



**NOTICE INVITING TENDER FOR EMPANELMENT OF VENDORS FOR MAKING/INSTALLATION
& MAINTANANCE OF GLOWSIGN BOARD AT BRANCHES & ATM**

Sealed Tenders are invited by Central Bank of India, Regional Office, Kolkata (North) ,for making/ Installation & Maintenance of Glowsign Board at branches & ATM along with ATM branding under Regional Office Kolkata (North) in Two Bid System (Technical bid & Commercial Bid) meeting the Under-noted eligibility criteria for carrying out the work specified in the tender document . In accordance with the Bank's general conditions of contract, special terms & conditions of Contract & Particular terms & conditions of Contract, Standard specifications, extent of work, Special instructions to bidders as appended on subsequent pages & Annexures.

Central Bank of India, Regional Office Kolkata (North) invites applications from reputed firms, satisfying the eligibility norms stipulated herein this tender document, for making/ Installation & Maintenance of Glowsign Board at branches & ATM under Regional Office Kolkata (North).

Description of Work	Making/ Installation & Maintenance of Glowsign Board at various Branches & ATM's
Place of work	Branches under Regional Office, Kolkata (North)
Cost of work	To be quoted as per the Commercial bid format
Earnest Money Deposit	Payment of Rs.1500/- to be made in the form of Demand Draft payable in the name of "Central Bank of India, Regional Office , Kolkata (North)". Technical bids without EMD amount shall NOT be accepted.
Tender Publish Date	14.12.2021
Last date for Submission of Bids	18.12.2021 at 05:00 pm
Date of Opening of Technical Bids	20.12.2021 at 2.00PM
Contact person name & Contact number	For specification , branding details & other queries please contact - Mr. Kunal Krishna, Senior Manager, RO – Kolkata (North) - 6292191384 Mr. Dipak Mondal, Asst Manager, RO Kolkata (North) - 9830311954
Place of submission of Bids & opening of bids	Regional Manager, Central Bank of India, Regional Office Kolkata (North), 3 rd Floor, Central Bank building, 33 N.S.Road, Kolkata - 700001
Date of Opening Financial B ids	Will be informed to short listed Bidders who qualify in Technical Bid stage
E-mail id for correspondence	gadkolkno@ centralbank.co.in

Regional Manager
Regional Office , Kolkata (North)



REGIONAL OFFICE : KOLKATA (NORTH)

Invitation for Tender / Bids (Electrical Audit) — Terms & conditions

1. Central bank Of India, Regional Office, Kolkata invites sealed tenders / Bids from reputed firms for making/ Installation & Maintenance of Glowsign Board at branches & ATM under Regional Office Kolkata (North)
2. Interested eligible Bidders may submit their response to this tender document at our office located at Regional Manager, Central Bank of India, Regional Office Kolkata (North), 4th Floor, Central Bank building, 33N.S.Road,Kolkata -700001 before last date for submission of tender documents as mentioned in this tender document.
3. The response to the Tender document is to be submitted in two-bid system, separately in two sealed covers as per the formats given in this tender document super scribing — “Technical / Commercial Bid for the Electrical Audit :
 - a) Technical bid
 - b) Commercial bid.
4. Central Bank of India reserves the right to accept or reject in part or full any or all the offers without assigning any reasons there for at any stage of tender.
5. Date of opening of Commercial bids shall be intimated to technically qualified bidders.
6. The bids submitted late on account of any reasons, whatsoever, will NOT be entertained.
7. Tender document is non-transferable and the selected final bidder shall be executing the work order through their authorized employees only and cannot be given as sub-contract.
8. Rates should be quoted both in words and numbers in the financial bids. No alterations in these figures / words are expected. In case of any alterations / strike off, the amount mentioned in the words shall prevail. All the corrections are to be initialed by authorized signatory of the firm.
9. All the supporting documents submitted along with the tender document are to be signed by the authorized signatory.
10. Bank may negotiate with the L-1 price bidder for further reduction of rate quoted by bidder.
11. Any additions or a deletion in the list of branches is as per the discretion of the Bank.
12. In case of any ambiguity or doubt as to meaning of any of the tender clauses / conditions or, if any further information is required, the matter should immediately be referred to Regional Manager, Central Bank of India, Regional Office Kolkata (North), 4th Floor, Central Bank building, 33 N.S.Road, Kolkata – 700001.
13. EMD An amount of Rs.1500.00 shall be deposited in the form of Demand Draft issued in the name of “Central Bank of India, Regional Office Kolkata (North)”, payable at Kolkata, not issued before the date of publication of this tender document. This Demand Draft is to be enclosed along with Technical Bid only. Failure to submit the EMD by the bidder shall make the document offered by Bidder as Invalid. The EMD shall be refundable to the bidder’s post placement of work order with L-1 bidder. The EMD of the L-1 bidder shall be returned only after satisfactory completion of work as per the terms of the tender document.

14. It is the responsibility of the bidder to ensure that their firm participating in the bidding process meets all the eligibility criteria stipulated by the Bank and necessary documents are enclosed wherever required. During the course of evaluation of bids, if Bank requires any documentary evidence required for evaluation, the same shall be intimated and bidder is expected to submit within reasonable time period. In case the documentary evidence could not be submitted within stipulated time period, Bank may discard the proposal submitted by the Bidder. All participating Bidders are requested to check the documents wherever required and be included in the technical bid at the initial stage itself.

15. Eligibility criteria of the bidder:

The bidder / consultant / firm / company have to fulfill the following criteria:

- a) Preferably Proper infrastructure/ office in Kolkata or at any other location within 100 kilometer from Kolkata.
- b) The bidder should be an income tax assessee and should have filed income tax return for the last 3 years (Supporting documents to be annexed in technical bid)
- c) Bidders are required to submit their full bio-data giving details in the enclosed proforma about their organization, experience, technical personnel in their organization, pan card, Aadhar card, address proof, competence etc.
- f) Bidder should have experience of minimum 5 years in Government / PSU / Nationalized Banks. Copy of work order should be attached with the tender.
- g) The bidder should submit the copy of registration of the firm.
 - a. The bidder should have valid sale tax / TIN number / GST number whichever is applicable.
 - b. The details of employees deputed to Branches should carry ID proof at all times along with copy of the work order
- h) Preference will be given to the vendors whose office with full infrastructure is available at Kolkata.

16. Specifications required :

- a) Best quality backlit flex having 5 years warranty, stretched in box frame.
 - b) The Structure shall be fabricated with 1"x1" iron sq pipe of minimum 5 kg weight with ISI grade C1 sheet for back with 26 gauge.
 - c) The top, bottom, & the sides of the frame box should be covered with powder coated sheet. The signage shall be backlight with LED tube lights preferably Samsung/Havel's/Crompton and connected with 1.5 mm copper wire.
 - d) The printing quality shall be 1200 dpi or better with English font Futura bold oblique and for Hindi Lala and Shree DEV0715E for Regional Language appropriate fonts may be used. The colour ratios for Red/Olympic Blue and tone shall be provided to the L1 vendor along with the work order
17. For upkeep and maintenance of signage board, it shall be under AMC wherein the periodic cleaning of the facade once in every 15 days i.e. twice in a month shall be done by the agency/firm.
18. Retention money kept 10% of bill amount and it will release after completion of warranty period.
19. All relevant precautions are to be taken by the firm while executing the work at all locations. The bidder shall be responsible for all injuries to the work or workmen, to persons, animals or things and for all damages to the structural and/or decorative part of property which may arise from the operations or negligence of himself / their employees.

Annexure — Compliance of terms and conditions -in Technical Bid

I / we have read and understood the instructions and the terms and conditions contained in the tender Document.

I do hereby declare that the information furnished in the response to tender document and other supplementary sheets is correct to the best of my / our knowledge and belief.

In case of selection of my / our bid for making/ Installation & Maintenance of Glowsign Board at branches & , ATM we shall be carrying out the work in accordance with the terms and conditions there of.

Signature of Authorized Signatory:

Name of Authorized Signatory:

Designation :

Address of firm:

Place:

Date:

TECHNICAL BID
Basic Information about the Firm / Organization:

Sl No	Details	Details	Documents Enclosed?
1.	Name of the firm / Company Along with Address		
2.	Contact Details 1. Name of person 2. Mobile no : 3. Email Id : 4. ID & Address details : 5. GST no. (if any)		
3.	Date and year of establishment (Enclose relevant documents)		
4	Type of organization (Sole proprietor /partnership / private ltd/ co-operative body etc)		
5.	Details of registration (Documentary evidence to be enclosed)		
6.	Details of Glow Sign Board work order's executed with Govt/ PSU / Nationalized Banks etc. (Documentary evidence to be enclosed)		
7.	Financial Details of the firm (enclose documentary evidence)		
8.	No. of years of experience in Glow Sign Board works (Certificate to be enclosed)		
9.	Income tax returns & balance sheet of the last 3 years (documentary evidence to be enclosed)		
12.	Income tax PAN number		
13.	GST number (if any)		

(Signature of Bidder with Seal of Firm)

Date :

Place :

Annexure -Commercial Bid/Financial Bid

To
Regional Manager,
Central Bank of India, Regional Office, Kolkata - 700001
33 N.S.Road.
Kolkata - 700001

Reg: Commercial Bid for Electrical Audit

With reference to tender document for making/ Installation & Maintenance of Glowsign Board at branches & ATM for various branches / offices and ATMs located as per Annexure – 1, we are pleased to offer our best quote , for carrying out the work as mentioned in scope of work.

We confirm that the mentioned works shall be submitted to concerned branches / Office in prescribed formats as per the scope of work.

For making/ Installation of Glow Sign Board

Sl.No.	Description of work	Amount (Rs.)
1	Rate per sqft for making of the Glowsign board/ Signage (including the above specifications , Installation & transportation charge)	
	Rupees (.....) in words	

For maintenance of existing Glow Sign Board

Sl.No.	Description of work	Rate (in Rs.)
1	LED Tubelights (preferably Samsung/Havel's/Crompton)	
2.	Star backlit flex with 260 GSM (per sqft)	
3.	Labour Charge for cleaning the box in every 15 days	

We understand that in case of difference of amount mentioned in words and numbers, the value mentioned in words shall prevail to decide on the L- 1 Bidder.

All terms and conditions mentioned in the tender document are acceptable to us and shall be binding on us.

(Signature of Bidder with Seal of Firm)

Date :

Place :

Bidders are requested to check the enclosures mentioned below. The list is only indicative and not exhaustive.

1. Contact details
2. Checking for experience details as per requirements mentioned in Tender document
3. Income Tax Assessment returns for last 3 years
4. Balance Sheet statement
5. Details of PAN card , GST provided
6. Tender Fee of Rs 1500.00 in form of DD to be enclosed in Technical Bid
7. Commercial Bid in prescribed format without any alterations / corrections
8. Copies of Previous work orders executed by the bidder
9. Two separate sealed envelopes – Technical Bid & Commercial Bid prepared
10. Supporting documents, certification of employees , firm etc are enclosed
11. Financial turnover of the bidder is exceeding Rs 10 lakh for last 3 years and is profit making
12. Other relevant documents.

