



## **Tender for engagement of Tailoring Firm for Stitching of Uniforms**

Reserve Bank of India, New Delhi invites applications for stitching of uniforms for its employees. Tender may be downloaded from RBI website [www.rbi.org.in](http://www.rbi.org.in) from **February 27, 2021 to March 20, 2021**. The duly filled tender documents must be submitted on or before **02:00 pm on March 26, 2021** at the following address-

Human Resources Management Department,  
Reserve Bank of India  
6, Sansad Marg  
New Delhi-110001

Note: Any corrigendum(s) to the tender shall be published only on the above website.

Regional Director  
New Delhi

To

The Regional Director  
Reserve Bank of India  
Human Resource Management Department  
6, Sansad Marg  
New Delhi-110 001.

**Tender for engagement of tailor/tailoring firm for stitching of uniforms**

Sir,

- 1) I/We have read and understood the Tender Notice and instructions appended to the Application Performa. I/We understand that if any false information is detected at a later date, any future contract made between me/us and the Reserve Bank of India, New Delhi on the basis of the information given by me/us will be treated as invalid by the Reserve Bank of India.
- 2) I/We agree that the decision of the Reserve Bank of India in selection of the tailor/tailoring firm will be final and binding on me / us.
- 3) All the information furnished by me in Technical Bid (Part-I) as well as in Financial Bid (Part-II) is correct to the best of my/our knowledge and belief.
- 4) I/We also agree that I/We have no objection if enquiries are made about the works listed by me/us in the accompanying sheets or any other enquiry on the information furnished herewith in the accompanying sheets.
- 5) Particulars of our Bankers as also details of work carried out by me/us in the past, along with relevant supporting documents are appended .
- 6) If the tender is awarded to me/us, I/we agree to abide by the terms and conditions stipulated by the Bank as mentioned in the tender document.

Signature of Tailor/Tailoring Firm

Name& Address of Tailor/Tailoring Firm

Designation:

Place:

Date:

Seal of the Tailor/Tailoring Firm

## Technical Bid (Part – I)

### (A) Basic Information

1	Name of the tailoring firm	
2	Type of firm, whether proprietorship, partnership	
3	Name(s) of the Proprietor/ Partners	
4	Full Postal Address with Landmark	
5	Phone No.	(O) (M)
6	Details of registration with Delhi Administration/ NCT of Delhi Govt. or other Government body	
7	Experience in Tailoring work (in years)  (Please provide relevant documents in support of the same)	
8	Annual turnover of the firm for the last three years (Please provide relevant documents in support of the same)	
9	Whether working with any of the Govt./Semi-Govt Undertaking/s or reputed Private Organizations as approved tailoring firm (if so, furnish details)	
10	Whether registered with Labour Department under the Contract Labour (R&A) Act, 1970 and Central Rules, 1971, if yes indicate date of registration.	
11	Indicate, if involved in any litigation	
12	Any civil suit pending in any of the works executed – Give details	
13	Bankers Details – Name: Address: Telephone No.: Type of Account: IFSC: Whether Account Nominated:	
14	GST Registration No.	

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

Signature of authorized person

Name:

Designation (SEAL)

Date:

**(B) WORK EXPERIENCE**

List of similar works executed by the Tailoring firm during the last three years  
(Please provide relevant documents in support of the same) –

Sr.No.	Name of work	Name and address of the owner (Govt./Semi Govt./Private Body)	Amount (Rs)	Duration of work (in years)
A	B	C	D	E
1				
2				
3				
4				
5				

Signature:

Name:

Designation:

Place:

Date:

**(C) Particulars of Bankers**

S.No.	Name of the Bank	Address	Type of Account and Number
1.			
2.			
3.			

Signature of Tailor/Tailoring Firm  
Name & Address of the Tailor/Tailoring Firm  
Date (With firm's seal / stamp)

## **(D) TERMS & CONDITIONS FOR THE TENDER**

1. Duly completed tender forms should be addressed to the Regional Director, Reserve Bank of India, 6, Sansad Marg, New Delhi -110 001 and should reach this office latest by 02:00 p.m. on March 26, 2021 in two separate sealed cover super scribed with the words "**Tender for Stitching of Uniforms – Technical Bid (Part-I)**" and "**Tender for Stitching of Uniforms – Financial Bid (Part-II)**".

2. The following pre-qualification criteria will be used to evaluate the Technical Bids (Part-I) submitted by the tenderers -

- a) Tenderers should have a consecutive experience of three years or more as on February 01, 2021.
- b) Tenderers should have a minimum annual turnover of Rupees one lakh during the last three financial years.
- c) Tenderers should have applicable and valid GST registrations.
- d) Tenderers should have their bank account in a scheduled commercial bank.
- e) Tenderers should submit their tender along with a refundable earnest money deposit (without interest) of ₹ 10,000/- (Rupees ten thousand only) by way of Demand Draft, drawn in favour of Reserve Bank of India, payable at New Delhi.

3. Those tenderers who do not fulfil the pre-qualification criteria as mentioned at point no. (2) above, shall be disqualified from the tender process and their financial bid will not be opened. Their earnest money deposit (without interest) will be refunded to them by the Bank.

4. The evaluation criteria for Financial Bid (Part-II) to be adopted by the Bank is as stated under-

Rates (B) quoted by tenderers for the items shall be multiplied with the estimated annual quantity (A) of that item to form an amount (C). The tender will be awarded to the firm whose cumulative total of amounts of respective items is the lowest.

<b>Item</b>	<b>Estimated annual quantity (A)</b>	<b>Rate of stitching per unit (to be quoted by tailors) (B)</b>	<b>Amount (C)</b>
Item-1	$A_1$	$B_1$	$C_1=A_1 \times B_1$
Item-2	$A_2$	$B_2$	$C_2=A_2 \times B_2$
:	:	:	:
Item-n	$A_n$	$B_n$	$C_n= A_n \times B_n$
<b>Cumulative Total (F)</b>			<b><math>F=C_1+C_2+...+C_n</math></b>

5. Stitching and fitting, which will be undertaken on the basis of individual measurements of employees, should be of good standard. In case of defects, uniforms will have to be restitched or altered without any extra cost.

6. Uniforms must be first tried on the employees and will be accepted only if they are found to fit well.

7. The uniforms should be stitched in accordance with the patterns approved by the Bank.
  - i) Hip pockets should be provided to all the pants except where otherwise stated.
  - ii) No watch pockets are to be provided in pants.
  - iii) The year of supply and the initials of the wearer should be marked in indelible ink/permanent marker on the inside or the lining of pants, coats and bush shirts.
  - iv) Lining material, buckram, wool pads and buttons etc. used shall be of the prescribed quality.
  - v) No bell-bottoms/drain- pipe pants should be stitched.
8. Uniforms will have to be stitched at Bank's Office premises only. The tailor shall be responsible for safety of the quantity of cloth in his possession from time to time.
9. The accepted rates will hold good for the entire order, even where its complete execution is delayed due to any reasons.
10. Duly completed tender along with an earnest money deposit of **₹ 10,000/- (Rupees ten thousand only)** by way of Demand Draft drawn in favour of Reserve Bank of India, payable at New Delhi, should reach The Regional Director, Reserve Bank of India, 6, Sansad Marg, New Delhi-110 001 latest by **02:00 p.m. on March 26, 2021**, either by post or in person. Technical Bid (Part-I) of the tenders will be opened at **03:00 p.m on March 26, 2021**. The Financial Bid (Part-II) in respect of the tenderers who are found successful in the technical bid will be opened at **03:00 pm on March 30, 2021**.
11. The earnest money deposit (without interest) of the successful tenderer will be refunded after the expiry of defect liability period of 3 months.
12. The contract would initially be valid for a period of one year. The contract may be renewed and extended at the discretion of the Bank for a period of one year at a time but not beyond three years in total.
13. Delivery of the stitched liveries will have to be affected from time to time to the Bank's Assistant Manager (Maintenance)/Assistant Caretaker for distribution to concerned staff against their signatures in the Liveries Register, maintained by the Bank and countersigned by the tailor. The delivery of the liveries should be made in complete sets for everyone. Incomplete individual sets will not be accepted.
14. It will be opened for the Bank to entrust the job to any one tenderer/tailor entirely or partly. Bank may also reject any tender without assigning any reason/s and/or intimation for doing so.
15. In the event of delay, the Bank reserves the right to impose penalty up to ₹ 500/- per day of delay.
16. 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.
17. The bill will be paid through NEFT only after completion of work to Bank's entire satisfaction. In case the job of stitching is not attended to in conformity with the conditions laid down in the tender, the Bank reserves the right to cancel the order or withhold payment



