



**कृषि बैंकिंग महाविद्यालय College of Agricultural Banking  
भारतीय रिज़र्व बैंक Reserve Bank of India  
यूनिवर्सिटी रोड University Road  
पुणे Pune – 411016**

**Tender Notice**

**Application for Empanelment of Tailoring Firms for stitching work at Reserve Bank of India, College of Agricultural Banking, University Road, Pune**

The tender will be available at RBI portal (<https://www.rbi.org.in>).

The Schedule of the tender is given below:

Name of Department	Central Receipt and Despatch Section (CRDS)
Name of Work	Empanelment of Tailoring firms for stitching of liveries for employées of Reserve Bank of India, College of Agricultural Banking, University Road, Pune.
Total Estimated Cost	₹ 1-5 lakhs per annum
View	October 14, 2021 from 10:00 AM
Web Site	<a href="https://www.rbi.org.in">https://www.rbi.org.in</a>
Issue of Application	October 14, 2021 at 10:00 AM
Last date for obtaining applications	November 08, 2021 till 05:00 PM
Last date for Submission of bids	November 09, 2021 till 03:00 PM
Bid opening Date	November 09, 2021 at 04:00 PM

Principal



**Reserve Bank of India  
College of Agricultural  
Banking, Pune  
Central Receipt and Dispatch Section**

**Application for Empanelment of Tailoring Firms for Stitching work at  
CAB, RBI, Pune**

To  
The Principal  
Reserve Bank of India  
College of Agriculture and Banking  
University Road, E-Square  
Pune– 411016

Sir,

- i) I/We have read and understood the Empanelment Notice and instructions appended to the application proforma and I/We understand that if any false information is detected at a later date, any future empanelment made between ourselves and the Reserve Bank of India, Pune on the basis of the information given by me/us will be treated as invalid by the Reserve Bank of India.
- ii) I/We agree that the decision of the Reserve Bank of India in selection of the tailors will be final and binding on me/us.
- iii) All the information furnished in Basic Information & Work experience is correct to the best of my/our knowledge and belief.
- iv) I/We also agree that I/we have no objection if enquiries are made about the works listed by me/us in the accompanying sheets or any other enquiry on the information furnished herewith in the accompanying sheets.

Signature:

Name:

Designation:

Place:

Date:



### **Basic Information**

1.	Name of the firm	
2.	Full address (including Phone No, Mobile No. & E-mail Address)	
3.	Type of firm, whether proprietorship, partnership etc.	
4.	Details of registration with Pune Municipal Corporation /or other Government body	
5.	Experience (in years) as on March 31, 2021	
6.	Yearly turnover of the firm for the last three years	
7.	Name, address, telephone, fax no. of the Bankers	
8.	Whether working with any of the Govt./Semi-Govt. Undertaking/s or reputed Private Organizations as approved tailors and if so, furnish details.	
9.	Whether registered with Labour Department under the Empanelment Labor (R & A) Act, 1970 and Central Rules, 1971, if yes indicate date of registration	
10.	Indicate if involved in any litigation	
11.	Any civil suit pending in any of the works executed. Give details	

Signature:

Name:

Designation:

Place:

Date:



## Work Experience

List of similar works executed by the Tailoring firms during the last three years

<b>Sr. No.</b>	<b>Name of work</b>	<b>Name and address of the owner (Govt./Semi Govt./Private Body)</b>	<b>Amount</b>	<b>Remarks</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

Signature:

Name:

Designation:

Place:

Date:



## **Scope of Work**

### **1. For Stitching Summer Liveries the following work is to be done.**

A) 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 pairs of navy blue/woolen epaulettes with gold lace thread and 'RBI' letters embroidered in gold thread.

B) White terry cotton long pants with white bush shirts of terry cotton with full sleeves with one breast pocket.

C) White Safari suit with long sleeves and one black woolen peak cap with plastic lining inside and two white covers. The cap and covers to be provided with four ventilators.

D) Dark brown terry cotton long pants and four fawn bush shirts of terry cotton with full sleeves with one breast pocket

E) Khaki terry cotton long pants with four khaki terry-cotton full sleeves shirts with two breast pockets (patch) and shoulder flaps

F) Safari Suits of Terri-cotton.

G) Any other purchase/stitching requirement related to liveries may be called for.

### **2. For Winter Stitching Liveries the following work is to be done.**

A) Jodhpuri type suit with the word's 'RBI' stitched above the pocket.

B) Serge woollen trousers khaki (BD), Shirt Angola khaki (full sleeves) with shoulder flaps and woollen Jerseys (Khaki) full sleeves

C) Scarf Angola with RBI monogram

D) Any other purchase/stitching requirement related to liveries may be called for.



## **Terms & Conditions for empanelment of tailoring firms**

1. The firm should be established in limits of the Pune Municipal Corporation /PCMC (Attach documentary evidence)
2. Only experienced tailoring firms (03 years) having track record of undertaking stitching work of liveries for reputed institutions should apply. (Attach documentary evidence)
3. The applicant shall understand the full scope of the work mentioned in Page-4 before applying. They may contact the concerned section (Telephone- 020-25582336) of the Bank for clarification, if any.
4. The applicants should submit Clients Certificate (from at least two of their clients for whom they have carried out uniform stitching work.) (Attach documentary evidence)
5. On empanelment the agency will provide performance bank guarantee of ₹ 25000/- as per the format given by the bank in ([Annex A](#)). The performance bank guarantee will be valid till three years i.e. November 09, 2024.
6. **Termination for Unsatisfactory Service** - The Bank reserves the right to terminate the empanelment at any time by giving one month's notice, if the services are found unsatisfactory and also has the right to award the empanelment to any other Bidder at the cost, risk and responsibilities of the bidder and excess expenditure incurred on account of this will be recovered/ adjusted against the security deposit by the Bank by invoking the Performance Bank Guarantee or pending bill or by raising a separate claim.
7. The applicant shall use only the forms issued by the Bank for submitting applications.
8. Stitching of uniforms should be undertaken in accordance with the patterns approved by RBI. For this purpose, a sample set of uniform may be inspected before undertaking the work.
9. Orders should be executed strictly within the specified time, failure of which will attract penalty including cancellation of the order / empanelment. The liveries should be made in complete sets for each individual. Incomplete individual sets shall not be accepted. In case of defects, uniforms will have to be re-stitched or altered without any extra cost.
10. Empanelment, if approved, will be upto March 31, 2024 which will be reviewed based on satisfactory performance every year.
11. Applicants should have the necessary capabilities and satisfactory arrangements to execute the empanelment. Wherever considered necessary, the Bank shall arrange to undertake visits to sites/works of the applicant.



12. The applying firms/companies should have all applicable tax registrations (PAN, GST, etc.) (Attach documentary evidence)

13. Applicants should have necessary manpower to complete the empanelment in time.

14. The tailor shall be responsible for safety of the quantity of cloth in his possession from time to time. He should also return any extra cloth remaining with him after stitching.

**15. The application forms can be obtained from the College of Agricultural Banking (CAB), Reserve Bank of India, Central Receipt and Dispatch Section (CRDS), University Road, Pune from October 14, 2021 during the office hours from Monday to Friday between 10.00 AM to 05.00 PM till November 08, 2021. The application forms can also be downloaded from our website [www.rbi.org.in](http://www.rbi.org.in)**

**16. Last date for submission of application is November 09, 2021 up to 15.00 hrs** and it should be addressed to The Principal, Reserve Bank of India, College of Agriculture and Banking University Road, E-Square, Pune– 411016. Please mention subject as “Application for Empanelment of Tailoring Firms for Stitching work” on the envelope.

The bids will open on dated **November 09, 2021 at 16.00 hrs** in the presence of the authorized representative of the tenderers who wish to be present.

17. Any other purchase/stitching requirement related to liveries may be called for.

**In case of any discrepancies in Hindi or English version of the tender documents. English version will prevail.**



**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)

Place: \_\_\_\_\_

Date: \_\_\_\_\_

The Principal

College of Agricultural banking

Reserve Bank of India,

University Road,

Pune-411016

Dear Sir,

**Empanelment of Tailoring Firms for stitching work at CAB Pune for a period up to ----- from the date specified in the empanelment.**

**Bank Guarantee for PERFORMANCE SECURITY DEPOSIT**

WHEREAS Reserve Bank of India, having its Central Office at Shahid Bhagat Singh Road, Mumbai, (hereinafter called "the RBI") and its College of Agricultural Banking at University Road, Pune (hereinafter referred to as CAB) 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 assigns).

AND Whereas we, \_\_\_\_\_(Name of the Bank), (hereinafter called "the Bank"), are aware that an agreement dated \_\_\_\_\_ has been executed between the Reserve Bank of India and the contractor and in terms of clause \_\_\_\_\_ of the said agreement, the contractor is required 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.

AND Whereas, we, (Name of 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 the 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 without demur to the RBI, an amount that may be demanded by the RBI, subject to a maximum of ₹. \_\_\_\_\_ only.

2. We also agree to undertake to and confirm that the sum not exceeding ₹. (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 upon us and shall not be questioned by us in any respect or manner whatsoever. We shall pay to RBI any amount so demanded notwithstanding any dispute/disputes raised by the Contractor either with the RBI or in any suit or proceedings raised/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 within a period of one week from the date of 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 We further agree that the guarantee herein contained shall continue to be enforceable till this sum due to the RBI is fully paid and claims satisfied or till the RBI discharges this Guarantee.

4. We further undertake not to revoke this guarantee during its currency without the previous consent in writing of the RBI.

5. We hereby further agree that –

a) RBI shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee, from time to time, to extend the time of performance by the Contractor. The Bank shall not be released from its liabilities under these presents by any exercise of RBI of the liberty with reference to the matter aforesaid. Any forbearance or commission on the part of the RBI in enforcing 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 to the satisfaction of RBI and in the event of their failure to do so, by payment of the sum not exceeding ₹. (Rupees only) by us.

b) Our liability under these presents shall not exceed the sum of ₹. (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 -----.**

e) The notice demanding payment can be issued by RBI on the following address of the issuing Bank.



- i) Postal address
- ii) Email address
- iii) Facsimile

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 .....

(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).