



**निर्गम विभाग / Issue Department
बैंगलुरु / Bengaluru**

Tender for providing Dry cleaning services for uniforms of CVPS staff

The Reserve Bank of India, Bengaluru invites tenders for providing dry cleaning services for uniforms of CVPS staff.

Tender forms for providing dry cleaning services for uniforms of CVPS staff, Reserve Bank of India, Bangalore can be downloaded from Reserve Bank of India's website under Tenders section at www.rbi.org.in. Tender forms can also be collected from Records Section, Issue Department, Reserve Bank of India, Bangalore during office hours from February 06, 2026. The last date for submission of duly filled application form is March 04, 2026 up to 04.00 PM. The Bank reserves the right to accept or reject any or all applications without assigning any reason whatsoever.

February 06, 2026

Regional Director
Bengaluru

Schedule of the Tendering Process:

Estimated amount for the work	₹3.50 Lakhs
Earnest Money Deposit (EMD)	@ 2% of total estimated cost of work = Rs.7000/-
Date and time of notice for inviting tender	February 06, 2026 at 10.00 AM
Last date and time for submission of tender	March 04, 2026 at 04.00 PM
Date & time of opening of tender	March 05, 2026 at 3.00 PM



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Disclaimer

Issue Department, Reserve Bank of India, Bengaluru (the Bank) has prepared this document. The information is provided to prospective applicants to bid for providing dry cleaning services for uniforms of CVPS staff, Issue Department, Reserve Bank of India, Bengaluru from the date specified in the contract. Sealed applications and quotations are being invited, as per the terms and conditions, eligibility criteria set out in this document and any other terms and conditions related to such information.

This invitation is neither an agreement, nor invitation to perform work of any kind to any party.

The purpose of this invitation is to provide requirements of the Bank to all interested parties for submitting their bid. While the Bank has taken due care in the preparation of the information contained herein, the Bank does not claim that the information is exhaustive. Respondents to this request for quotes are required to make their own inquiries and they should not rely solely on the information in invitation document. The Bank is not responsible if no due diligence is performed by the Respondents.

The Bank reserves the right not to proceed with this invitation, 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 invitation further with any respondent.

No reimbursement of cost of any type or on any account will be paid to persons or entities submitting their bid.



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**Application form of Tender inviting quotation for Dry cleaning of Uniforms of
CVPS staff**

1. Reserve Bank of India Bengaluru intends to float a Tender inviting quotation for Dry cleaning of Uniforms of CVPS staff.
2. Intending applicants are required to furnish details about their organizations, experience, competence and evidence of their financial standing as per the enclosed proforma. Their bank account details are also required to be furnished. Payment will be credited to their accounts directly through NEFT.
3. While deciding upon the selection of Contractors/Vendors/Suppliers, emphasis will be given on the ability and competence of service providers for Dry cleaning of Uniforms of CVPS staff in accordance with the specification and within the time schedule.
4. The application form shall be signed by a person on behalf of the Organization, who is duly authorized to do so.
5. If the space in the application form is insufficient for furnishing full details, such information may be supplemented on a separate sheet of paper duly signed.
6. Application along with a covering letter or any document shall be submitted in duplicate.
7. Applications containing false or inadequate information are liable for rejection.
8. The Bank reserves the right to reject any or all the applications without assigning any reason thereof.
9. Quotations will be called for from all vendors and the order will normally be placed to the firm with the lowest price bid.



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RESERVE BANK OF INDIA – ISSUE DEPARTMENT – BENGALURU

APPLICATION FORM

Place:

Date:

Smt. Kaya Tripathi
Regional Director
Reserve Bank of India
Issue Department (Records)
10/3/8, Nrupathunga Road,
Bengaluru – 560 001

Madam,

Having examined the requirements, conditions and schedule of quantities relating to the captioned work and having visited and examined the site of the work and also having acquired the requisite information relating thereto as affecting the Application, I/We hereby offer to take up the Contract for providing dry cleaning services from the date specified in the contract in accordance with the conditions of the Application and conditions of contract attached hereto.

2. Should this Application be accepted, I/we hereby agree to fulfil the terms and conditions of the contract and work as per the rate accepted by the Bank.