of bill or recover the loss, if any, from the earnest money. Bank's decision in this regard shall be final and binding on tailors/tenderers.

18. The Tailoring Firm whose tender will be accepted by the Bank, shall be liable himself for all acts of their workers.

19. The Tailoring Firm while submitting the tender should also furnish the details of stitching work undertaken by him at other Government Departments/Undertakings together with a certificate from the appropriate authority that the stitching job was completed to their satisfaction without complaint.

20. If the stitching job is entrusted to you, you will have to stitch uniforms for such staff who are transferred to this center from other centers and for new recruits during the session at approved rates.

21. For any dispute/issue, not settled through arbitration, the legal jurisdiction shall be New Delhi only.

## Financial Bid (Part – II)

Sr. No.	Name of items to be stitched along with particulars etc.	Quantity of cloth to be supplied by the Bank in Mtrs.	Estimated annual quantity	Rate of stitching per unit (to be quoted by tailors; in ₹)	Amount (in ₹)
			(a)	(b)	(c) = (a) x (b)
1.	Long Pant and Jodhpuri Type Coat for Subedar with one breast pocket, two lower pockets with loop for fixing shoulders' epaulettes	3.00	03		
2.	Safari suit with long sleeves and shoulders' belts for Drivers	3.00	01		
3.	Terry cotton long pant and bush shirt with full sleeves with one breast pocket and short shoulder belt for Record Clerk	3.00	22		
4.	Terry cotton long pant and full sleeves shirt with two breast pockets (patch) and shoulder flaps for Security Guard	3.00	21		
5.	Terry cotton bush coat with half sleeves and two breast pockets for Cook	2.25	-		

6.	Terry cotton bush shirt with full sleeves and one pocket and shoulder's belts for both sides for different Cadres	2.25	50		
7.	Long Pant for different Cadres	1.25	50		
8.	Half sleeves Long Coat (Apron) for Doctors & Pharmacists	2.25(double width)	15		
9.	Full sleeves long coat for Technical Attendants	2.25(double width)	-		
10.	Aprons for Cooks etc.	1.00	-		
11.	Jodhpuri Type suit (coat, pant) with the words RBI stitched above the pockets	3.00	50		
12.	Angola shirt (full sleeves) with shoulder flaps for Security Guards	2.00	21		
13.	Serge woolen trouser (BD) for Security Guards	1.30	21		
14.	Long coat (serge) for ladies	2.00	-		
15.	Removable epaulets in black colour with 'RBI' letters in white thread	-	-		
<b>Cumulative Total</b>					

**Note: -Minor alterations may be made in the above patterns at the time of actual execution of the work.**

The undernoted material shall be used by tailors. This material will not be supplied by the Bank.

1.	Inside Lining	Terry Cotton N.T.C.
2.	Pockets of Pant	-do-
3.	Pant Zip	Fix/Shree/YKK
4.	Thread	Madura Coats/Wardman/Standard Mills
5.	Button	Nylon
6.	Buckram of Best Quality	Trade mark to be mentioned by Tailor
7.	Excellent Wool Feb.	-do-

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

Signature of Tailors/Tenderers

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

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