



भारतीय रिज़र्व बैंक Reserve Bank of India

निर्गम विभाग Issue Department

चेन्नै Chennai

### सीवीपीएस में उपयोग किए जाने वाले कोटों की धुलाई और इस्ती के लिए टेंडर नोटिस

निर्गम विभाग, भारतीय रिज़र्व बैंक, चेन्नै 1 अप्रैल 2026 से 31 मार्च 2027 तक की एक वर्ष की अवधि के लिए सीवीपीएस में उपयोग किए जाने वाले कोटों की धुलाई और इस्ती के लिए प्रतिष्ठित और अनुभवी ठेकेदारों से, सीलबंद निविदाएँ आमंत्रित करता है। निविदा दस्तावेज़ में उल्लिखित निबंधन और शर्तों, योग्यता मानदंडों के अनुसार तथा ऐसी सूचना से संबंधित अन्य निबंधन और शर्तों के अनुसार सीलबंद आवेदन और कोटेशन आमंत्रित किए जा रहे हैं। ठेकेदार हमारे वेबसाइट [www.rbi.org.in](http://www.rbi.org.in) के “निविदाएं” खंड के तहत निविदा दस्तावेज़ डाउनलोड कर सकते हैं।

निर्धारित प्रारूप में निविदा फॉर्म/फॉर्म्स, जिनमें राशि (जीएसटी छोड़कर) स्पष्ट रूप से भरी गई हो, एक सीलबंद लिफाफे में जमा किए जा सकते हैं, जिस पर शीर्षक लिखा हो “**सीवीपीएस में उपयोग किए जाने वाले कोटों की धुलाई और इस्ती के लिए टेंडर**” और जिसे महाप्रबंधक, भारतीय रिज़र्व बैंक, निर्गम विभाग, चेन्नै – 600 001 को संबोधित किया गया हो। यह सीलबंद लिफाफा कार्यालय में 24 दिसंबर 2025 को दोपहर 14:00 बजे तक प्राप्त होना चाहिए। पात्रता मानदंड दस्तावेज़ युक्त सीलबंद लिफाफे को 24 दिसंबर 2025 को 15:00 बजे खोला जाएगा। इसके बाद, मूल्य बोलियों के खोलने की तिथि योग्य विक्रेताओं को अलग से सूचित की जाएगी।

निविदा से संबंधित किसी भी प्रश्न के लिए, कृपया निर्गम विभाग, भारतीय रिज़र्व बैंक, चेन्नै से संपर्क करें। संपर्क टेलीफोन नंबर: 044-2539 9058 / 044-2539 9918।

बैंक के पास, प्राप्त किसी भी एक या सभी निविदाओं को बिना किसी कारण बताए अस्वीकार करने का अधिकार सुरक्षित है।

दिनांक: 26 नवंबर 2025

क्षेत्रीय निदेशक  
भारतीय रिज़र्व बैंक  
चेन्नै



भारतीय रिज़र्व बैंक/ Reserve Bank of India

निर्गम विभाग / Issue Department

अभिलेख अनुभाग / Records Section

चेन्नै / Chennai

CVPS में उपयोग किए जाने वाले एप्रनों की धुलाई और इस्त्री के लिए निविदा, अवधि 01 अप्रैल, 2026 से 31 मार्च, 2027 तक

Tender for **Washing and ironing of coats used in CVPS** for the period from April 01, 2026 to March 31, 2027

बोली लगाने वाले का नाम/ Name of the bidder: \_\_\_\_\_

पता/Address: \_\_\_\_\_

Description of Work	<b>Washing and ironing of coats used in CVPS</b> for the FY 2026-27.
Estimated Cost for 12 months	₹3,00,000/- (Rupees Three Lakh only) (excluding GST)
Date of publishing on website	10:00 hrs on November 26, 2025.
Start date for submission of Bid	10:00 hrs on December 17, 2025.
Date of closing of tender for submission of bid	14:00 hrs on December 24, 2025.
Date of opening of tender (envelope with applications)	<b>15:00 hrs on December 24, 2025.</b>
Date of opening of price bid	<b>Date will be intimated to the tenderers meeting the eligibility criteria.</b>

## **Contract for washing and ironing of uniforms of CVPS staff, Issue Department, Reserve Bank of India, Chennai**

### **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 washing and ironing of uniforms of CVPS staff, Issue Department, Reserve Bank of India, Chennai for the financial year 2026-27. The contract can be extended for two periods of one year each at a time without any variation in the terms and conditions subject to satisfactory performance and adherence to contractual obligations by the applicant.

**2. Details of Services to be provided:** The successful tenderer will be required to provide services as follows:

- a. carry out washing and ironing of the coats used in CVPS periodically or as required by the Bank.
- b. all the coats taken for washing should be returned within 3 days.
- c. removal of all kinds of stains should be ensured.
- d. the above stated service to be provided with pick up from and delivery at the door basis. No separate transportation charges will be paid by the Bank.

**3. Eligibility Criteria:** The Applicant should satisfy the following conditions and shall enclose the requisite 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 [Annexure-II](#)) for having provided similar services at establishments of Government Departments/ PSUs/hotels/training institutions. Proof of establishment like Memorandum of Incorporation, Association, Proprietorship, 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 a bank account in a scheduled commercial bank and should give an undertaking that they are ready to receive the payments through electronic means (RTGS/NEFT).
- d. If any Applicant is found to not 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 the application without assigning any reasons for the same.

### **GENERAL INSTRUCTIONS TO THE CONTRACTORS**

Tender comprising duly filled in details should be submitted in sealed envelopes to RBI, Issue Department, Chennai - 600 001, not later than 14:00 hrs on December 24, 2025.

1. The applicants are required to submit their applications ([Annexure-I](#), [II](#) and [III](#)) and quotations ([Annexure-IV](#)) in two separate sealed envelopes. The applications and the necessary documents shall be sealed in one envelope superscribed “Documents for Eligibility Criteria for providing washing and ironing of coats used in CVPS, Issue Department, Reserve Bank of India, Chennai. The price bids/quotations ([Annexure IV](#)) should be submitted through another sealed envelope superscripting “Quote for providing washing and ironing of coats used in CVPS, Issue Department, Reserve Bank of India, Chennai”. **Both the envelopes shall be put inside another envelope and superscribed “Contract for providing washing and ironing of coats used in CVPS, Issue Department, Reserve Bank of India, Chennai” and submitted to Records Section, Issue Department, Reserve Bank of India, Chennai by not later than 14:00 hrs on December 24, 2025.**
2. The sealed envelope containing the eligibility criteria documents will be opened at 15:00 hrs on December 24, 2025. The price bid of tenderers only who fulfil the eligibility criteria will be opened. Opening date of price bid will be intimated to the qualified tenderers subsequently. If any of the document is missing, the tender may be considered as invalid by the Bank at its discretion. No advice of any change in rate or conditions after the opening of the tender will be entertained.



3. As security against due fulfilment of the terms and obligations of the Contract, the successful tenderer shall deposit a security deposit of an amount equal to 5% (Five percent) of the estimated value for the work i.e, ₹15,000/- (Rupees Fifteen Thousand Only) before commencing of the work. No interest will be paid on security deposit.
4. Reserve Bank of India does not bind itself to accept, the lowest or any tender and reserve to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.
5. The Contractor shall not sublet any portion of the Contract without the written consent of the Reserve Bank. In case of breach of these conditions, the Reserve Bank may serve a notice in writing to the Contractor for rescinding the Contract.
6. The tenderer at his own expenses may obtain all the information which may be necessary for the purpose of making a tender and for entering a contract and may inspect the site of the work and acquaint himself with all local conditions, means of access to the work, nature of the work and all matters pertaining thereto.
7. The tenderer shall have an office within Corporation limits of Chennai for execution of the contract for signing of all the documents.
8. The tenderer may please note that the collection of used coats for washing and ironing from CVPS must be carried out in the normal working hours. The entire work involved shall be carried out with least disturbance.
9. The successful contractor shall submit the details such as name, address, ID proof and police verification certificate of their workmen who have been deputed for the said contract. Workmen will be allowed inside the premises only on producing the authorization/entry permit issued by the contractor and must also subject themselves to the security restrictions imposed by the Bank. The contractor shall be held responsible for conduct of their workers/ labourers.



10. The applicants can obtain any clarifications regarding the tender, specifications, etc., from Issue Department, Chennai.
11. The applicants can obtain any clarifications regarding the tender, specifications etc. from Issue Department, Chennai
12. In case the services provided by the successful applicant is not satisfactory, the Bank may at its discretion deduct up to 20% of the bill amount. Further, if the successful contractor fails 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.
13. The payment would be made fortnightly on submission of the bill. All payments to the contractor under this agreement will be made only by RBI, Chennai. Applicable Statutory taxes shall be deducted at source from the bills payable.
14. The contractor shall make good to the bank any loss or damage caused deliberately or otherwise to the property of the Bank by the labourers employed by the contractor.
15. The amount of damage or loss sustained by the Bank due to activities/non-performance of the contractor will be deducted from the amount payable to the contractor.
16. In the event of any dispute as to whether any liability has arisen here under, the decision of the Bank shall be final and binding on both parties and in the event of such liabilities being found to have arisen, the decision of the Bank as to the amount of damage or loss sustained shall be final and binding.
17. The representatives/workmen/agents etc., employed by the contractor shall obtain security passes from RBI to enter the premises of RBI. They shall adhere to all security



- precautions in force in the Bank's premises. The contractor shall comply with all the formalities and procedures such as obtaining and showing gate pass etc., whenever it is being inspected.
18. The contractor or his employees, agents, workers and any other person employed by the contractor shall not cause any nuisance or annoyance to the bank or its employees and shall not carry or store any hazardous goods while on the premises of the bank.
19. The Contractor shall alone be responsible for payment of wages and other applicable statutory obligations such as payment of EPF, ESI, etc., to the workers as per the rules and regulations.
20. The Contractor shall take a third-party insurance under the Workmen Compensation Act, 1923 or any other policy that will cover accidental death/injury to the workman employed in the worksite, at his own cost. The insurance shall cover all the labourers deployed by the Contractor during the period of the contract. The copy of insurance shall be submitted to the section.
21. The Bank reserves to itself the right of altering the nature of work by adding to or omitting any items of work without prejudice to this contract.
22. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen in Chennai and only courts in Chennai shall have the jurisdiction to determine the same.
23. The Contractor shall not revoke this agreement without giving three months prior notice in writing to the Bank.
24. The Bank has the discretion to either renew the agreement after the period stipulated or go for fresh agreement with any other contractor without any notice, if the services rendered by the Contractor are not found satisfactory by the Bank.



25. If the Contractor fails to comply with/abide by the terms and conditions of this agreement, the Bank has the discretion to terminate the agreement without any prior notice and go for fresh agreement as per the discretion of the Bank.
26. The Contractor shall not disclose, directly or indirectly to any third party, any information, regarding materials and details of the Bank's infrastructure/systems/equipment, etc., which may come to the possession or knowledge of the Contractor during the course of discharging its contractual obligations in connection with this agreement and shall, at all times, hold the same in strictest confidence. The Contractor shall treat the details of the agreement as private and confidential, except to the extent necessary to carry out the obligations under it or comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the work in any trade or technical paper or elsewhere without the previous written consent of the Bank. The Contractor 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 agreement on the part of the Contractor and the Bank shall be entitled to claim damages and pursue legal remedies.
27. The Contractor shall take all appropriate actions with respect to its employees to ensure that the obligations with respect to non-disclosure of confidential information under this agreement are fully satisfied.
28. The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.
29. The Contractor shall be solely responsible for full compliance with the provision of the sexual Harassment of women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 ("the Act"). In case of any complaint of sexual harassment against its Employee within the premises of Reserve Bank of India (Chennai Office), the Complaint will be filed before the Internal Complaint Committee Constituted. The Contractor shall ensure appropriate action under the said Act in respect to the complaint.
30. Any complaint of sexual harassment from any aggrieved employee of the Contractor against the employee of the Bank shall be taken cognizance of by the Regional Complaints Committee constituted by the Bank.





31. The Contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involves the employees of the Contractor, for instance any monetary relief to Bank's employee, if sexual violence is committed by the employee of the Contractor is proved.
32. The Contractor shall be responsible for educating its employees about the prevention of sexual harassment at workplace and related issues.
33. The Contractor shall provide a complete and updated list of its employees who are deployed by it within the Bank's premises.
34. The Contractor shall comply with the statutory provisions of Contract Labour (Regulation & Abolition) Act, 1970; Employees State Insurance Act, 1948; Workmen Compensation Act, 1923; Payment of Wages Act, 1936; The Employees Provident Fund (and Miscellaneous Provisions) Act, 1952; Payment of Bonus Act, 1965; The Minimum Wages Act, 1948; Employees Liability Act, 1938; Employment of Children Act, 1938; Maternity Benefit Act, 1961; and / or any other rules / regulations and/or statutes that may be applicable to them. The Contractor shall be solely responsible for any violation/non-compliance with the provisions and shall further keep the RBI, Chennai indemnified from all acts of omission, fault, breaches and / or any claim, demand, loss, injury and expense arising, out from the non-compliance of the aforesaid statutory provisions. In case of the Contractor's failure to fulfil any of the obligations hereunder and / or under the said Acts, Rules / Regulations / or any bye-laws or rules framed under or any of these, the RBI, Chennai shall be entitled to recover any of the such losses or expenses, which it may have to suffer or incur on account of such claims, demand, loss or injury, from the payment to be made.



## Annexure – I

### Washing and ironing of coats used in CVPS

1.	Name of the Company/ firm/ Institution/ Proprietor/Individual	
2.	Type of Business entity (proprietorship/firm/company/other)	
3.	Registered Address	
4.	E-mail address	
5.	Business details	
6.	Registration details (Firm Company, etc.), Registration Authority, Date, Number, etc.,	
7.	PAN No. (Attach copy)	
8.	Telephone/ Mobile Number	
9.	Fax Number	
10.	Name & Address of the bank branch, IFSC no	
11.	Type of Bank A/c and A/c No. (attach a copy of cancelled cheque)	
12.	GST Registration Number (as applicable)	
13	Involved in any criminal cases/litigation	



14	Any civil suits pending in any of the works executed. Provide details, if any	
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15. Details of institutions (including contract details) with which similar contractual obligations have been entered into if any.

Name of the institution	Address and Telephone No of the institution	Period of Contract	Work Status – Complete/incomplete

16. Is the bidder or any of its director or partner has ever been debarred from applying for tender by RBI/State or Central Government or any other institution. (Yes/ No)

**Signature with Seal and date**

Enclosures:

- A copy of the terms and conditions of the contract, duly signed unconditionally on each page. In case of company, a copy of Board resolution as to authorizing the person signing the document. In case of firm authorization document.
- Address proof, copy of PAN card.



## Annexure – II

### Past Experience

The work experience of last 3 years in respect of assignments in other organizations (extra page may be added to furnish **Past experience**).

Name of Assignment	Organisation Name with address	Place of Work	Amount for the work	Work Status - Complete (Y/N)	Whether the work had been carried out in time (Y/N)



## Annexure – III

### The signed declaration given by the applicant(s)

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 contractor.

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.

5 I/we confirm that I/we have read, comprehended, and agree to comply with the above instructions mentioned in the 'Instructions to the Contractors'.

Date:

Signature of tenderer with seal.

Place:

Name and Address:



Annexure – IV

**Price Bid Application for**  
**Washing and ironing of coats used in CVPS**

SI No	Description of Work	Rate (in ₹) per coat From April 01, 2026 to March 31, 2027
1	Charges for the following work:  <b>Washing and ironing of coats used in CVPS</b>  (The charges are excluding GST)	

Signature with Seal and Address

Place:

Date:

