jodhpuri type suit with the words 'RBI' stitched above the pocket.	150	
20	Security Guards	One Serge woollen trousers khaki (BD)	75	
		One Shirt Angola Khaki (full sleeves) with shoulder flaps.		
		Two woollen Jerseys (Khaki) full sleeves		
		Scarf Angola with RBI monogram		

Note: -

1. The above rates should be inclusive of all charges for end to end operation, as mentioned in the Scope of Work of this tender document and should include all the components namely raw materials, transportation, employee's salary, labour charges, services such as maintenance etc. and all other applicable charges, levies, duties and taxes.
2. The bidders must quote rates for stitching entire set of uniforms (uniform and accessories, as applicable) per employee.
3. The quantity of cloths supplied by the Bank is mentioned in Part III - [Annexure IV](#). Other cloths / items should be supplied by the bidder.
4. The uniforms should be stitched as per the prescribed standard/specifications mentioned in Part III ([Annexure-II](#) and [Annexure III](#))
5. Section II of part II should be uploaded along with the Price Bid on MSTC website. In case of variation in Grand Total, if any, in Section II of part II and Price Bid, the amount given in Section II of part II will be reckoned for awarding the bid.

Place:

Signature of the contractor

Date:

Part III

ANNEXURE - 1

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

Date of Opening of Technical Bids:

DECLARATION

From

M/s.

.....

.....

To

The Regional Director

Reserve Bank of India

Mumbai Regional Office

Main Building, First Floor

Shahid Bhagat Singh Marg Fort, Mumbai - 400 001

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 Bank Guarantee / Security Deposit as applicable.

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, Mumbai, 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

Part III
ANNEXURE II

Pattern, scale, colour, type of materials, etc. to be used for stitching uniforms.

Summer Liveries		
1	Head Office Attendant attending to the duties of erstwhile Subedar Gr. I and Senior Office Attendant attending to the duties of erstwhile Subedar Gr. II	Four white long pants and Jodhpuri type coats with one breast pocket, two lower pockets and two inside pockets. Loops should 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 and a loop provided for fixing epaulettes.
		Four navy blue woollen forage caps with a strip of gold lace in the front instead of turbans if opted for by the concerned employees.
		Four pairs of navy blue/woollen epaulettes with gold lace thread and 'R.B.I.' letters embroidered in gold thread.
		One golden plastic brocade lace chevron with 4 stripes
2	Record Clerk	Four white terry cotton long pants.
		Four white bush shirts of terry cotton with full sleeves with one breast pocket.
3	Head Office Attendant	Four dark brown terry cotton long pants.
		Four fawn bush shirts of terry cotton with full sleeves with one breast pocket.
4	Driver	5 sets of white Safari suit with long sleeves
		One black woollen peak cap with plastic lining inside and two white covers. The cap and covers to be provided with four ventilators.
5	Cook/Asst. Cook	(a) Four dark brown terry cotton long pants.
		(b) Four fawn bush coats of terry cotton shirting material with half sleeves and two breast pockets.
		(c) Three brown drill aprons.
		(d) Three brown chef caps.
6	Office Attendant (Dispensary)	(a) Four dark brown terry cotton long pants.
		(b) Four fawn terry cotton bush shirts with full sleeves and two breast pockets
7	Part-time Office Attendant (Dispensary)	(a) Four dark brown terry cotton long pants
		(b) Four fawn terry cotton bush shirts with full sleeves and two breast pockets.
8	PDO Pressman (including PDO	a) Four dark brown dungaree trousers
		(b) Four fawn dungaree shirts with short sleeves

