



RESERVE BANK OF INDIA
15, Netaji Subhas Road (5th Floor)
KOLKATA - 700001

EMPANELMENT OF TAILORS/TAILORING FIRMS

Applications for empanelment are invited from reputed Tailors/Tailoring Firms at Kolkata and adjoining areas having good experience for bulk stitching of liveries (Summer and Winter) for the Bank's staff. Interested firms' may download the Application Form from the Bank's website at 'www.rbi.org.in' under the link 'Tenders' or contact the Manager (Personnel), Human Resource Management Department, 5th Floor, Reserve Bank of India, Kolkata between 10.00 AM and 02.00 PM on any working day to collect relevant form. Application form duly filled in, attached with required documents and addressed to the REGIONAL DIRECTOR, RESERVE BANK OF INDIA, 15, N.S. ROAD, KOLKATA – 700001 should be dropped in the drop box kept in the 5th Floor of the Bank Building in sealed cover super scribed "APPLICATION FOR EMPANELMENT OF TAILORS/TAILORING FIRMS FOR STITCHING OF UNIFORMS/LIVERIES – RESERVE BANK OF INDIA, KOLKATA" by 12:00 hrs on August 13, 2024. The Bank reserves the right to accept or reject any or all the applications without assigning any reason whatsoever.

By Order
Regional Director



**RESERVE BANK OF INDIA
Human Resource Management Department
Liveries Section
KOLKATA**

**EMPANELMENT OF TAILORS/TAILORING FIRMS FOR STITCHING OF
UNIFORMS/LIVERIES - RESERVE BANK OF INDIA, KOLKATA**

Name of the Tailor/Tailoring Firm:

Address:

Contact No.:

Email id:

Last Date of Submission of Application: 12.00 hrs of August 13, 2024

Schedule of Emapnelmant

Date of advertisement	July 23, 2024
Issue of Application	July 23, 2024
Submission of application	On or before 12.00 hrs of August 13, 2024
Opening of technical bids	15.30 hrs of August 13, 2024

**EMPANELMENT OF TAILORS/TAILORING FIRMS FOR STITCHING OF
UNIFORMS/LIVERIES - RESERVE BANK OF INDIA, KOLKATA**

1. Tenure of Agreement:

The empanelment will be for a period of three years, and the performance of the empaneled tailors/Tailoring Firms will be subjected to review every year.

2. Scope of Work:

2.1 The necessary cloth (wherever applicable) 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. The tailor/tailoring firm will be responsible for safety of the quantity of cloth in his possession and he should return any extra cloth remaining with him after stitching.

2.2. The under noted conditions have to be fulfilled by the tailor/tailoring 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.
- v. 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) Stitching and fitting will be undertaken on the basis of measurements of employees, and should be of good standard. In case of defects, uniforms/liveries

will have to be re-stitched or altered without any extra cost. Uniforms/liveries will be accepted only after satisfactory trial.

vi) 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 uniform sets will not be accepted.

vii) 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.

viii) It will be incumbent on the tailors/tailoring firms to carry out the job immediately on their being called upon to do so and under all circumstances the work must be completed within 30 days, failure of which will attract penalty up to ₹500 per day including cancellation of the order / empanelment.

3. Documents to be submitted:

Certified/ self-attested copies of the following documents should be attached with the application:

- i. Address proof of the office/ establishment in or around Kolkata
- ii. Certificate of Enlistment/ Trade License
- iii. GST registration certificate
- iv. PAN card
- v. Commercial/Profession Tax Payment Certificate
- vi. Income tax return filed in the last two years
- vii. Latest filed GST returns
- viii. Registration certificate under Shops and Establishment Act.
- ix. Completion certificates/ work orders, etc. for work executed for at least two reputed clients viz. Government / Semi Government organization / RBI / PSU
- x. A copy of cancelled cheque / photocopy of passbook or Bank Statement (to verify NEFT details)
- xi. Registration certificate, if any, in respect of SSI/SME/MSME, etc.
- xii. Any other document as and when called for

4. General Instructions to Applicants:

5.1. Interested applicants may download the Empanelment Notice cum Application Form from the Bank's website at www.rbi.org.in under the link 'Tenders' or collect it

from the office of Reserve Bank of India, Human Resource Management Department, Fifth Floor, 15, Netaji Subhas Rd, Fairley Place, B.B.D. Bagh, Kolkata - 700001, on any working day from July 23, 2024 onwards to 12.00 hrs of August 13, 2024 (from 10.00 hrs to 14.00 hrs).

5.2. Applicants should super scribe "Application for Empanelment of Tailors/ Tailoring Firms for stitching of uniforms/liveries – Reserve Bank of India, Kolkata" on the sealed cover containing the application and requisite documents while submission to the Bank, addressed to the REGIONAL DIRECTOR, RESERVE BANK OF INDIA, 15, NETAJI SUBHAS ROAD, KOLKATA – 700001 on or before 12.00 hrs of August 13, 2023.

5.3. Only experienced Tailors / Tailoring firms having track record of undertaking stitching work of uniforms for reputed institutions are expected to apply. Applicants should also have the necessary capabilities and satisfactory arrangements to execute the work.

5.4. 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. The applicants who have submitted the requisite documents and fulfil the eligibility criteria will be considered for empanelment.

5.5. The application form as per **Annexure I** shall be duly filled and signed by authorized signatory. Details of work executed for reputed clients viz. Government / Semi Government organization / RBI / PSU during the last three years, shall be duly filled in **Annexure II**. Details of such work undertaken is to be supported with certified completion certificates, work orders, relevant documents etc. 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.

5.6. The performance of all the enlisted tailors/tailoring firms shall be reviewed by the Bank from time to time, and if they are found to be incompetent, their name shall be removed from the approved list of tailors/tailoring firms.

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

5.8. Applicant should have the requisite License / Certificate/Clearances from the Government and any other regulator to carry out this business.

5.9. An empaneled tailor/tailoring firm appointed for work will be required to submit a Fixed Deposit Receipt of ₹ 1,00,000/- (Rupees One Lakh only) issued by a scheduled bank and liened in favour of Reserve Bank of India, Kolkata.

5.10. Bill Payment: - Payment of the bill presented will normally be settled within 15 days from the date of presentation of the bill. However, no interest/damages shall be payable by the Bank in case the payment is delayed beyond 15 days for any reasons. The bill will be paid through NEFT only after completion of the work to Bank's entire satisfaction. The payment shall be made after deduction of applicable taxes and subject to satisfactory performance of the tailor/tailoring firm. The bill should be supported by the original indent and must mention the name of the vendor, his address and Contact Number, PAN, GST No. etc.

5.11. Work order awarded will wholly be executed by the approved tailor /tailoring firm and will not be directly or indirectly transferred, assigned or sublet without written consent of the Bank. Notwithstanding the above, the decision of the Reserve Bank to grant such permission shall be final and binding on the bidder.

5.12. Penalty: - In the event of delay or poor performance in the execution of work, the Bank reserves the right to impose penalty on the Tailor/Tailoring Firm. Failure to complete the work within 30 days will attract penalty up to ₹500 per day including cancellation of the order / empanelment.

5.13. 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. 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.

5.14. 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.

5.15. 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)

Place:

Date:

Annexure 1**Application for Empanelment of Tailors/ Tailoring Firms for stitching of uniforms/liveries – Reserve Bank of India, Kolkata**

<p>Name of the firm with full address and telephone number. (Please attach a valid documentary evidence)</p> <p>Mobile No</p> <p>Email id</p>	
<p>Certificate of Enlistment/ Trade License Number and date of issue (Please attach a copy of certificate)</p>	
<p>GST No. (Please attach a copy of GST Registration certificate)</p>	
<p>PAN No. (please attach a copy of PAN card)</p>	
<p>Commercial /Profession Tax Registration No. and documentary evidence in support of submission of last return</p>	
<p>Registration certificate under Shops and Establishment Act. (Please attach a copy of certificate)</p>	
<p>Name of Banker, Branch address, Type of account and account details (please attach a copy of cancelled cheque or bank passbook or bank statement)</p>	

Details of infrastructure available viz, Area of Establishment, Number of sewing machines and persons employed	
Details at least two reputed clients (as per Annexure II)	

- **Please attach the income tax returns filed in the last two years and latest filed goods and service tax (GST) return**

ANNEXURE II**WORK EXPERIENCE DETAILS**

List of similar Tailoring works executed by the Tailors/Tailoring firm for at least two reputed clients viz. Government / Semi Government organization / RBI / PSU during the last three years:

Sr No	Client details and address	Details of work	Amount (Rs)	Period		Remarks
				Start	Completion	

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 Completion Certificates/work orders, relevant documents etc.)

Signature:

Name:

Place:

Date: