

January 19, 2026

**Empanelment of Tailors/ Tailoring firms for stitching of uniforms/ liveries for employees of Reserve Bank of India, Chandigarh**

The Reserve Bank of India, Chandigarh invites applications from Chandigarh/ Mohali/ Panchkula based tailors/ tailoring firms for empanelment for stitching of liveries for its employees. Only reputed tailors/ tailoring firms who have minimum experience of three years during the last five years and adequate resources may apply in the prescribed form, which can be obtained free of cost between **10.00 AM to 5.00 PM** on any working day (Monday-Friday) from Reserve Bank of India, HRMD (3rd Floor), Central Vista, Sector 17, Chandigarh or can be downloaded from the 'TENDER" module of RBI Website [www.rbi.org.in](http://www.rbi.org.in).

Application forms duly filled in and closed in a sealed cover may be submitted to the Regional Director, Reserve Bank of India, Central Vista, Sector-17, Chandigarh up to **2.00 PM** on **February 18, 2026**.

The Bank reserves the right to reject any/ all applications without assigning any reason thereof.

**The Regional Director  
Reserve Bank of India  
Central Vista, Sector 17, Chandigarh**



# RESERVE BANK OF INDIA

CHANDIGARH

**Applications for Empanelment of Tailors/ Tailoring Firms for Stitching of  
Uniforms at Reserve Bank of India, Chandigarh.**

**Name of the Tailor/ Tailoring Firm: -** \_\_\_\_\_

**Address: -** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Mobile & e-mail: -** \_\_\_\_\_

**Last Date of Submission of Application: - February 18, 2026 upto 14:00 Hrs**



## **DISCLAIMER**

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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 RBI in submitting the application forms. 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 empanelment or to change the configuration of the project, to alter the timetable 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.



**Application for Empanelment of Tailors/ Tailoring Firms for stitching of liveries  
for Reserve Bank of India, Chandigarh**

Reserve Bank of India, Chandigarh, invites applications for Empanelment of Tailors/Tailoring Firms for stitching of liveries for its employees from reputed tailors/ tailoring firms whose Establishment is registered / located within Chandigarh/ Panchkula/ Mohali, for a maximum period of three years.

**1. ELIGIBILITY CRITERIA: -**

<b>1.1. Experience</b>	<p>Only Tailors/ Tailoring firms, having at least <b>three years' experience</b> during the last five years of stitching work of uniforms to Government / Semi Government organization / RBI / Banks / PSUs / Other reputed Establishments, etc. are eligible to apply.</p> <p>In this regard, the Applicant should furnish their clients' list as per 'Annexure-II' showing details of works carried out by them during the last five years and also submit supporting documentary evidence (Client Certificates / Completion Certificates, work orders, relevant documents etc). The list shall include details such as Name of the Client, details of work, Value of work executed, Date of Start and Finish of the work, Reasons of delay, if any, etc.</p> <p><b>(Please attach the Client Certificates/ Completion Certificates, work orders, relevant documents etc.)</b></p>
<b>1.2. GST Registration</b>	<p>Tailor/ Tailoring firms should have applicable and valid GST registration certificate.</p> <p><b>(Please attach a copy of GST registration certificate)</b></p>

1.3. <b>Address:</b>	<p>The Tailor/ Tailoring firm should be based in Chandigarh/ Panchkula/ Mohali.</p> <p><b>(Please attach valid documentary evidence for address)</b></p>
1.4 <b>Earnest Money Deposit (EMD):</b>	<p>Tailor/ Tailoring firms should submit their tender along with an EMD (not bearing any interest) of Rs. 15,000/- (Rupees Fifteen Thousand only) in the Bank account (detailed below) through NEFT.</p> <p><b>Beneficiary Name: Reserve Bank of India, Chandigarh</b></p> <p><b>Beneficiary Account Number: 186003001</b></p> <p><b>IFSC: RBIS0CGPA01 (5th and 10th digits are Zero).</b></p> <p>The EMD of the non-successful applicants shall be refunded after finalization of the empanelment process. Further, EMD of successful applicants shall be refunded after validity of the panel of tailors expires, subject to satisfactory performance of the tailor.</p> <p>It may please be noted that already empaneled Tailors/ Tailoring firms need not deposit fresh EMD.</p>
1.5 <b>Bank Account</b>	<p>The Tailor/ Tailoring firm must have a valid Bank account, the details (Name of the Account holder, Bank account number, type, IFSC, Branch address etc) of which shall be shared with the Bank.</p>

## **2. GENERAL SCOPE OF WORK: -**

2.1. The list of uniforms that may have to be stitched by the tailor for supplying liveries to the employees of the Bank are mentioned in Annexure-A.

The necessary cloth (wherever applicable as specified in Annexure-A) for stitching the liveries 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.

2.2. The under noted conditions have to be fulfilled by the tailor 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.
- iv) The uniforms/liveries will be stitched in accordance with the patterns approved.  
In particular:
  - a) Hip pockets should be provided to all the pants except where otherwise stated.
  - b) Watch pocket should not be provided to any of the pants.
  - c) Two inner pockets should be provided to all the coats.
  - d) 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.
  - v) Delivery of the liveries will have to be effected within the stipulated period, failure of which will attract penalty including cancellation of order/empanelment. The

delivery of the liveries should be made in complete sets for each individual. Incomplete, individual uniform sets will not be accepted.

vi) 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.

### **3. GENERAL INSTRUCTIONS TO THE APPLICANTS: -**

3.1. Interested applicants may download the Application Form from the Bank's website at 'www.rbi.org.in' under the link 'Tenders' or collect from the office of Reserve Bank of India, Human Resource Management Department, Third Floor, Sector-17, Chandigarh-160017, on any working day from January 19, 2026 onwards (from 10.00 hrs to 17.00 hrs) to February 18, 2026, 14.00 hours. For more details, please contact on telephone **0172-2703181**.

3.2. Already empaneled contractors are also required to apply afresh for empanelment. (Note- Already empaneled Tailors/ Tailoring firms need not deposit fresh EMD)

3.3. Applicants are mandatorily required to super scribe "Empanelment of Tailors - HRMD" on the sealed cover containing the application and requisite documents while submission to the Bank, addressed to the Regional Director, Reserve Bank of India, HRMD, Sector-17, Chandigarh-160017 on or before 14.00 hrs of February 18, 2026.

3.4. During scrutiny, if any of the applicant is found not to possess the required qualification criteria or to have submitted false/ incorrect information, his/her application will be liable for rejection. Applications of only those applicants who fulfil the specified qualification criteria and submit the required documents shall be processed further. The applicants who fulfil the eligibility criteria as mentioned in the Empanelment Notice will be considered for empanelment. However, the Bank shall arrange a visit by its Officer(s) to the applicant's establishment for ascertaining the location, staff strength, spare capacity, competence, etc.

3.5. List of Clients viz Government / Semi Government organization / RBI / PSU / other reputed establishments shall be duly signed and must be supported by copy of work

order/competition certificate, adequate proof of payments received by the applicant for the work done by them.

3.6. The application form shall be signed by authorized signatory. Each page of application shall be properly signed. 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 and sealed stating therein the part of the statement, serial number and page number.

3.7. While deciding upon the selection of the tailors, emphasis will be given on the ability, experience of having successfully completed similar works, performance, value of works executed and competence to do good quality work in accordance with the specifications.

3.8. Rates for stitching of liveries as per Annexure-A shall be invited separately.

3.9 The panel shall remain valid for three years from the date of coming into existence subject to periodical review of performance as specified. The performance of all the enlisted tailors/tailoring firms shall be reviewed by the Bank and their name shall be removed from the approved list of tailors/tailoring firms in the event of occurrence of any one or more of the failures on their part as detailed below:

- i. Fails to respond to the call notice inviting tenders / quotations consecutively on three occasions in a period of one year or fails to execute contracts awarded.
- ii. Persistently violates any important conditions of the contracts/work like maintaining time schedule and business dealing, etc.
- iii. Fails to abide by the condition of empanelment or is found to have given false information at the time of empanelment.
- iv. Is declared or is in the process of being declared bankrupt / insolvent, wound up, dissolved or partitioned.

3.10. The accepted rates will hold good for the entire order, even where its complete execution is delayed due to any reasons.



3.11 The Applicant shall permit the Bank's Officers to visit their Establishment to verify the suitability and competence of the applicant to undertake the works.

3.12 It will be open for the Bank to entrust the job to any one tailoring firm entirely or partly.

3.13. The Bank shall not consider the application for empanelment in the following cases, even if the applicant possesses all other eligibility criteria:

- i. The tailor fails to permit the visit of the Bank's Officers to visit their Establishment to verify the suitability and competence of the applicant
- ii. The Bank's Officers after their visit find the infrastructure and staff strength of the applicant inadequate for undertaking the Bank's works.
- iii. The Bank finds the applicant incompetent.

3.14 The enlisted tailors/tailoring firms to whom work is awarded shall complete the work in a maximum period of 30 days.

3.15 It will be open for the Bank to entrust the job to any one tailoring firm entirely or partly.

3.16 Applicant should have the requisite License / Certificate by the Government to carry out this activity including all the clearances from the statutory bodies, if any (duly supported by documentary evidence). The Tailor/Tailoring Firm shall abide by and fulfil all requirements laid down under the Contract Labour (Regulation and Abolition) Act, 1970 and the rules framed there under, as applicable from time to time. In case Bank incurs any loss due to the lapse or violation of any statutory provisions on the part of Tailor/Tailoring Firm or his worker, the Tailor/Tailoring Firm shall keep the Bank indemnified with such losses.

3.17 **Bill Payment:** - The bill will be paid through NEFT only after completion of the 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 bill or recover the loss, if any, from the earnest

money kept with the bank. Bank's decision in this regard shall be final and binding on tailor/tailoring firm.

The payment shall be made after deduction of applicable taxes, subject to satisfactory performance of the tailor/tailoring firm.

**3.18. Penalty:** - In the event of delay, the Bank reserves the right to impose penalty up to Rs. 500/- per day of delay in delivery. Further, the Bank may also levy penalty in case of poor performance to the vendor viz articles not stitched properly or as per standards set by the Bank.

**3.19. Non- disclosure clause:** - The Tailor/Tailoring Firm shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure / systems/ equipment's etc., which may come to the possession or knowledge of Tailor/Tailoring Firm during the course of discharging its contractual obligations in connection with this contract, to any third party and shall at all times hold the same in strictest confidence. The Tailor/Tailoring Firm shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Tailor/Tailoring Firm shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the Bank. The Tailor/Tailoring Firm shall indemnify the Bank for any loss suffered by the Bank as a result of disclosure of any confidential information. Failure to observe the above shall be treated as breach of contract on the part of the Tailor/Tailoring Firm and the Bank shall be entitled to claim damages and pursue legal remedies for the same. The Tailor/Tailoring Firm shall ensure that the persons engaged for the work are made aware of the non- disclosure requirement and the Tailor/Tailoring Firm shall be liable for any breach committed by its persons. The NON-DISCLOSURE Clause signed by the Tailor/Tailoring Firm under the aforesaid agreements will survive for indefinite duration.

**3.19. The Sexual Harassment of Women at Work Place :-** The Tailor/Tailoring Firm shall be solely responsible for full compliance with the provisions of "the Sexual Harassment of women at workplace (Prevention, Prohibition and Redressal) Act, 2013". In case of any complaint of sexual harassment against its employee within the premises of the Bank, the complaint will be filed before the Internal Complaints

Committee constituted by the supplier, and the supplier shall ensure appropriate action under the said Act in respect to the complaint.

- i) Any complaint of sexual harassment from any aggrieved employee of the supplier against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.
- ii) The Tailor/Tailoring Firm shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the vendor, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the supplier is proved.
- iii) The Tailor/Tailoring Firm shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.

**3.20. Settlement of disputes by Arbitration:** All disputes and differences of any kind under the Contract shall be referred to the sole arbitrator of the Reserve Bank of India, Chandigarh and his decision, in writing, shall be final and binding on both the parties. However, for any dispute/issue, not settled through the process under the Arbitration and Conciliation Act, 1996, the legal jurisdiction shall be Chandigarh only. Alternate settlement modes can be used for settling any legal dispute with mutual consent only. The award passed by the Arbitrator shall be final and binding on both the parties.

RBI reserves the right to assess the capacity and capability of the parties for pre-qualification.

The Bank also reserves the right to accept or reject any / all the applications or any part thereof at any stage of process without assigning any reason thereof.

The Bank has no obligation to accept the lowest quoted tender. RBI's decision in this regard shall be final and binding.

**Declaration:**

I/We hereby declare that I/We have read and understood all the above instructions/terms and conditions and the same will remain binding upon me/us in case the above-work is entrusted to me/us.

Signature of the authorized person: .....

**Name of the signatory ( ..... )**

**(in block capital letters):**

**Status of the signatory i.e. proprietor /partner:**



## Technical Bid

### Application for Empanelment of Tailors/ Tailoring Firms for stitching of uniforms/ liveries for Reserve Bank of India, Chandigarh

With reference to your advertisement dated \_\_\_\_\_ I/We furnish the following information for including my/our name in the panel:

1.	Name of the Tailor / Tailoring Firm	
2.	Type of Registration of the Tailor / Tailoring Firm	
3.	Telephone number of the Applicant	
4.	Registration (if any) with Date, of the Applicant along with all details of documents viz. Certificate of Incorporation, Memorandum of Association, Partnership Registration etc.	
5.	Address of the Tailor / Tailoring Firm <b>(Please attach a valid documentary evidence)</b>	
6.	GST number of Tailor / Tailoring Firm <b>(Please attach a copy of GST Registration certificate)</b>	
7.	Experience in Tailoring work (in years) (The client details may please be provided in Annexure-II along with relevant documentary evidence)	

8.	<b>EMD Details Deposited by the Tailor / Tailoring Firm</b>	
	Amount	
	Date of Payment	
	Reference number	
9.	Strength of the workers engaged in the workshop for stitching of liveries	
10.	<b>Bank Account details of Tailor / Tailoring Firm</b>	
	Name of account holder	
	Bank account number	
	Account type	
	IFSC	
	Branch address	
11.	Indicate, if involved in any litigation	
12.	Any civil suit pending in any of the works executed – give details	
13.	Any other information	

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 the firm with stamp)**

**Name:**

**Place:**

**Date:**

**WORK EXPERIENCE DETAILS**

List of similar Tailoring works executed by the Tailors/Tailoring firm during the last five years:

Sr.No.	Client details with address	Details of work	Amount (Rs)	Period		Reasons for delay, if any	Remarks
				Start	Completion		
1	2	3	4	5		6	7

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

(Note: Please attach the Client Certificates/ Completion Certificates, work orders, relevant documents etc.)

**Signature:**

**Name:**

**Designation:**

**Place:**

**Date:**

## **T&C Acceptance Letter**

To

The Regional Director  
Reserve Bank of India  
Human Resource Management Department  
Central Vista, Sector 17,  
Chandigarh – 160017.

Sir,

- 1) I/We have read and understood the Empanelment Notice, Eligibility Criteria, General Scope of Work, General Instructions to the applicants and all other relevant information 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, Chandigarh 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 tailoring firm will be final and binding on me / us.
- 3) I/We have provided the Basic Details, details of Past experience, details of Qualifying works and applicable client's certificates in the prescribed proforma. All the information furnished above are 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 work is awarded to me/us, I/we agree to abide by all the terms and conditions stipulated by the Bank as mentioned in the application.

**Signature:**

**Name:**



Place:

Date:

## **Annexure-A**

### **List of Liveries to be stitched annually**

<b>S.No</b>	<b>Category</b>	<b>Type/Scale of uniform/liveries</b>
1	Bank's Medical Officer	Three white aprons of terry cotton with closed collar long coats reaching up to the knee with half sleeves and four open pockets – Annually
2.	Pharmacist	Four white aprons of terry cotton with closed collar long coats reaching up to the knee with half sleeves and three open pockets – Annually
3.	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 - Biennially
4.	Record Clerk	Four white terry cotton long pants, Four white bush shirts of terry cotton with full sleeves with one breast pocket - Biennially
5.	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 with one pocket, Three boiler suits in blue terry cotton with half sleeves and breast pockets - Biennially
6.	Security Guards	Four khaki terry cotton long pants Four khaki terry cotton full sleeves shirts with two breast pockets (patch) and shoulder flaps – Biennially
7.	All other Class IV employees	Four dark brown terry cotton long pants Four fawn terry cotton bush shirts with full sleeves with one pocket - Biennially
<b>Winter Liveries</b>		

9.	All male class IV employees (Excluding Security Guards)	One jodhpuri type suit with the words 'RBI' stitched above the pocket - Biennially
10.	Lady Employees	One long coat (based on preference)– Biennially
11.	Security Guards	Two Angola shirts khaki (full sleeves) with shoulder flaps, Two serge woolen trousers khaki - Biennially
12.	All technical Attendants except those who are already being provided with boiler suits	Three navy blue terry cotton long coats reaching up to the knee with full sleeves, closed collar and two pockets
13.	Any other item notified by Central Office/decided by Bank.	