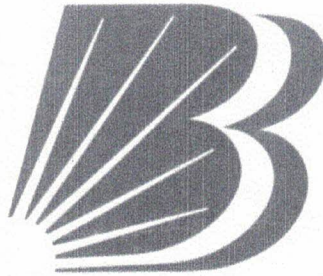


# **BANK OF BARODA**

## **Request For Proposal (RFP) For Selection of Supplier For Design And Supply Of Bank's Staff Uniform**

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Year 2022



RFP Reference Number TO:ADM:62: 092

**25/07/2022**

The Document has been prepared for selecting supplier to design and supply of Bank's Staff Uniform as per the specific designs and requirement



## INVITATION FOR TENDER OFFERS FOR DESIGN AND SUPPLY OF BANK'S STAFF UNIFORM

### Important Dates

Issuance of RFP Document by Bank	30.07.2022
Last Date of Submission of bids (Technical and Financial)	30.08.2022
Opening of Technical Bid	31.08.2022

### Important Clarification

Following terms are used in the document interchangeably to mean:

1. Bank, BOB means "Bank of Baroda".
2. RFP means this "RFP document".
3. Recipient, Respondent and Bidder means "Respondent to the RFP document".
4. Tender means RFP response documents prepared by the bidder and submitted to Bank of Baroda.
5. Vendor means the Bidder selected for Annual design and supply of Bank's Staff Uniform Contract.

This document is meant for the specific use by the Company / person/s interested to participate in the current tendering process. This document in its entirety is subject to Copyright Laws. Bank of Baroda expects the bidders or any person acting on behalf of the bidders to strictly adhere to the instructions given in the document and maintain confidentiality of information. The bidders will be held responsible for any misuse of the information contained in the document and liable to be prosecuted by the Bank, in the event of such a circumstance is brought to the notice of the Bank. By downloading the document, the interested party is subject to confidentiality clause.

Sealed tenders are invited from experienced and reputed suppliers having arrangements at Suva for design, manufacturing and supply of Uniforms for Bank's employees. Requirement & Technical Specification are as per Annexure A,B,C and D.

Quote should be submitted in Sealed Covers to the address mentioned below on or before 30.08.2022

The Chief Executive  
(Fiji Operations)  
Bank of Baroda  
Territory Office  
2<sup>nd</sup> Floor, 86/88 Marks Street,  
GPO Box 57  
Suva

### **Terms and Conditions**

The following terms and conditions will be binding on all the vendors. These terms and conditions will also form a part of the purchase order, to be issued to the successful bidder(s) after the outcome of the tender process.

### **Qualifying Criteria for the Supplier /Bidder:**

- ❖ The bidder should have excellent track record /experience in designing, manufacturing and supplying staff uniforms to organization of repute which should be supported by documentary evidence.
- ❖ The bidder should have own facilities for designing, supplier and other necessary set up and having capacity to complete the entire job (including delivery) within specified time schedule, after approval of design and material by the Bank. Further, bidder should have adequate infrastructure facilities to handle the job independently.
- ❖ Bank reserve the right to visit the factory at mutually convenient date and time at Banks Cost. The bidder should not have been blacklisted by any Government or Private organization. Bank reserves the right to call for any document, if not submitted with Technical BID.





- ❖ The offers containing erasures or alterations will not be considered. There should be no hand-written material corrections or alterations in the offer. Technical details must be completely filled up. Supplier should comply with K.Y.C Norms and should attach the copies of the following in support of the same:
  - Proof of address
  - Proof of Identity
  - TIN allotment letter by FRCS
  - Memorandum of Association (in case of Company)
  - Copy of registration certificate
  - Copy of Business License.
  - Actual Latest Financials of bidder.
- ❖ Technical Bid shall not mention about the rates/costs for the work.
- ❖ Commercial Bid must be made in Fijian dollars only, including all taxes, transportation charges, etc. No price variation relating to increases in customs duty, excise, tax, price variation etc. will be permitted.
- ❖ Sub tendering / contracting of the designing and supply of Bank's Staff Uniform job or any part thereof will not be permitted. Sample of all the materials and designs of Banks staff Uniform should be presented well in advance for approval.
- ❖ In the event of any delay in adhering to the time schedule for Designing, Supplying & Delivery by the specific date/s, the supplier shall be liable for penalty of 2% per week for delayed period (Maximum 10% of the value of work) as liquidated damages (LD) to the bank as well.
- ❖ All Bank's Staff Uniforms should be delivered to respective locations.
- ❖ If the work is not found to be of good quality and there is a variation from the specifications given, then Bank will have the right to make suitable deductions from the payable amount OR Bank reserves the right to cancel the contract for any serious discrepancy in the UNIFORM SUPPLIED. Bank's decision on seriousness of the discrepancies will be FINAL.
- ❖ No advance payment will be made for executing the work order. Payment would be made after the delivery of the staff uniform at specified locations and on production of supporting evidence of delivery and on satisfactory completion of the work and on presentation and verification of the Bill.



- ❖ A retention sum of 7.5% of the total amount payable as per each invoice submitted will be held by the Bank for a period of 3 months and will only be released upon satisfaction of the bank on fabric quality.
- ❖ No interest charges or any other charges shall be payable except the rate quoted for the required number of Uniforms.
- ❖ Bank will first scrutinize the technical bid to determine the technical eligibility of the bidder. Thereafter the Commercial bid will be opened for those bidders who are found technically eligible.
- ❖ Bank reserves the right to alter / modify the proposed job plan / items specified in the tender.
- ❖ The supplier will pack and directly dispatch the staff uniforms at specified locations advised by the Bank at their own cost.
- ❖ The bidder shall keep confidential all the information relating to Bank's business that comes into its possession as a result of or in connection with this work.

**Late Tender submission policy:** Bidders are to provide detailed evidence to substantiate the reasons for a late Tender submission. Tenders lodged after the deadline for lodgment of Tenders may be registered by Bank of Baroda and may be considered and evaluated by the evaluation team at the absolute discretion of Bank of Baroda. It should be clearly noted that Bank of Baroda has no obligation to accept or act on any reason for a late submitted response to tender. Bank of Baroda has no liability to any person who lodges a late Tender for any reason whatsoever, including tenders taken to be late only because of another condition of responding.

**Authorized signatory:** The Bidder shall submit the authorized signatories who can discuss and correspond with the bank, with regard to the obligations under the contract.

**Transportation and Insurance:** All the costs should include cost, insurance and freight (c.i.f). However, the Bidder has the option to use transportation and insurance cover from any eligible source. Insurance cover should be provided by the Bidder till the acceptance of the Staff Uniforms by Bank. The Bidders should also assure that the goods would be replaced with no cost to Bank in case insurance cover is not provided.

Bank of Baroda reserves the right to:

- Reject any and all responses received in response to the RFP
- Waive or Change any formalities, irregularities, or inconsistencies in proposal format delivery



- To negotiate any aspect of proposal with any Bidder and negotiate with more than one Bidder at a time
- Extend the time for submission of the tender
- Select the most responsive Bidder (in case no Bidder satisfies the eligibility criteria in totality)
- Share the information/ clarifications provided in response to tender by any Bidder, with any other Bidder(s) /others, in any form.
- Cancel the tender at any stage, without assigning any reason whatsoever.

Bank shall be entitled to reject any or all offers including incomplete offers, without assigning any reasons whatsoever. Bank reserves the right to make any changes in terms and conditions of the tender. Bank will not be obliged to meet and have discussions with any bidder, and or to consider any representations.

**Applicable Law and Jurisdiction of Court:** The Contract with the selected bidder shall be governed in accordance with the Laws of Fiji for the time being enforced and will be subject to the exclusive jurisdiction of Courts at Suva jurisdiction (with the exclusion of all other Courts).

Canvassing is prohibited and will lead to disqualifications.

**General Terms:**

That the supplier will manufacture all uniform garments as ordered by BANK OF BARODA.

- That all quality of workmanship will conform to the standard and satisfaction of BANK OF BARODA
- That all the styles and designs of uniforms shall be specified by BANK OF BARODA
- That the BANK OF BARODA shall view and approve all fabric and color shade before production.
- That all uniform garments shall have consistency in color and shade as approved by BANK OF BARODA.
- That the Supplier shall supply uniforms as per approved pattern by BANK OF BARODA and measurement approved by individual staff as per signed order forms.
- That all uniforms ordered shall be delivered to the various branches of the bank at the following addresses:-





Sr. No.	Office / Branch	Place Delivery Required
1	Territory Office	Bank of Baroda 86-88 Marks Street, Suva
2.	Suva Branch	Suva Branch 86-88 Marks Street, Suva
3.	Lautoka Branch	Lautoka Branch 155 Vitogo Parade, Lautoka Town
4.	Ba Branch	Ba Branch Kings Road, Main Street, Ba Town
5.	Nadi Branch	Nadi Branch Queens Road, Main Street ,Nadi Town
6.	Labasa Branch	Labasa Branch Naseakula Rd, Labasa Town
7.	Sigatoka Branch	Sigatoka Branch Main Street, Sigatoka Town
8.	Rakiraki Branch	Rakiraki Branch Vaileka, Rakiraki Town
9.	Nausori Branch	Nausori Branch Main Street, Nausori Town

- That the Supplier shall carry adequate stock of fabric to supply the uniforms within Four (4) weeks from date of issue of order.
- That the supplier shall do prior testing of all fabric including colour fastness, wash ability and shrinkage, to maintain acceptable quality standard.
- The offer for design, manufacturing and supply of uniforms shall be for 2 years from date of order.
- The materials designs and colour are to be exclusive to Bank of Baroda only.
- Description, specification & Scope of Work shall be as per Annexure-C



- The lowest of any offer will not necessarily be accepted. The Bank reserves the right to accept or reject any RFP.

**Important Instructions:** Sealed - **Two** - envelopes to be submitted as under :

**Envelope I**

- Superscribed : **"Bank of Baroda Staff Uniform –Technical Bid"**
- Containing covering Letter as per Annexure A
- Technical Bid as per Annexure B

**Envelope II**

- Superscribed: **"Bank of Baroda Staff Uniform –Commercial Bid"**
- Contents: Commercial Bid as per Annexure D

Two separate envelopes to be submitted as mentioned above. Address for Communication, Submission of Bid and Place of opening of Tender offers:

The Chief Executive  
(Fiji Operations)  
Territory Office  
Bank of Baroda,  
86-88 Marks Street  
GPO Box 57  
Suva.



To be submitted on Bidder's letter head

**ANNEXURE A**

**Reference No**

**Date :**

The Chief Executive  
(Fiji Operations)  
Bank of Baroda  
Territory Office  
Suva

Dear Sir,

**Re: Tender for Design, Manufacturing and Supply of Bank's Staff Uniforms – Technical Bid**

We hereby submit the details of Technical Bid as per Annexure B for Design, Manufacturing and Supply of Bank's Staff Uniforms.

We declare that our firm / company have not been blacklisted by any government or Private organizations.

We hereby declare that the statements made in this Bid are true, complete and correct to the best of my / our knowledge and belief. I / We understand that in the event of any information being false or incorrect and not satisfying the eligibility criteria according to the requirements of the Bank our bid is liable to be rejected at any stage.

We unconditionally agree to abide by the Terms and Conditions as specified by the Bank.

Yours faithfully,

Seal of the Firm / Company

Signature of the Authorized Person

Date :

Place :



**ANNEXURE B**

To be submitted on Bidder's letter head

Details for the Technical Bid for Design and Supply of Bank's Staff Uniforms (Details filled in this form must be accompanied by sufficient documentary evidence.)

To,

The Chief Executive

(Fiji Operations)

Bank of Baroda,

GPO Box 57

Suva.

	Particular	Details	
i	Name of the Company		
ii	Company -Complete address of Administrative / Corporate office (including e-mail telephone & fax numbers)		
iii	Address of Company (Please specify the different locations of your company with complete address if applicable)		
iv	The details of authorized Person to make commitment to the Bank	Name	
		Designation	
		email ID	
		Telephone No & Mobile No	
v	Type of organization : Public Limited/Private Limited / Partnership / Proprietary firm		
vi	Date of commencement of Design and Supply of		

Design and Supply of Bank of Baroda Staff 2022 |

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	Uniform		
vii	Financial Details		
	a.Turnover (F\$)		
	b.Profit (\$F)		
	c. TIN		
	Copy of Latest Audit Report		
viii	Name and designation of the contact person		
	Land Line		
	Mobile number		
ix	Credentials :		
	a) Whether you have done any work for any office of Bank of Baroda in the past. If yes, give details.		
	b) Whether you are in the panel of any bank/ Government organization/any other reputed organization in Fiji If yes, please submit details.		
	c) List of Important clients you served during the last -3- years, supported by documentary proof (Work Order, bills,).		
xii	Other Relevant Information :		
	a. Interest of any staff /member /Director of Bank of		



	Baroda		
xiii	Documents on business continuity		



**ANNEXURE C**

To be submitted on Bidder's letter head

*The quotation to include the type and make of material and designs of Staff Uniforms.*

**Exclusive/Fashionable Uniforms with Bank of Baroda Logo****1) Male Staff Uniforms**

Suitable fabric for long & short sleeve shirts and trousers / sulu (optional) for office attire

**2) Female Staff Uniforms**

Suitable fabric for long, 3/4 & short sleeve blouse and skirts/ trousers and corporate dress for office attire.

**3) Creative design and pattern for the above uniforms.****4) a. Formal Wear - 4 sets for each staff**

**b. Blazers - 1 per each staff**

**Total Requirements by Gender (Approx.)**

Female	74
Male	56
Total	130

*The above requirement is for existing staff. The total uniform requirement for a period of two (2) years will be upto 160 staff and additional as and when required.*

To be submitted on Bidder's letter head

## ANNEXURE D

Reference No  
The Chief Executive  
(Fiji Operations)  
Bank of Baroda,  
GPO Box 57

Date:

Suva.

Dear Sir,

### RE: COMMERCIAL BID FOR DESIGN AND SUPPLY OF BANK'S STAFF UNIFORMS

Male Staff Uniforms/	Female Staff Uniform	Total Female Requirement	Total Male Requirement	Style Description	Material Specifications	Price per Quantity	Total Cost
Suitable fabric for long /3/4 & short sleeve shirts and trousers / sulu / skirts and corporate dress for office attire 1 blazer per staff		74 Female Staff ( 4 sets of Uniform )	56 Male Staff (4 sets of Uniform)				
		<i>The above requirement is for existing staff. The total uniform requirement for a period of two (2) years will be upto 160 staff and additional as and when required</i>					

The rates quoted are inclusive of all taxes, levies, VAT, excise, sales tax, 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 bank's staff uniform within the schedule time frame.



We assure and undertake to complete the job as per schedule from the date of approval of design and supply of the bank's staff uniform 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 Authorize Person

Date :

Place :

-----End of Document -----

