



CENTRAL OFFICE, MUMBAI

REQUEST FOR PROPOSAL (RFP) FOR SUPPLY OF COAT / BLAZERS

Reference No. CO/BSD/CORP-COMM/2024-25/924,

Dated 23.01.2025

Important Dates :

1.	Issuance of RFP Document by Bank	23.01.2025
2.	Pre bid meeting	10.02.2025
3.	Last Date of Submission of bids (Technical and Financial)	15.02.2025 ; 3.00 p.m.
4.	Opening of Technical Bid.	15.02.2025; 4.00 p.m.
5.	Contact person	Assistant General Manager – Marketing
6.	Contact Number	022-66387834;7510
7.	Email Id	corpcomm@centralbank.co.in
8.	IEM of the Bank	Mr Anant Kumar Mail Id: anant_in@yahoo.com Mobile : 9911178856
		Mr Nirmal Anand Joseph Deva Mail Id: meghanadeva2022@gmail.com Mobile : 9000881570,6304041900



Request For Proposal (RFP) for supply Of Coat / Blazers

1. Introduction:

Central Bank of India, a leading Public Sector Bank in India, invites proposals from qualified and experienced vendors for procurement of approx. 3000 high quality blazers. The purpose of this RFP is to outline our requirements and evaluation criteria for selecting a vendor who can ensure a cost-effective and quality focused solution.

2. Purpose and Objective:

The objective of this procurement is to acquire durable, aesthetically appealing and high quality blazers that meet the need of our staff / members. The selected vendor will be responsible for providing the blazers as per the specifications and ensuring adherence to the quality standards within the agreed time frame and budget.

3. Scope of Work:

The supplier will be responsible for supply:

- a. Manufacture or supply approx. 3000 blazers as per the specification provided by the Bank.
- b. Ensuring delivery within the agreed timeline to multiple locations.
- c. Inspection and quality control- complying with the quality checks during production and post-delivery inspections.
- d. Maintaining quality standards as specified.

4. Product specifications:

The Blazers must adhere to the following specifications:

- a. Material: High-quality fabric of reputed brands, equivalent to Raymond Poly-Viscose Fabric (Blend of Polyester 65% + Viscose 35%)
- b. Texture: Smooth finish with wrinkle resistance
- c. Color: Navy Blue / Royal Blue – as decided by Bank

5. Design :

- a. Style-Single-breasted classic fit
- b. Closure: Two-button front closure
- c. Pockets: Two flap pockets, one chest pocket and two inner pockets
- d. Sleeve buttons: Four functional buttons
- e. Inner lining: fully lined with Satin or equivalent material for comfort

6. Sizes:

Sizes as per the Indian standard size chart provided by the Bank.

Mixed sizes (36-46: both Male 60% & Female 40%) (To be shared with the selected vendor).

7. Durability: Designed to last for at least 3 years with standard wear and care.

8. Quantity: Approx. 3000 (Both for Male and Female)

Break up by size (Vendor will be provided a detailed size wise distribution chart (Male & Female) upon award of the contracts.)

9. Deliverables:

- Blazers meeting the specifications.
- Pre-production sample (2 units) for approval.
- Final delivery within the stipulated timeframe.

10. Project Timelines:

- Issue of RFP : 23/01/2025
- Pre bid meeting : 10/02/2025
- Proposal Submission Deadline : 15/02/2025
- Tender Opening date : 15/02/2025
- Delivery Timeline: 06 Weeks from the date of release of order.

11. Cost Proposal Requirements:

The proposal must include:

- Detailed cost break up (material, labour, customization, transportation, taxes).
- Pricing per unit and total cost for 3000 blazers.
- Payment terms (e.g., advance payment, milestone payments, and final settlement).

12. Quality Control Requirements:

The following quality control measures are mandatory:

- Pre-production samples to be approved by Central Bank of India before mass production.
- Adherence to material and design specifications.
- Post-delivery inspection to ensure compliance with agreed standards.
- Replacement of defective or non-compliant items within 14 days of notification.

13. Vendor Eligibility Criteria:

Vendors must meet the following criteria:

- Minimum 5 years' experience in manufacturing / supplying garments of similar nature.
- Proven track record (submit references from at least 3 previous clients).
- Financial stability – The firm should be in profit for the last 03 years and with minimum average annual turnover of Rs.2,00,00,000/- (Rs. Two Crore only) (submit audited financial statements for the last 3 years).
- Quality certifications (e.g., ISO, textile certifications).
- GST & income tax registration (PAN)

14. Proposal Submission Requirements:

Vendors must submit the following documents:

- Company profile and manufacturing capabilities.
- Detailed proposal including technical and financial aspects.
- Sample product images and past work portfolio.
- Proposed production and delivery schedule.
- Certifications and references.

15. Evaluation Criteria:

Proposals will be evaluated based on the following weightage:

- Cost Competitiveness: 40%
- Quality Assurance and Specifications Compliance: 30%
- Delivery Timeline: 20%
- Vendor Reputation and References: 10%

16. Terms and Conditions:

- Contract Award:** The contract will be awarded to the most competitive bidder based on overall value.
- Delivery** of Blazers at Mumbai to be given at offered rate, free of transportation charges and for delivery at other places at actual freight / courier charges will be paid by the Bank on submission of bill / receipt along with delivery challan.
- Pre-Bid Meeting:** If necessary the Pre Bid meeting will be scheduled as proposed, if deemed necessary.
- Clarification regarding contents of the Bids:** During evaluation and comparison of bids, the Buyer may, at its discretion, ask the bidder for clarification of his bid. The request for clarification will be given in writing and no change in prices or substance of the bid will be sought, offered or permitted. No post-bid clarification on the initiative of the bidder will be entertained.
- Two-Bid system:** Only the Technical Bid would be opened on the time and date mentioned above. Date of opening of the Commercial Bid will be intimated after acceptance of the Technical Bids. Commercial Bids of only those firms will be opened, whose Technical Bids are found compliant/suitable after Technical evaluation is done by the Buyer.
- Performance Guarantee:** A performance guarantee of 5% of the contract value must be submitted by the selected vendor.
- Penalty for Delayed Delivery:** Late delivery will incur a penalty of 2% per week for delayed supply number and amount, beyond delivery schedule.
- Arbitration:** Any disputes and differences of any kind whatsoever, arising out of or in connection with this contract or carrying out of the services, shall be settled amicably. If however, the parties are not able to resolve any dispute or difference amicably, the same shall be referred for arbitration in accordance with the provisions of Arbitration & Conciliation Act 1996 and re-enactment(s) and or modification(s) thereof and of the rules framed there under. The place for the arbitration shall be Mumbai. Any dispute arising will be subject to the jurisdiction of the court of Mumbai.
- Tender Fee:** Bidders are required to submit Tender Fee for amount of Cost of Tender 1,000/- along with their bids. The Tender Fee may be submitted in the form of an Account Payee Demand Draft in favour of Central Bank of India.



- j. **Earnest Money Deposit:** Bidders are required to submit Rs - 25,000/- (Twenty Five Thousands only) as Earnest Money Deposit (EMD) along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft in favor of Central Bank Of India. EMD is to remain valid for a period of forty-five days beyond the final bid validity period. EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The Bid Security of the successful bidder would be returned, without any interest whatsoever, after the receipt of Performance Security from them as called for in the contract.
- k. The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender.
- l. EMD is exempted for firms having MSME, Udyam Adhar or any equivalent Govt Certificate.
- m. Transfer and subletting: The seller has no right to give, bargain, sell , assign or sublet or otherwise dispose of the contract or any part thereof, as well as to give or to let a third party take benefit or advantage of the present Contract or any part thereof.
- n. Non-disclosure of Contract documents: Except with the written consent of the Buyer, the Vendor shall not disclose the contract or any provision, specification, plan, design, pattern, sample or information thereof to any third party.
- o. Central Bank of India reserves the right to place the order of blazers with the technically qualified vendors agreeing to the lowest rate negotiated by the Bank under the same terms and condition for a period of upto 12 months from the date of finalization and extendable for further one year at Bank's discretion.
- p. Central Bank of India reserves the right to reject any or all proposals without assigning any reasons.

17. Contact Information

For any clarifications, please contact:

Assistant General Manager, BSD-Marketing,
16th Floor, Business Support Department,
Chandermukhi, Central Bank of India,
Mumbai – 400 021

Contact No.022- 6638 7834 / 7510,
E-Mail: agmmarketing@centralbank.co.in



18. Proposal Submission Deadline: 15/02/2025

Proposals must be submitted in Two Closed envelopes as under to:

Assistant General Manager, BSD-Marketing,
16th Floor, Business Support Department,
Chandermukhi, Central Bank of India, Mumbai – 400 021
Contact No.022- 6638 7834 / 7510, E-Mail: agmmarketing@centralbank.co.in

Envelope – 1:

- Super scribed: “Central Bank of India – Blazer Technical Bid”
- Technical Bid as per Annexure – 1

Envelope – 2:

- Super scribed: “Central Bank of India – Blazer Commercial Bid”
- Commercial Bid as per Annexure – 2

We look forward to receiving your detailed proposal.

Assistant General Manager, BSD-Marketing,
16th Floor, Business Support Department,
Central Bank of India
Chandermukhi Building
Nariman Point
Mumbai – 400021

Phone: 022- 6638 7834 / 7510,
Email: agmmarketing@centralbank.co.in

To be submitted on Bidder's Letter Head

Details for the Technical Bid for Manufacture and Supply of Coat / Blazers
(Details filled in this form must be accompanied by sufficient documentary evidence.)

To

Assistant General Manager,
Central Bank of India,
BSD / Marketing, 16th Floor,
Business Support Department,
Chandermukhi Building,
Nariman Point
Mumbai – 400021

E mail : agmmarketing@centralbank.co.in

SrNo.	Particular	Details
1	Name of the Firm / Company	
2	Firm / Company – Complete address of Administrative / Corporate Office (including e-mail, telephone)	
3	Address of Firm / Company (Please specify the different locations of your company with complete address, if applicable)	
4	The details of authorized Person to make commitment to the Bank: 1. Name 2. Designation 3. Email ID 4. Telephone & Mobile No.	
5	Type of organization: Public Limited / Private Limited / Partnership / Proprietary firm	
6	Date of commencement of Manufacturing / Supply Coat / Blazer	
7	Financial Details:	
	a) Turnover	
	b) Profit	
	c) GST	
	d) PAN	
	e) Copy of Latest Audit Report	
8	Credential:	
	a) Whether you have done similar work for other organization in the past. If yes, give details:	
	b) Whether you are in the panel of any bank / Government organization / any other reputed organizations. If yes, Please submit details	
	c) List of important clients you served during the last 3 years, supported by documentary proof (Work Order, bills)	



9	Other Relevant Information:	
	a) Interest of any staff member / Director of Central Bank of India	
	b) Documents on business continuity	

Seal of the Firm / Company

Signature of the Authorized Person

Date:

Place:



Annexure – 2

To be submitted on Bidder's Letter Head

To
Assistant General Manager,
Central Bank of India,
BSD / Marketing, 16th Floor, Business Support Department,
Chandermukhi Building, Nariman Point, Mumbai – 400021
E mail : agmmarketing@centralbank.co.in

Dear Sir,

Sub: Commercial BID for manufacture and supply of Coat / Blazers

Blazers for Male / Female Staff	Style Description	Material Specification	Price per Unit
Approx. 2500-3000 Nos.			

The rates quoted are exclusive of GST and inclusive all other taxes, levies, octroi, transportation etc.

We further undertake / declare as follows:

Commercial Bid and our offer shall remain binding upon us and may be accepted by the Bank.

If our bid is accepted we undertake to deliver the Blazer within the stipulated time frame.

We assure and undertake to complete the job as per schedule from the date of approval of design and supply of Blazer as per the specifications approved by Bank.

We are agreeable to receive the payment after completion of the job as per the Bank's satisfaction.

We are agreeable for Penalty of 2% per week for delay beyond delivery schedule if we violate any of the terms and conditions set by the Bank.

We have not been barred / black-listed by any regulatory / statutory authority.

Seal of the Firm / Company

Signature of the Authorized Person

Date:

Place: