



**Reserve Bank of India
Human Resource Management Department
Chennai**

**NOTICE FOR EMPANELMENT OF TAILORS/ TAILORING FIRMS FOR STITCHING
/ SUPPLY OF LIVERIES - RESERVE BANK OF INDIA, CHENNAI**

Period of Empanelment: - September 01, 2026 – March 31, 2029)

The Reserve Bank of India, Chennai (hereinafter referred to as the “Bank”), invites applications for Empanelment of tailors/tailoring firms for undertaking stitching/supply of uniforms/liveries for its staff members, from reputed tailors/tailoring firms, with at least two years’ experience, whose Establishment is registered/located within Chennai Corporation limit. The panel is expected to remain operational for the period from September 01, 2026, to March 31, 2027. The empanelment may be extended on a yearly basis upto March 31, 2029, subject to satisfactory performance and discretion of the Bank.

2. Interested tailors/tailoring firms may visit the Bank’s website <https://www.rbi.org.in/> under the link ‘Tenders’ (https://www.rbi.org.in/Scripts/BS_ViewTenders.aspx) for full details and download the application form from **July 24, 2026 to 03:00 PM on August 21, 2026**.

3. The application forms, duly filled-in, may be submitted in a sealed cover super-scribed **“Empanelment of Tailors/ Tailoring Firms for Stitching/ Supply of Liveries”** to The Regional Director, Reserve Bank of India, Human Resource Management Department, Fort Glacis, No. 16, Rajaji Salai, Chennai – 600 001, latest by **03:00 PM on August 21, 2026 (Friday)**. Tailors/Tailoring firms who are currently on the Bank’s panel may apply afresh for empanelment. For more details, 044 - 2539 9051 / 044 - 2539 9207 may be contacted during 10:00 AM to 05:00 PM on working days.

4. The Bank reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason. Further Addendum/ Corrigendum if any will be uploaded on the website of the Bank only. The decision of the Bank, in this regard, shall be final and binding on all.

Regional Director
Reserve Bank of India, Chennai



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Regional Director
Reserve Bank of India, Chennai



DISCLAIMER

Reserve Bank of India, Chennai has prepared this document to give background information on the project to the interested parties. While Reserve Bank of India has taken due care in the preparation of the information contained herein and believe it to be accurate, neither Reserve Bank of India nor any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

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.

**NOTICE FOR EMPANELMENT OF TAILORS/ TAILORING FIRMS FOR
STITCHING/ SUPPLY OF LIVERIES- RESERVE BANK OF INDIA, CHENNAI**

Period of Empanelment: - (September 01, 2026 – March 31, 2029)

I. Eligibility criteria:

Sl. No.	Pre-qualification Criteria	Description	Required Documents to establish compliance to Pre-qualification criteria
i.	Past experience	Should have minimum two years of experience in the field. The Applicant shall submit Client Certificates / Completion Certificates, relevant documents, etc. of having successfully completed similar works in Government / Semi Government organisation / RBI / Banks / PSUs / Reputed Private Establishments during the last two years as on March 31, 2026.	The applicant shall have experience of providing stitching work of uniform, etc. to Government / Semi Government Organisation / RBI / Banks / PSUs / Other reputed Private Establishments, etc. for at least 2 years as on March 31, 2026. Applicants should furnish their clients' list as per ' Annex IV ' showing details of works carried out by them during the last two years. The list shall include details such as Name of the Client, Value of work executed, duration of the work, Reasons of delay, if any, etc. The Applicant shall submit copies of work orders issued for works successfully undertaken from April 2023 to March 2026 along with client certificates (Annex V) / completion certificates during this period.

ii.	Credibility	Should not have been debarred/delisted by any Government/Semi-Government/ PSUs	Self-declaration to that effect as per format in Annex II should be submitted along with the application form.
iii.	Registration and Licenses required	Shall have valid licenses/registration for related trades as applicable, PAN Number, GST (if applicable), MSME (if applicable) etc. issued by respective registering authorities.	Copies of relevant certificate/licenses, issued by the respective authority.
iv.	Location	Should have own office / establishment in Chennai	Documentary proof such as copy of certificate of registration/ incorporation/ Establishment license /partnership deed, as applicable.
v.	Should be able to provide service as and when required.		
vi.	The Applicant shall permit the Bank's officials to visit their Establishment to verify the suitability and competence of the applicant to undertake the works.		

II. Terms & Conditions and Scope of Work for Empanelment of Tailors/ Tailoring Firms for stitching/ supply of Liveries

Applicants are requested to read the terms & conditions carefully before applying for empanelment.

1. The applicant shall use only the forms issued by the Bank for submitting applications.
2. Application along with covering letter and supporting documents shall be submitted in a sealed cover super-scribing **“Empanelment of Tailors/Tailoring Firms for Stitching/Supply of Liveries”** to The Regional Director, Reserve Bank of India, Class IV Desk, Human Resource Management Department, Fort Glacis, No. 16, Rajaji Salai, Chennai – 600 001, on or before 03:00 PM of August 21, 2026.
3. **Scope of work:** A tentative list of items to be stitched during the empanelment period is given in [Annex VII](#). Separate quotations will be sought from the empaneled tailors/tailoring firms for stitching these items as and when need arises, and the lowest bidder will be awarded the work.
4. Specialists in Jodhpuri styled suit stitching will be preferred.
5. The panel is expected to remain operational for the period from September 01, 2026 to March 31, 2027. The empanelment may be extended on a yearly basis upto March 31, 2029, subject to satisfactory performance and discretion of the Bank.
6. The Bank shall insist on submission of **Security Deposit for an amount equal to 5% of the awarded cost of work** from the successful bidder.
7. 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.
8. Orders should be executed strictly within the specified time, failure of which will attract penalty including cancellation of the order / empanelment. In case of defects, uniforms will have to be re-stitched or altered without any extra cost.
9. Applicants should have the necessary capabilities and satisfactory arrangements to execute the contract. Wherever considered necessary, the Bank shall arrange to undertake visits to sites/works of the applicant.

10. Applicants should have necessary manpower to complete the contract in time. Accepted rates will hold good for the supply of entire order.
11. The Tailor/ Tailoring Firm 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.
12. Supply of liveries items should be as per the samples provided by the Bank.
13. Information furnished in the application will be kept confidential.
14. The final empanelment will be done after the bidders/tailoring firms convey in writing that the terms and conditions as enlisted in this document are fully acceptable to them and that the Guidelines / Instructions mentioned in this document will be meticulously followed by them.
15. The Bank also reserves the right to reject any or all the applications without assigning any reason thereof. Decision of the Bank with regard to empanelment of the vendors shall be final and binding.
16. The empaneled tailor/tailoring firm shall not be entitled to claim any rise in price on account of any circumstances whatsoever or rise in any incidental expenses for packing, freight, cartage, taxes, rent, dues, duties, levies, cess, insurance, etc. after submission of quotations to the Bank.
17. In the event of cancellation of order, the Supplier shall not be entitled to recover from the Bank any amount by way of damages, loss or otherwise. However, the Bank shall be entitled to recover the loss which it may incur on account of non-delivery/late delivery or on account of placing order with other supplier and recover the difference between the price at which the Supplier has agreed to supply and the price paid by the Bank by placing fresh orders with another Supplier/s.
18. Stitching and fitting, which will be undertaken on the basis of individual measurements of employees, should be of good standard. Uniforms must be first tried on the employees and will be accepted only if they are found to fit well.
19. The uniforms should be stitched in accordance with the patterns approved by the Bank and the following conditions have to be met:
 - i. Cotton cloth should be properly shrunk for at least 36 hours before cutting.
 - ii. Hip pockets should be provided to all the pants except where otherwise stated.

- iii. No watch pockets are to be provided in pants.
 - iv. 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. No bell-bottoms/drain-pipe pants should be stitched.
 - vi. Two inner pockets should be provided to all the coats.
20. 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 sets will not be accepted.
21. It will be open for the Bank to entrust the job to any one tenderer/tailoring firm entirely or partly. Bank may also reject any tender without assigning any reason/s and/or intimation for doing so.
22. The Tailor/Tailoring Firm whose tender will be accepted by the Bank, shall be liable for all acts of their workers.
23. The rates/prices should be quoted in Indian Rupees only in words as well as figures. Taxes, if any, should be indicated separately. Only one price should be quoted for each category.
24. The empaneled Tailor/Tailoring Firms are required to collect the cloth and also deliver the stitched uniform from / to the Bank, at their own cost. No transportation charges will be paid in this regard.
- 25. Presentation of bills:**
- i) The supplier shall present the bill to the office for the supplies made at the time of delivery. The bill should clearly indicate the details of the supplies made such as name of the item, quantity, rate, indent No. with date, etc. and any other information required by the Bank.
 - ii) The bill submitted should be supported by the original indent and must be in a printed format mentioning clearly the name of the firm, address, Contact Number, PAN/TAN/GST No. etc. and must be certified by the official concerned in HRMD, RBI, Chennai before presenting for payment.
 - iii) Incomplete bills not accompanied by any of the particulars mentioned in (i) and (ii) above will not be entertained.

26. Payment of bill:

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 payments shall be made through NEFT for which supplier should give requisite details of bank address, name of the branch, account number, IFSC etc. as in [Annex III](#). No advance payment will be granted by the Bank for any work.

27. Bank shall make claims, if any, in writing – (a) within 30 days from the date of payment of the relative bill, if the claim relates to shortage, damage or delay, (b) Any such claim lodged by the Bank shall be settled by the tailor/ tailoring firm within a period of one month.

28. The service provider shall be solely responsible for compliance with the provisions of all applicable Central and State laws, various taxes (Income tax, etc.), labour and industrial laws, such as minimum wages, compensation, EPF, Bonus, Gratuity, etc. and any other act/rules of state/central Government, /Municipal Corporation prevailing under the jurisdiction, relating to persons deployed for providing services to RBI.

29. The whole of the works as per the work order shall be executed by the bidder and the bidder shall not directly or indirectly transfer, assign or sublet the work or any part, share or interest therein 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.

30. The Bank does not accept any conditional bids. If there are any conditions in the bid submitted by the vendor, the bid shall be rejected without assigning any reason thereof.

31. The service provider 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, a complaint will be filed before the Internal Complaints Committee constituted by the service provider, and they shall ensure appropriate action under the said Act in respect to the complaint.

32. Any complaint of sexual harassment by any aggrieved employee of the service provider against any employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.
33. The supplier shall be responsible for any monetary compensation that may need to be paid in case the incident involves their employees, for instance any monetary relief to Bank's employee, if sexual violence by the employee of the supplier is proved.
34. The supplier shall be responsible for educating its employees about prevention of sexual harassment at workplace and related issues.
35. The delivery staff for delivering items to RBI, Chennai shall be employed by the supplier only and RBI shall not in any way, be responsible for their terms of employment/engagement or violation of any labour laws. The supplier shall inform to the staff so employed/engaged in this regard accordingly. The staff must have necessary experience of delivery service. The staff shall be properly dressed besides being courteous, well-mannered and attentive. Delivery staff should be well conversant in English/ Tamil and he/she must obtain an entry pass issued by RBI and the same shall be displayed in person during the delivery of items. The delivery staff are not permitted to enter the Bank's premises without a valid entry pass.
36. The employees deployed by the service provider as delivery staff to the Bank do not have any right to claim to be employees of Reserve Bank of India.
37. The service provider shall not make any changes, additions or alternations in the orders placed. Prior permission shall be obtained before making changes (if any).
38. **Penalty –**
- i. The Bank reserves the right to levy a penalty if there is deterioration in the service provided or poor/deficient service, insolvency, irregular activities, unsatisfactory/ deficiency in the quality of material, hygiene, etc. It will be incumbent on the tailors/ tailoring firm 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, failure of which will attract penalty up to Rs. 100 per day including cancellation of the order / empanelment (except in

case of “force majeure”). In case of defects, uniforms will have to be re-stitched or altered without any extra cost to the Bank.

- ii. In case of any dispute in this regard, the decision of the Bank shall be final and binding. In such a scenario, the security deposit made by the supplier will be forfeited. In the scenario of vendors not responding to the orders by RBI on three occasions, they may be delisted by the Bank.

39. Termination Policy:

- a) The Bank reserves the right to levy penalty and even remove the vendor from empanelment with a notice of 10 days for reasons such as poor/ deficient service, fraudulent activities, deficiency in the quality of items, material, hygiene, etc. In case of any dispute in this regard, the decision of the Bank shall be final and binding.
- b) The Bank also reserves the right to remove the empaneled tailor/tailoring firm from empanelment by giving a notice of 30 days without assigning any reasons thereof.

40. Mutual Termination: The empaneled tailors/tailoring firms who wish to exit from the empanelment shall give a notice by assigning the reason(s) thereof. On acceptance by the Bank, the vendor(s) shall be removed from the list after a period of 30 days from the date of acceptance by the Bank.

41. In case the contract is terminated prematurely by the act/omission on the part of the service provider, he shall make temporary arrangement for the services provided by him for a period of 3 months or till Bank appoints new service providers or whichever is earlier.

42. The terms and conditions mentioned in the empanelment document shall form the part and parcel of this agreement.

43. Tailors/Tailoring Firms currently empaneled with the Bank are also required to apply afresh for empanelment.

44. The envelope containing documentary evidence in support of the applicant shall be opened on August 24, 2026(Monday) for scrutiny.

45. During scrutiny, if any of the applicants is found not to possess the required pre-

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 Pre-Qualification Criteria and submit the required documents shall be processed further.

46. All pages of the application including all enclosures should be numbered (except printed leaflets/catalogue), duly filled in, signed and stamped by the bidder or by his authorized representative.
47. Applicants are requested to see the tender site www.rbi.org.in regularly before the due date of submission for changes, if any, which may be uploaded subsequently in respect of this notification.

**EMPANELMENT OF TAILORS/ TAILORING
FIRMS FOR STITCHING/ SUPPLY OF LIVERIES
RESERVE BANK OF INDIA, CHENNAI**

NAME OF THE APPLICANT:

ADDRESS:

CONTACT NO:_____

COVERING LETTER

The Regional Director
Reserve Bank of India
Fort Glacis,
No. 16 Rajaji Salai
Chennai - 600001

Madam,

EMPANELMENT OF TAILOR/ TAILORING FIRMS FOR STITCHING/ SUPPLY OF LIVERIES TO RESERVE BANK OF INDIA, CHENNAI

Having read and understood the Eligibility Criteria, Scope of Work and Terms & Conditions and all other relevant information, I/we hereby apply for empanelment of Tailors/ Tailoring Firms.

2. I/We declare that all the information furnished are correct to the best of my/our knowledge and belief.

3. I/We understand that if any false information is detected at a later date, any future contract made between ourselves and the Reserve Bank of India, Chennai on the basis of the information given by me/us will be treated as invalid by the Reserve Bank of India.

4. I/We have provided the basic details, details of past experience, details of qualifying works and applicable client's certificates in the prescribed proforma.

5. 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 inquiry on the information furnished in the accompanying sheets.

6. I/We agree that the decision of the Reserve Bank of India in empanelment of Tailors / Tailoring Firms shall be final and binding on me/us.

Signature and Seal of the Applicant:

Name & Designation:

Address:

Email ID:

Mobile/Landline No:

Place:

Date:

Application for Empanelment of Tailors/ Tailoring Firms:

The Regional Director
Reserve Bank of India
Human Resource Management Department
Fort Glacis,
No. 16 Rajaji Salai
Chennai – 600 001

Madam,

With reference to your empanelment notice dated....., displayed on RBI website, we request you to empanel us for Stitching/Supply of Uniforms/Liveries.

