

MAYO COLLEGE

AJMER, RAJASTHAN

REQUEST FOR PROPOSAL (RFP)

Redesign, Supply, Recycling & Take-Back Programme for Sports Uniforms

RFP Reference No.: MC/SPORTS-UNIFORM/RFP/2026-27/[XX]

Date of Issue: 19th Oct 2026

Last Date for Submission: 15th Nov 2026

Issued by: Purchase / Administration Department, Mayo College, Ajmer, Rajasthan

1. Introduction & Invitation

Mayo College, Ajmer, invites sealed and confidential proposals from established sportswear manufacturers and suppliers for the redesign, manufacture, supply, and lifecycle management of its sports uniform range. This Request for Proposal (RFP) is issued further to an internal proposal for upgradation of the College's sports uniform (fabric quality, recycling and vendor recommendation), and sets out the scope, specifications, submission requirements and evaluation process that all responding vendors must follow.

This RFP is being issued to a select group of invited vendors on a like-for-like basis. Receipt of this RFP does not guarantee award of business, and Mayo College reserves the right to accept or reject any or all proposals without assigning reasons.

Vendors are required to submit written proposals, provide physical fabric and garment samples, and attend an in-person presentation at the Mayo College campus as detailed in Sections 6 and 7. Proposals that do not meet these mandatory requirements will not be considered.

2. Background

Mayo College currently procures seven categories of sports uniform items — polo shirts, shorts, tracksuits, hoodies, socks, shoes and t-shirts. A recent internal review identified fabric performance, durability and finish issues across most of these items, including sweat retention in cotton polos, pilling and inadequate warmth in fleece tracksuits and hoodies, shrinkage in the Mayo t-shirt, and unsuitable canvas shoes that are not proper running shoes.

The College intends to move to upgraded fabric specifications across all seven items including a transition from white canvas shoes to proper black running shoes supported by a structured uniform recycling and take-back programme and a fabric-specific laundry protocol. This RFP is the mechanism by which the College will identify a vendor (or vendors) able to deliver against these requirements.

2.1 Current Annual Consumption (for vendor reference)

The table below reflects current consumption and is provided to allow vendors to quote at comparable volumes. Vendors should confirm whether their proposal assumes the same annual quantities or recommends a revised order pattern (e.g., linked to the recycling/buy-back programme in Section 5).

Item	Current Fabric	Aprx. Annual Qty (units)
Polo Shirt ("Singlets")	100% Cotton Pique	8,000
Shorts (Blue)	Basic Woven Polyester	4,300
Tracksuit	Low-GSM Fleece Blend	550
Socks (Stockings)	Synthetic Blend	8,000
White Shoes	Standard Canvas/Synthetic	950
Black Hoodie	Low-GSM Fleece Blend	800
White Mayo T-Shirt	Low-Grade Cotton	400

3. Scope of Work

Vendors are invited to submit a comprehensive proposal covering the following scope:

1. Redesign and supply of all seven uniform categories to the upgraded fabric specifications in Section 4, including polo shirts, shorts, tracksuits, hoodies, socks, the white Mayo t-shirt, and the transition from white canvas shoes to proper black running shoes.
2. Provision of physical samples of each proposed item, in the specifications and sizes indicated in Section 6.
3. Design input on crest placement, house colours, and branding consistent with Mayo College's existing identity (samples/artwork to be shared under NDA on request).
4. A structured uniform recycling and take-back programme, including collection, buy-back/exchange mechanisms, and fabric repurposing or recycling (Section 5).
5. Fabric-specific laundry and care guidance for each garment category supplied.
6. A clear description of the end-to-end supply chain — from raw material sourcing through manufacturing, quality control, warehousing, and last-mile distribution to the College — together with concrete proposals to make this supply chain faster, more reliable, and more cost-effective (Section 6.4).
7. Ongoing supply, sizing exchange, and after-sales service for the duration of the contract term.
8. Attendance at a mandatory in-person presentation at the Mayo College campus (Section 7).

4. Recommended Fabric Specifications — Mandatory Minimum Standards

The specifications below represent the minimum standard the College is seeking. Vendors may propose equal or superior alternatives, provided that any deviation is clearly flagged, justified, and accompanied by supporting technical data (lab test reports, GSM certification, wash-test results, etc.).

Item	Current Issue	Recommended Fabric	Key Properties Required
Polo Shirt	Pure cotton pique absorbs sweat, becomes heavy, slow to dry.	Moisture-wicking dry-fit polyester / poly-cotton pique (min. 65% recycled polyester blend)	Quick-dry, breathable mesh underarm panels, antimicrobial finish, UV protection
Shorts	Basic woven polyester lacks stretch/ventilation; retains heat, restricts movement.	4-way stretch dry-fit micro-polyester with mesh lining	120–140 GSM, lightweight, quick-dry, breathable mesh liner, reinforced stitching
Tracksuit	Low-GSM fleece — inadequate winter warmth, poor breathability, pills quickly.	Brushed-fleece or French terry outer with wind/water-resistant shell option	260–320 GSM, thumb-hole cuffs, zip pockets, wind-resistant front panel
Black Hoodie	Same low-GSM fleece as tracksuit — same shortcomings.	Brushed-fleece or French terry, matched to upgraded tracksuit fabric	260–320 GSM, anti-pilling finish, ribbed cuffs and hem, kangaroo pocket
Socks	Fully synthetic — traps sweat, causes discomfort and blisters.	Combed cotton-rich ankle/crew length with synthetic reinforcement at heel & toe	80% cotton / 18% nylon / 2% elastane, cushioned sole, arch support
White Mayo T-Shirt	Very low-grade, non-pre-shrunk cotton — shrinks after one wash.	Combed, pre-shrunk (sanforized) cotton or cotton-poly blend, colourfast printing	180–200 GSM combed cotton, sanforized (<3% residual shrinkage), reinforced collar rib
Shoes	Canvas/synthetic construction, not a running shoe; white shows dirt/scuffs quickly.	Proper black running shoes from an established sports brand	Cushioned EVA/rubber outsole, breathable mesh upper, arch support, shock absorption

Note on Shoes: The College is transitioning from white canvas shoes to proper black running shoes. Vendors who cannot supply performance running shoes directly must indicate whether they can source and bundle these through a recognised brand partner, and confirm sizing range availability (student sizes through senior sizes).

5. Uniform Recycling, Take-Back & Laundry Coordination — Vendor Response Required

A significant number of uniform units are currently discarded as scrap during vacations or left unattended on campus, resulting in avoidable cost, environmental concerns, and uniform items circulating outside the campus. Vendors must respond in writing to each of the following:

- Proposed structure for collection bins/points at hostels for old or discarded uniform items at the end of each term or before vacations, including logistics for collection and removal from campus.
- Proposed buy-back or exchange scheme, under which old uniforms are exchanged at a discount toward new ones — including proposed discount structure and eligibility conditions.
- Capability and process for repurposing or recycling collected fabric, including any downstream partners used and evidence of prior programmes run for other institutional clients.
- Proposed approach to marking/tagging uniform items (house or student code) to discourage items being discarded or leaving campus, and to make ownership traceable.
- Fabric-specific laundry and care guidance for each garment category proposed, for adoption by the College's laundry service (detergent type, wash cycle, temperature, and any special handling).

6. Mandatory Submission Requirements

Every proposal must be submitted as a single consolidated document (with annexures) and must include all of the items below in the order listed. Incomplete submissions may be rejected at the College's discretion.

6.1 Company Profile & Credentials

- Company registration, GST and other statutory details; years in operation; ownership structure.
- Experience supplying school/institutional sports uniforms in India, with a minimum of three reference clients (school name, contact person, scope supplied, duration of relationship).
- Relevant quality and compliance certifications (e.g., ISO, OEKO-TEX, or equivalent fabric safety certifications) where applicable.
- Manufacturing capacity — annual production volume, number of units/factories, and confirmation of ability to service Mayo College's volumes (Section 2.1) within required lead times.

6.2 Physical Samples — Mandatory

Vendors must submit one (1) physical sample of each of the seven uniform categories, made to the fabric specification proposed in their response (not necessarily the final branded version, but representative of fabric, weight, and construction). Samples must be clearly labelled with the vendor's name and item description and delivered to the College by the submission deadline. Samples will be used for hand-feel, wash and durability evaluation and will not be returned unless requested in writing at the time of submission.

- Polo shirt (in the proposed upgraded fabric)
- Shorts (in the proposed upgraded fabric)
- Tracksuit — jacket and trouser
- Black hoodie

- Socks
- White Mayo t-shirt (round neck, in proposed pre-shrunk/colourfast fabric)
- A pair of the proposed black running shoes, in at least two sizes spanning the required range

Vendors proposing fabric or trim variants beyond the base specification (e.g., alternate GSM or blend ratios) should submit swatches of each variant alongside the primary sample.

6.3 Pricing

- Itemised, per-unit pricing for each of the seven categories, at the current annual consumption volumes shown in Section 2.1, and a suggested pricing tier if volumes change ($\pm 10\%$ and $\pm 25\%$).
- Break-up of price into fabric/material cost, manufacturing, branding/embroidery, packaging, and logistics, where feasible.
- Payment terms, minimum order quantities, and validity period of quoted prices.
- Any proposed pricing linkage to the buy-back/take-back programme (Section 5).