	Compositor & PDO Ink man)	
9	Firemen	(a) Two Navy Blue trousers (Serge Wool Blue) (b) Three white terry cotton bush shirts with one pocket (c) One black woollen peak cap with plastic lining inside and two white covers. The cap and the covers to be provided with four ventilators.
10	Senior Technical Attendant attending to the duties of erstwhile A.C. Plant Attendant / Sub-Station Attendant	(a) Four dark brown terry cotton long pants (b) Four fawn terry cotton bush shirts with full sleeves and one pocket. (c) Three boiler suits in blue terry cotton with half sleeves and breast pockets
11	Security Guards	(a) Four khaki terry cotton long pants. (b) Four khaki terry-cotton full sleeves shirts with two breast pockets (patch) and shoulder flaps. (c) A pair of Metallic badges with Letters "RBI". (d) Three Beret caps (black) with RBI monogram (e) One thick black belt with RBI Monogram. (f) 2 pairs of nylon socks (khaki) (g) Two Lanyards
12	Office Attendant attending to the duties of erstwhile Durwan guarding entrances to the departments	(a) Four dark brown terry cotton long pants. (b) Four fawn terry cotton bush shirts with full sleeves and one pocket.
13	All other Class IV employees	(a) Four dark brown terry cotton long pants. (b) Four fawn terry cotton bush shirts with full sleeves and one pocket.
14	Head Catering Attendant	Four white terry cotton long pants. Four white bush shirts of terry cotton with full sleeves with one breast pocket.
15	Head Mazdoor	Four white terry cotton long pants. Four white bush shirts of terry cotton with full sleeves with one breast pocket. Peak cap
16	BMOs	Three white aprons of terry cotton with closed collar long coats reaching up to the knee with half sleeves and four open pockets.

17	Pharmacist	Four white aprons of terry cotton with closed collar long coats reaching up to the knee with half sleeves and three open pockets.
18	Junior Engineers (Air Conditioning, AC plant operators, Assistant AC plant Operators)	Two blue drill long pants and bush coats
		One black woollen pant and one full sleeve pullover of grey colour.
Winter Liveries		
1	All male Class IV Employees (Excluding Security Guards)	One Jodhpuri type suit with the words 'RBI' stitched above the pocket.
2	Security Guards (Light Winter Centres)	1. One Serge woollen trousers khaki (BD)
		2. One Shirt Angola Khaki (full sleeves) with shoulder flaps.
		3. Two woollen Jerseys (Khaki) full sleeves
		4. Scarf Angola with RBI monogram

Part III
ANNEXURE III

Specification of Security guard uniforms

SI. No.	Particulars	
1	Scale of supply of uniform to Security Guards	Four Khaki Terry-Cotton long pants and Four Khaki Terry cotton full- sleeves shirts to be supplied biennially
2	Colour and type of cloth material used both for shirts and pants	Colour- "KHAKI" Name of Mill- Raymond Ltd Material- Polyester & Viscose Quality-4030/055120
3	Badge	Badge on Beret
4	Chevrons	Chevrons in dark red colour with yellow stripes to be worn on both the shoulders as per the following details: • On completion of 8 years of service 1 Stripe • On completion of 12 years of service 2 Stripes • On completion of 16 years of service 3 Stripes • On completion of 20 years of service 4 Stripes
5	Belt	High quality nylon belt as worn by the Army personnel
6	Lanyard (Military Lanyard)	Yellow Colour
7	The metal for Buckle, Crest and Badges	Metal for Buckle, Crest and Badges should be STEEL
8	Design of the buckle and the badge to be put on the beret	The design of the metallic buckle on the belt may have only Bank's name both in Hindi and English, "भा. रि. बैं." "RBI". A similar design may be used on the metallic badge (crest) to be put on the beret
9	Size of the crest and metallic badges (to be worn on the shoulder flaps)	Crest : Approximate height of 1" at the centre. Badges : In straight line and (not curved) with an approximate width of ¾" (in steel).
10	Colour of the Woollen Beret	Black in colour

11	Scale of supply of Crest & Badges	One Set of Crest and Badges per set of three uniforms.
12	Scale of supply of Berets	Three Beret caps once in two years.
	Replacement of badges/buckles within the supply period	The metallic badges and buckles may be replaced when they become worn out / unserviceable.

Part III
ANNEXURE IV

Cloths supplied by the Bank

Category of employees	Pattern	Cloth supplied per unit
Subedar(Head Office Attendant)	Safari Shirt and Trousers	3 meters per set of shirt and trouser
Drivers	Safari Shirt and Trousers	3 meters per set of shirt and trouser
Record Clerks	Shirt and Trousers	3 meters per set of shirt and trouser
Security Guards	Shirt and Trousers	3 meters per set of shirt and trouser
All Other Class IV Male Employees	Shirt	2.25 meters
	Trousers	1.25 meters
Male Class IV Employees - Other than Security Guards - Jodhpuri Suit		3 meters
Security Guards	Full sleeve shirt - Angola Khaki - with shoulder flaps and Serge Woollen trousers Khaki	3 meters