1.	Name of the Applicant/Organization Address of the Registered Office Address of the office/agency at Chennai (with Telephone No./ Mobile No., E-mail ID)	
2.	Type of Organization (Proprietorship / Partnership firm/ Public or Private Limited Company etc.)	
3.	Name of Proprietor/Partners/Directors of the Organization/Firm	
4.	Details of Registration	

	Name of Registration Authority Date of Registration and Registration Number	
5.	TIN No. /Sales Tax No. PAN/TAN GST Registration No., if any (Whether registered under Composition scheme—Yes/No)	
6.	Whether belongs to Micro or Small Enterprise category and if so, whether registered under MSME Act. If yes, then submit the copy of MSE registration certificate	
7.	In operation since	
8.	Annual turnover of the organization for the last two financial years 2024-25 2025-26	
9.	Experience in the field - List of major clients (Enclose documentary proof for last two years)	
10.	Whether working with any of the Govt./ SemiGovt. Undertaking/s or reputed Private Organizations as approved Tailor/ Tailoring firm	

11.	Whether registered with Labour Department under the Contract Labour (R&A) Act, 1970 and Central Rules, 1971, if yes indicate date of registration	
12.	Indicate, if involved in any litigation/disputes	
13.	Information regarding any civil suit pending	

Place:

Date:

Signature of the Applicant/Applicants
(with seal)

Declaration Form to be filled in and signed by the Intending Applicant

1. I/We have carefully studied and understood the eligibility conditions and other terms and conditions and satisfied myself / ourselves that all the eligibility conditions are being met by me / us.
2. The above information furnished is true to the best of my/our knowledge and if any information is found untrue or false, I/we may be debarred from the empanelment process or if empanelled, I/we may be removed from the approved list of suppliers.
3. I/We understand that the Bank reserves the right to accept or reject any or all the applications for empanelment either in part or in full, without assigning any reason thereof. The decision of the Reserve Bank of India in selection of the supplier will be final and binding on me/us.
4. I/We understand that if empanelled, I/We may be removed from the approved list of tailors/tailoring firms if my / our performance is/are not found to be satisfactory and I/We may also be liable to be debarred from dealing with the Bank for a period extending up to three years or beyond.
5. No other firm / company from our business group has applied for empanelment in the segment applied for with RBI Chennai.
6. I/we have not been debarred / delisted by any Govt. / Semi Govt. / PSU Organizations/ Regulatory Bodies.
7. I/we also agree that I/We have no objection if enquires are made about the works from our client/banker etc.

Place:

Date:

Signature of the Applicant/Applicants
(with seal)

(The Bank reserves the right to add/delete /modify any terms and conditions besides reserving the right to accept or reject the applications. Accepting the application by the Bank would not guarantee the award of work.)

Details of Bankers

(To be given on applicant's letterhead)

Particulars	Banker 1	Banker 2
Name of the Bank, Branch and complete postal Address including IFSC and e-mail id.		
Name of account holder/ firm		
Type of Account and Account No.		
The period from which the applicant has been banking with the Banker (specify number of years).		
Any other information which the applicant may like to furnish about its Bankers.		

Annex IV

Work experience

List of similar works executed by the Tailor /Tailoring firm during the last two years

Sl. No.	Details of work	Cost (₹)	Year	Name of organization for which the work was done

**CLIENT's CERTIFICATE REGARDING PERFORMANCE OF
APPLICANT**

(To be given by client on its letterhead)

Name and Address of the Client:

Details of Works executed by Shri /M/s _____

S. No.	Particulars	Comments
1.	Nature of work with brief particulars	
2.	Contract/Agreement No. and date	
3.	Contract/Agreement amount	
4.	Date of commencement of contract	
5.	Date of expiry of contract	
6.	Duration of relationship with the Agency	
7.	Details (Date of levy of penalty, Amount of penalty and reasons) of penalty levied for deficiencies in services rendered/quality of items supplied, if any	
8.	Details of disputes with the agency during the contract, if any	
9.	General Feedback on the quality of service and quality of items supplied by the Contractor	
10.	Overall Performance of the Contractor (Please tick any one)	Outstanding / Very Good / Good / Satisfactory / Poor
11.	Recommendation, if any or any other feedback	

Signature and Seal of the Authorised official

Contact Number:

Contact E-mail address:

Place:

Date:

DECLARATION FOR NON – CONVICTION OF ANY OFFENCE/ PENDING CASE

This is to certify that I/We, _____ (Name of the applicant / office) having registered office at _____
_____ (Address of the office), have no pending administrative and/or criminal case before any court or authorized body. I/We, further, certify that I/We have never been found guilty/convicted of any administrative offence and/or crime. I/We understand that any misrepresentation as to the truth of the foregoing shall cause the disapproval of my application and/or outright revocation of the eligibility granted without prejudice to the filing of administrative and/or criminal case/s against me/us.

Signature:

Name:

Date:

Seal of the Applicant:

Statement Showing Particulars of Liveries/ Uniforms for Bank's Employees

The details of uniforms/ liveries that may have to be stitched/ supplied by the tailor/tailoring firm during the empanelment period are furnished below. The uniforms for which cloth will be provided by the Bank and for which the cloth has to be sourced by the tailor/tailoring firm are mentioned in each row. The estimated average annual work during the empanelment period (i.e. September 01, 2026 to March 31, 2029) will be approximately Rs.5,00,000/- (Rupees Five Lakh only).

Sl. No	Category of staff for whom uniform has to be stitched	Specifications/ Pattern of uniform/Liveries
1.	Medical Officer	General: White aprons of terry cotton with closed collar long coats reaching up to the knee with half sleeves and 4 open pockets (Cloth to be sourced by the tailor @ ₹200/Mtr)
2.	Pharmacist/ AM (Dispensary)	General: White aprons of terry-cotton with closed collar long coats reaching up to the knee with half sleeves and 3 open pockets (Cloth to be sourced by the tailor @ ₹200/Mtr)
3.	Subedar	Summer: (a) White terry cotton long pants. (b) Jodhpuri type coats with one breast pocket, two lower pockets and two inside pockets. Loops to 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. (c) Navy blue/ woolen epaulettes with gold lace thread and 'R.B.I.' letters embroidered in gold thread (d) Golden plastic brocade lace chevron with 4 stripes (Cloth for shirt and trouser will be provided by the Bank)
4.	Record Clerk	Summer: (a) White terry cotton long pants. (b) White bush shirts of terry cotton with full sleeves with one breast pocket. Shirts should be stitched with short shoulder belts (Cloth for shirt and trouser will be provided by the Bank)
5.	Driver	Summer: White Safari suit with long sleeves and Pant. (Cloth for shirt and trouser will be provided by the Bank)
6.	Cook/ Asst. Cook	Summer: Dark brown terry cotton long pants. (Cloth will be provided by the Bank)
		Summer: Fawn bush coats of terry cotton shirting material with half sleeves and two breast pockets. (Cloth will be provided by the Bank)
		General: Brown drill aprons. (Cloth to be sourced by the tailor)
		General: Brown chef caps. (Cloth to be sourced by the tailor)

7.	Class IV Employees (Male)	Summer: Navy Blue terry cotton long pants (Cloth will be provided by the Bank)
		Summer: Light Blue terry cotton bush shirts with full sleeves and one pocket and viceman monogram (V/RBI) (Cloth for the shirt will be provided by the Bank)
		Summer: Navy Blue drill aprons (for OLDR staff) (Cloth to be sourced by the tailor)
		Winter: Jodhpuri type suit with the words 'RBI' stitched above the pocket. (Cloth will be provided by the Bank)
8.	Security Guards	Summer: (a) Khaki terry cotton long pants. (b) Khaki terry-cotton full sleeves shirts with two breast pockets (patch) and shoulder flaps. (Cloth for shirt and trouser will be provided by the Bank) (c) Metallic badges with Letters "RBI". (d) Beret caps (black) with RBI monogram (e) Thick black belts with RBI Monogram. (f) nylon socks (khaki) (To be procured and supplied by the tailor)
9.	Security Guards	Winter: (a) Serge woolen trousers khaki (BD) (b) Shirt Angola khaki (full sleeves) with shoulder flaps (Cloth to be sourced by the tailor) (c) Woollen Jerseys (Khaki) with full sleeves (d) Scarf Angola with RBI monogram (To be procured and supplied by the tailor)
10.	Any other stitching requirement related to liveries as desired by the Bank.	

Note: Items like Thread, Inside Lining, Pockets of Pant, Zip, Button, Buckram etc. which would be used in the uniforms must be of best quality.