6.4 Supply Chain — Mandatory Detailed Response

Vendors must provide a clear, end-to-end description of their supply chain for the proposed uniform range, and specific recommendations on how this supply chain can be made faster, more reliable, and more cost-effective for a school-scale institutional buyer such as Mayo College. At minimum, the response must cover:

- Raw material sourcing: origin of yarn/fabric (domestic or imported), supplier relationships, and any proprietary fabric technologies used.
- Manufacturing footprint: location(s) of factories/units, in-house vs. outsourced manufacturing, and capacity headroom for order surges (e.g., mid-year replacements).
- Quality control: stage-wise QC process from fabric inspection through to finished-garment checks, and defect/return rates on comparable institutional contracts.
- Lead times: standard production lead time, lead time for the initial bulk order, and lead time for repeat/top-up orders during the academic year.
- Warehousing & inventory: whether finished stock is held in India (and where), and how re-order and safety-stock levels are managed for an institutional client.
- Last-mile distribution: how uniforms are delivered to and, if applicable, fitted/exchanged on campus, including any on-site sizing or trial-fitting support offered.
- Sustainability & recycling linkage: how the take-back/recycling programme (Section 5) is integrated into the vendor's supply chain rather than run as a separate process.
- Efficiency recommendations: specific, concrete suggestions — beyond what is asked above — for shortening lead times, reducing wastage, consolidating shipments, or lowering total cost of ownership over the contract term.

6.5 Recommended Alternatives

Vendors may, in addition to complying with Section 4, propose alternative fabrics, constructions, or branding approaches they believe would better serve Mayo College's requirements, provided the base specification is also quoted for like-for-like comparison.

6.6 Warranty on Supplied Articles — Mandatory

The vendor must provide a written warranty on every article supplied under the contract, covering defects in material, workmanship and performance against the specifications in Section 4. The warranty period for each article runs from the date the College accepts the consignment in which it was delivered, not from the date of manufacture or dispatch.

The minimum warranty periods below are mandatory; vendors may offer longer periods, which will be taken into account under commercial terms in the evaluation (Section 8).

Article	Minimum Warranty Period (to be filled by vendor)	Defects Covered (illustrative, not exhaustive)
Polo Shirt	___ months	Residual shrinkage beyond 3%; colour fading or bleeding; loss of moisture-wicking / quick-dry performance; seam or stitch failure; crest, embroidery or print peeling; collar or placket distortion.
Shorts	___ months	Seam or stitch failure; waistband elastic or drawcord failure; tearing of mesh liner; loss of 4-way stretch recovery; colour fading.
Tracksuit (jacket & trouser)	___ months	Pilling; zip or zip-pocket failure; seam failure; loss of shape at thumb-hole cuffs, ribbing or hem; colour fading; delamination of wind-resistant panel.
Black Hoodie	___ months	Pilling; seam failure; loss of shape at ribbed cuffs or hem; tearing at kangaroo-pocket stitch points; colour fading.
Socks	___ months	Holes at heel or toe under normal use; loss of elasticity at cuff; flattening of cushioned sole; shrinkage affecting fit.
White Mayo T-Shirt	___ months	Residual shrinkage beyond 3%; yellowing or discolouration; cracking or peeling of print; stretching of collar rib; seam twisting.
Black Running Shoes	___ months	Sole separation; outsole wear-through; tearing of mesh upper; stitching failure; collapse of insole or cushioning; eyelet or lace-loop failure.

The warranty shall be governed by the following terms:

- **Free replacement:** Any article found defective within its warranty period shall be replaced free of cost (or, at the College's option, credited against the next order) within 15 days of the College's written claim. The vendor shall bear all costs of collection, replacement and delivery.
- **Claims process:** Claims will be raised in writing (email is sufficient) by the College's Store Supervisor, with the defective article or photographs and the batch or tag reference. The vendor may inspect the article, but inspection shall not delay replacement by more than 7 days.
- **Warranty on replacements:** Every replacement article shall carry a fresh warranty of the same period from the date of its delivery.
- **Laundering:** The warranty shall remain valid where articles have been laundered in line with the care guidance supplied by the vendor under Section 5. The vendor may not decline a claim on the grounds of institutional laundering where that guidance has been followed.
- **Exclusions:** Exclusions are limited to damage caused by misuse, accident, unauthorised alteration and normal wear and tear. Any further exclusion must be stated in the proposal; the College may treat wide or unclear exclusions as a deviation from this RFP.
- **Brand-partner items:** For articles sourced through a brand partner (for example, running shoes), the vendor remains the single point of responsibility for all warranty claims and may not refer the College to the manufacturer.
- **Cost of warranty:** All warranty obligations are to be included in the unit prices quoted under Section 6.3; no separate warranty charge will be accepted.

7. Mandatory In-Person Vendor Presentation

Shortlisted vendors will be required to attend an in-person presentation at the Mayo College campus, Ajmer, on the date(s) specified in section 9.2. Remote/video presentations will not be accepted in lieu of physical attendance except where explicitly permitted in writing by the College. The presentation must be delivered by personnel with direct working knowledge of manufacturing and supply chain operations (not solely a sales representative) and must cover, at minimum:

1. A walkthrough of all physical samples submitted under Section 6.2, including fabric hand-feel, construction, and how each addresses the specific quality issue identified in Section 4.
2. A full explanation of the vendor's supply chain end-to-end (Section 6.4), including sourcing, manufacturing, quality control, warehousing and distribution, illustrated with process diagrams, photographs, or facility visuals as appropriate.
3. Specific, actionable proposals for making the supply chain more efficient for Mayo College — faster turnaround, lower cost, reduced wastage, or better reliability — including how these would be measured and reviewed during the contract term.
4. A demonstration of the proposed recycling/take-back programme in operation (case studies or examples from other institutional clients, where available).
5. Pricing walkthrough and clarification of commercial terms.
6. A question-and-answer session with the College's evaluation committee.

Vendors should plan for a session of approximately 20–30 minutes, followed by 5 minutes for Q&A. The College will confirm exact scheduling and venue details separately with each shortlisted vendor.

8. Evaluation Criteria

Proposals will be evaluated by a committee constituted by the College on the following broad parameters. Weightages are indicative and may be refined prior to evaluation.

Criterion	Weight	What Is Assessed
Fabric quality & sample performance	30%	Hand-feel, GSM, wash/durability behaviour, compliance with Section 4 specifications
Pricing & commercial terms	25%	Total cost at current volumes, payment terms, price stability
Supply chain reliability & efficiency proposals	20%	Lead times, manufacturing capacity, quality of efficiency recommendations (Section 6.4)
Recycling & take-back capability	10%	Strength and credibility of proposed programme (Section 5)
Track record & references	10%	Institutional experience, reference checks with other schools
Presentation quality	5%	Clarity and depth of in-person presentation (Section 7)

9. Submission Instructions & Key Dates

9.1 How to Submit

- One hard copy of the written proposal (with all annexures), addressed to: Col. Sanjay Bhatia, Bursar, Mayo College, Ajmer, Rajasthan Pin Code-305001
- One soft copy (PDF) emailed to bursar@mayocollege.com with the subject line: "RFP Response – Sports Uniform Upgradation – [Vendor Name]".
- Physical samples (Section 6.2) delivered in person or by courier to the address above, clearly labelled, by the submission deadline.
- Any queries regarding this RFP should be directed in writing to Mr. Ritesh Reniwal, Store Supervisor, email: rkreniwal@mayocollege.com, Contact no. 9929995997 by 3rd Nov.

9.2 Indicative Timeline

Milestone	Date
RFP issued	19 th Oct 2026
Last date for vendor queries	3 rd Nov 2026
Last date for submission of proposal & samples	15 th Nov 2026
Vendor presentations at Mayo College campus	To be declared (5 th Dec), Tentative
Sample trial with student group (shortlisted vendor(s))	15 th Dec 2026
Final vendor selection	20 th Dec 2026
Target roll-out for next uniform ordering cycle	1 st Feb 2027

9.3 General Terms

- This RFP does not constitute a commitment or offer by Mayo College and does not obligate the College to award any contract.
- All costs incurred by the vendor in preparing and presenting a response, including sample production and travel to the campus presentation, are to be borne solely by the vendor.
- Information shared by vendors will be treated as confidential by the College and used solely for evaluation purposes; vendors should similarly treat the contents of this RFP as confidential.
- The College reserves the right to seek clarifications, request revised quotations, negotiate final terms with one or more vendors, or cancel this RFP process at any stage without assigning reasons.
- The final contract, once awarded, will include agreed service levels for lead time, quality, warranty claims (Section 6.6), recycling programme delivery, and supply chain performance, to be monitored periodically by the College.

10. Annexures

Annexure A — Submission Checklist

- Company profile & credentials (Section 6.1)
- Reference client list (minimum 3)
- Physical samples of all 7 categories (Section 6.2)
- Itemised pricing (Section 6.3)
- Supply chain description & efficiency proposals (Section 6.4)
- Recycling / take-back programme response (Section 5)
- Laundry & care guidance for proposed fabrics (Section 5)
- Signed warranty statement for each article (Section 6.6)
- Confirmation of attendance at in-person presentation (Section 7)
- Signed acceptance of general terms (Section 9.3)

Annexure B — Reference Photographs of Current Uniform

Vendors may request reference photographs of the current uniform items (polo shirts, shorts, socks, tracksuit) from the Purchase Department for guidance on branding placement and current fit — these are available on request and are not reproduced in this RFP for file-size reasons.