Yours faithfully,

Signature :

Name :

Designation :

Address :



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Contract for providing dry cleaning services for uniforms of CVPS staff, Issue Department, Reserve Bank of India, Bengaluru from the date specified in the contract.

1. Scope of work

Issue Department, Reserve Bank of India, hereinafter referred to as 'The Bank' invites applications in the prescribed format from reputed agencies for providing dry cleaning services for uniforms of CVPS staff, Issue Department, Reserve Bank of India, Bengaluru from the date specified in the contract. The contract can be extended for another two years on the basis of satisfactory performance, on agreed terms and conditions subject to satisfactory performance and adherence to contractual obligations by the Applicant.

Details of Services to be provided: The Applicant awarded the contract will be required to provide services as follows

1. Should carry out washing/cleaning of uniforms of CVPS staff or as required by the office.
2. Applicant is advised to lift the Coats from Cash Department every alternate day and bring the dry-cleaned clothes the next day without fail to the Bank.
3. Removal of all kinds of stains from the uniforms must be ensured.
4. Damages for lost coats will be recovered from the applicant.

The applicant will provide the above stated services with pick up from and delivery at the door basis. No transportation charges will be paid by the Bank separately.

2. Eligibility Criteria: The Applicant should satisfy the following conditions and are required to enclose the required documents in support of their claim while submitting the application. In the event of their failure to do so, the Bank reserves the right to reject their application.

a. Experience - The Applicant should preferably have minimum 3 years' experience (Format as per Annex III) for having provided similar services at establishments of Government Departments/ PSUs hotels/training institutions. Proof of establishment



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like Memorandum of Incorporation, Articles of Association, Partnership Deed, Shops and establishment Act registration etc. must be submitted. Copies of work orders and certificate of satisfactory services from clients should be attached with the application as proof of experience.

b. Registration - Applicant should have applicable tax registrations (PAN, TIN, Goods and Service Tax Number, etc.) supported by documentary evidence.

c. Applicant should have current account in a scheduled bank and should give an undertaking that they are ready to receive the payments through electronic means (RTGS/NEFT).

If any Applicant is not found to possess the required eligibility for participating at any point of time and/or its performance reports received from its clients are found not satisfactory, the Bank reserves the right to reject its application without assigning any reason for the same.

3. Earnest Money Deposit (EMD) – All applicants will have to deposit an EMD amounting to Rs 7000/- (Rupees Seven thousand only) to be remitted through NEFT (Details given in Annex I). The UTR of NEFT has to be provided. Failure to comply with this condition will render the application void at the Bank's discretion. EMD of the successful bidder will be retained by the Bank as Security Deposit. EMD will be forfeited if the successful bidder fails to execute the required agreement with the Bank after taking up the work. EMD of the applicants whose applications are not accepted will be refunded once the contract has been awarded. The EMD amount/security deposit will not bear any interest.

4. Application and Quotations: The agencies are required to give their applications and quotations in two separate sealed envelopes. The applications and the necessary documents will be sealed in one envelope superscribed "Documents for Eligibility Criteria for providing dry cleaning services for uniforms of CVPS staff, Issue Department, Reserve Bank of India, Bengaluru. The price bids/quotations should be put inside another sealed envelope superscripting "Quote for providing dry cleaning services for uniforms of CVPS staff, Issue Department, Reserve Bank of India,



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Bengaluru". Both the envelopes will be put inside another envelope and superscribed "Contract for providing dry cleaning services for uniforms of CVPS staff, Issue Department, Reserve Bank of India, Bengaluru" and submitted to Records Section, Issue Department, Reserve Bank of India, Bengaluru by March 04, 2026 at 04.00 PM.

5. Sealed Quotations of agencies who fulfill the eligibility criteria will be opened.

6. Penalty – In case the services provided by the successful applicant is not as per scope of work specified in the application, the Bank may at its discretion deduct up to 20% of the bill amount for that month. Further, if the vendors fail to turn up to take clothes/uniforms for dry cleaning, the Bank will have the right to get the uniforms/clothes dry cleaned from other service provider and the amount payable will be set off from the dues payable to the vendor.

7. Validity of the Quote - Quote shall remain valid for acceptance by the Bank for a period of 90 days from the date of opening of the Application, which period may be extended by mutual agreement, the applicants shall not cancel or withdraw the application during this period.

8. Assessment of Quotations: The agencies will be required to quote their charges for dry cleaning work mentioned in PART B. The applicant who quotes the lowest bid for the annual washing will be declared as L-1.

9. Charges to include statutory levies - The quoted service charges shall be inclusive of taxes/duties/levies whether existing or future, levied by the Central or State Government or Local Authority, as applicable, for which no separate claim shall be made. However, Goods and Services Tax will be payable separately.

10. Renewal of contract - The contract can be considered for further renewal on same terms and conditions or as may be agreed mutually, provided the Bank finds the services of the Applicant satisfactory and if the Bank so desires.



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11. Agreement for contract – The successful Applicant shall have to execute an Agreement with the Bank in this regard, in duplicate and in bilingual, on receipt of intimation from the Bank of the acceptance of its application.

12. Stamp Duty - The Applicant shall bear the stamp duty for execution of the agreement pursuant to award of the contract. The agreement shall be executed in duplicate and the Bank shall retain the original and the Applicant shall retain the duplicate.

Signature and seal of the authorized representative of the Applicant

Date:

Place:



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Annex -I

List of Documents

Applicants, are requested to enclose the following documents in Part I in the order as given below for examining their **qualification/suitability**. **Opening of Part II (Commercial Bid) will be subject to satisfying the prescribed eligibility criteria:**

S.No.	Description of the Document Remark	Remarks
1	Documentary evidence in support of Composition of firm (whether a Partnership firm or a company, etc.) should be submitted along with name(s) and address (es) of the Partners, Memorandum and Articles of Association /Board Resolution/Partnership Deed (Format as per Annex II)	
2	EMD of Rs 7000/- (Seven thousand only) to be remitted through NEFT	Rs. 7000/- (Rupees Seven Thousand only) Name: RBI Bengaluru Account No: 8692299 (Earnest Money Deposit received) IFSC code: RBIS0BGPA01 (Both zero)
3	Bank Account No./Cancelled cheque Copy of Bank passbook/Bank statement	
4	GST Registration No. and Certificate, if applicable	
5	PAN copy	



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Annex II

Basic Information:

1	Name of the Organization	
2	Type of Organization Whether Proprietorship, Partnership etc.	
3	Name of the Proprietor/Partner/Directors in the Organization	1. 2. 3.
4	Registration (Firm, Company etc.) Registration Authority, Date, Number etc.	
5	Business since (in years)	
6	Name and address of the Bankers	
7	Yearly turnover of the organization for the last 3 years duly certified by banks/CA	
8	a) Registered office address and Telephone no.	
	b) Office address through which the work will be handled	
9	Whether working with any of the Govt/ Semi Govt undertaking's as approved Contractors/Suppliers and if so, furnish details	
10	Indicate if involved in any litigation	
11	Any civil suits pending in any of the works executed. Give details	
12	Seal & Pan No.	
13	GST Registration No	



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Annex III

Experience:

The work experience of last 3 years in respect of assignments in other organizations.

<u>Sr. No.</u>	<u>Name of Assignment</u>	<u>Organization</u>	<u>Nature of Job</u>	<u>Place of Work</u>	<u>Amount for the Work</u>	<u>Work Status Complete/ In complete</u>

Place: _____

Date: _____

Signature: _____



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The signed declaration given by the applicant/s

1. I/we have read the format and the relevant instructions, and I/we understand my/our agreement/contract entered into with Reserve Bank of India will stand invalid, if any information is found false any time in future.
2. I/we agree that the decision of Reserve Bank of India will be binding in respect of final selection of suppliers.
3. To the best of my/our knowledge the information furnished in the above are fully true.
4. I/we agree that I/we will have no objection if any verification is carried out in respect of the work done by me/us.

Place: _____

Date: _____

Signature

Name: _____

Name of the Firm / Company: _____

Seal:



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Commercial BID

(To be given on Applicant's letterhead)

Contract for providing dry cleaning services for uniforms of CVPS staff, Issue Department, Reserve Bank of India, Bengaluru from the date specified in the contract

Schedule of Quantity

Sr. No.	Particulars	Rates for dry cleaning per piece (Excluding GST)	GST Rate
1	Coats		

*Please do not add Goods and Service Tax which will be paid as per govt. norms.

Service charges to include all types of statutory levies and exclude GST.

Signature and Seal of the authorized representative of the Applicant