



सिलवासा नगर पालिका
SILVASSA MUNICIPAL COUNCIL
दादरा एवं नगर हवेली एवं दमन एवं दीव /
DADRA & NAGAR HAVELI & DAMAN & DIU
सिलवासा /SILVASSA



No.SMC/CO/GNL/Uniform/2021/454/4663

Date:27/11/2021

Notice Inviting Empanelment Stores

Silvassa Municipal Council invites application from interested Tailoring Stores/Garment Stores/Clothing stores or any establishment involved in providing custom clothing business for Empanelment with Silvassa Municipal Council.

The Empanelment will be for shortlisting Stores who shall be authorised to provide custom Uniform for the Employees of Silvassa Municipal Council.

Eligibility Criteria:

1. Store should have minimum turnover of 10 Lakh for the last one year verified by Chartered Accountant.
2. Store should have minimum of 5 Employees and necessary equipment/machinery/tools required to execute the work.
3. Store should have experience in the field of providing Customised Uniforms.

Terms & Condition:

1. The Tailoring Stores/Garment Stores/Clothing stores or any establishment within Silvassa, Vapi and Valsad area may only participate for the said work.
2. The desired applicant will submit the enclosed application form with necessary document and a non-refundable fee of Rs. 1000/-.
3. Application and Documents shall be verified by Silvassa Municipal Council and Silvassa Municipal Council may request additional documents at its discretion.
4. The Tailoring Stores/Garment Stores/Clothing stores or any establishment shall charge a maximum of the rate for the uniforms as finalized by Silvassa Municipal Council after concern with all applicants.
5. Once finalised the Shortlisted list shall be published with the rates finalised for each material.
6. Maximum of 10 stores shall be empanelled by Silvassa Municipal Council, which shall be on the first come first serve basis.
7. The stores shall have to ensure availability of material at all times.

8. Under no circumstances the rates shall be revised unless desired by Silvassa Municipal Council.
9. If the Store is engaged by the department Stores will impose the charges directly from the employee of the SMC.
10. Any dispute in providing the service to the employee should be reported to the Silvassa Municipal Council immediately.

Procedure:

1. The Employee shall approach the empanelled stores with their identity card as proof of employment.
2. The Store shall take necessary measurement and take order from the Employee and deliver the uniform within 7 days of order.
3. The store may take advance up to 50% of the rate fixed at its own discretion.
4. The store shall have to provide a Delivery Certificate and Original bill to the Employee once the Uniform is delivered and shall also maintain a separate record for itself which has to be presented whenever requested by Silvassa Municipal Council.

Sd/-
Chief Officer
Silvassa Municipal Council
Silvassa

Copy to:

1. The President, Silvassa Municipal Council, Silvassa.
2. The Municipal Engineer, Silvassa Municipal Council, Silvassa.
3. The Administrative Officer Silvassa Municipal Council, Silvassa.
4. The Health Officer, Silvassa Municipal Council, Silvassa.
5. The Education Officer, Silvassa Municipal Council, Silvassa.

Application Form

Subject: Application for Empanelment.

S. No	Description	Information Provided
1	Name of the Agency	
2	Nature of the concern: (i.e. Tailoring Stores/Garment Stores/Clothing stores)	
3	Name of the Owner/Proprietor/Partner:	
4	Full Address of Regd. Office (i) Telephone No. (ii) Fax No. (iii) E-mail address	
5	Full Address of Operating/Branch Office in SMC. (i) Telephone No. (ii) Fax No. (iii) Email address	
6	Number of Employees in the establishment:	
7	Financial turnover for the year 2019-2020, 2020-2021 (Certified by Chartered Accountant):	
8	Registration No. of the agency/firm (If any)	
9	PAN No.	
10	GST Registration (if any)	
11	Details of Experience if any	
12	Affidavit — Stating that the Store has minimum 5 Employees and has all necessary equipment/material/tools and shall provide the uniforms with the terms and conditions for the said work Enclosed. (Yes/No)	

1. The form should be submitted in the Silvassa Municipal Council Office on or before 08/12/2021 upto 14:00 Hrs.

Enclosure Documents:

1. Copy of Identity Proof (Aadhar Card/ Driving Licence)
2. Copy of Pan Card
3. Copy of GST Registration or Supporting Documents if exempted.
4. Annual Turnover for the year 2019-20 & 2020-21 certified by Chartered Accountant.
5. Affidavit as mentioned at point no 12.