



BANK OF INDIA
KOLKATA ZONE
ESTATE & SERVICES DEPARTMENT (5th Floor)
5, B. T. M. SARANI, KOLKATA – 700 001
Phone Number 2248-6573
E-Mail : ZO.Kolkata @ bankofindia.co.in

Ref. No. : ZO:EST: KPB: 001463

Dated: 08.03.2010.

TENDER NOTICE

**Appointment of vendors for replacement of
Bank's Signages for Branches in Kolkata Zone**

We propose to replace Bank's Signages for our branches wherever not provided and as and when required, with standardized specifications given in annexure – 1. The size of the Boards will vary from Branch to Branch depending upon the space available. The bidders are to quote per sq.ft. rate based upon prescribed specification.

Please submit your tender in two way bids (I) Technical and (II) Financial Bids in the sealed cover with the inscription "Tender for replacement of Bank's Signages for Branches of Kolkata Zone" so as to reach us at the above address **on or before 19.03.2010 upto 4.00 p.m.** Tenderers not able to commit 'YES' in all parameters of Technical Bid (Annexure-I) need not submit their bids because such bids will not qualify for opening of financial bids.

The rates will be valid for 1 year from the date of our offer.

The sealed tenders will be opened at 4.00 p.m. on 22-03-2010 at the above address. You may be present during the opening.

The Bank reserves the right to accept or reject any or all quotes without assigning any reason whatsoever.

(R. M.PRASAD)
DEPUTY ZONAL MANAGER

NOTICE INVITING TENDER

To,

**Sub : Invitation to bid for replacement of
Bank's signage for Branches
in Kolkata Zone**

This is an invitation to bid for providing Bank's Signages for Branches of Kolkata Zone situated at Kolkata, North 24-Parganas, South 24-Parganas and Nadia districts, wherever not provided and as and when required.

2. The bidders are requested to go through the tender enquiry document carefully, which will form part of the contract. The bidders are expected to quote the rates for the signages of the Branches, furnish all the information asked for, sign all the pages and submit the bid to us at 5, B.T.M. Sarani (Brabourne Road), Kolkata-700001.

Encl : Tender Enquiry Documents

DATA SHEET

1. Tender Notice No. : ZO:EST:KPB: dated 08-03-2010
2. Name of the work : Replacement of Signages as per specifications for Branches in Kolkata Zone.
3. Location : Different location
(Kolkata, North 24-Parganas, South 24-Parganas & Nadia Districts)
4. Owner : Bank of India, Kolkata Zonal Office,
Estate & Services Department, 5th floor,
5, B.T.M. Sarani, Kolkata-700001.
5. Tender Documents : From 08-03-.2010 to 17-03.2010 (upto 4=00 p.m.)
can be obtained from At Bank of India,
5, B.T.M. Sarani,
Kolkata Zonal Office,
Estate & Services Department, 5th floor,
Tel : 2248-6573.
6. Time of completion for : 60 days from date of work order.
total no. of Branches

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7. Tender to be submitted : On or before 19-03-2010 upto 4.00 p.m.
8. Envelopes to be superscribed as : “Bid for replacement of Bank’s Signages for Branches in Kolkata Zone“.
Cover No.1 to contain Technical Bid
Cover No.2 to contain Financial Bid
Cover No.3 to contain both 1st and 2nd Covers.
9. Opening of tender : - Technical Bid on 22-03-2010 at 4.00 p.m.
- Financial Bid of only successful bidders in Technical Bid will be opened subsequently with due notice to bidders technically qualified.
10. No Escalation in rates is permitted once quoted.

CRITERIA/CONDITIONS

- i) The vendor must have an Office / Set up in Kolkata.
- ii) The Vendor should enclose documents (e.g. brochures of Manufacturer Cos. etc.) indicating specification of material to be used, manufacturer etc. in compliance with tender specification and also their being authorized converter of the Indian Subsidiary/ Branch of the Principal Manufacturer of the translucent vinyl and the flexible substrate and enclose **DOCUMENTARY EVIDENCE** in this regard.
- iii) The vendor should have experience of carrying out such work in Nationalised / Private Banks/PSU during the last 3 years.
- iv) Vendors must be in a position to provide us with pertinent credential in the form of any single Work Order issued by Banks or any Public Sector Undertaking / Oil Company involving minimum job value of Rs.2.5 lac.
- v) The Income Tax, Sales Tax, Service Tax Registration and VAT numbers of the Vendor are to be furnished.
- vi) Copy of last 3 years balance sheet must be furnished.
- vii) An EMD of Rs.10,000/- is to be submitted.

Technical Bid

Proposed Specifications for Bank’s Signages

Bank proposes following type of signages –

- (i) “Back-lit”
- (ii) “Non-lit”

Scope of work for Back-lit Signages

1. Replacement of signage work includes the following:
 - a. The representative of solution provider / their converter to visit our branches; to suggest and take measurements of size of fascia after considering issues connecting to co-tenants, landlord, local regulators, etc. ; finalize the size duly signed by the Branch/Office Head.
 - b. Fabrication and erection of complete signage – sign cabinet, fascia, electrical fittings, etc – as per specifications provided in this note, including removal of existing signage.
 - c. Transportation of signage from converters’ work place to the branches / offices.
 - d. Provision of timer (Optional) as per Bank’s choice.

Quality Specifications for “Back-lit” Signage		Vendor’s Response Yes/No
Fascia	Flexible substrate – The properties are given in Table 1. Flexible substrate should essentially have water mark of the principle brand logo along with the product name. Graphics to be computer-cut with translucent cast vinyl matching PANTONE shades viz. 288 C, 1655 C and 151 C – Properties as per Table 2.	
Manufacturer	Please ensure that the manufacturers of the Flex and Vinyl and other material to be used should be reputed manufacturers and 5 years warranty should be available for the fascia materials (flexible substrate and Translucent vinyl), which the signage solution provider is going to use for the Bank.	
Sign Cabinet	<ol style="list-style-type: none">1. 1” X 1” 16 swg Coated M.S. Square Pipe.2. Back Panel of 26g G.1.3. Top, side & bottom panel of 18 swg powder coated AL sheet.4. Aluminum Extrusion (Milliken design system) for edge-to-edge lighting.	

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Tensioning	Aluminum extrusion tensioning system for uniform tensioning of the sign fascia : 1. Alan key aluminum extruded tensioning system OR 2. Milliken aluminum extruded tensioning system with rubber beading.	
Electrical & Accessories	1. 1 tube light for every 4 sq.ft. along the length of the sign. 2. Tube light has to be Philips / Wipro / Osram /Bajaj make only. 3. Overlap between 2 tube lights must be minimum 75 mm to prevent dark bands. 4. Copper ballast Philips / Wipro / Osram / Bajaj make only. 5. ISI mark insulated wires to be used for connections.	

Table 1 – Physical Properties (Flexible Substrate)		Yes/No
Property	Metric Units (Range)	
Service Temperature Change	-25* to + 70*C	
Light Transmission (opacity)	24% - 26%	
Tensile strength Range		
Tear weft (Cross Direction)	16.0 kg / cm + /-0.2%	
Tear Warp (Machine Direction)	18.0 kg / cm + /-0.2%	
Tensile Weft (Cross Direction)	27.0 kg / cm + /-0.2%	
Tensile Wrap (Machine Direction)	27.0 kg / cm + /-0.2%	
Weight	780 gram / meter square or 22.88 ounce.	
Characteristics Substrate	Polyester scrim embedded in a white pigmented vinyl.	
Thickness	0.060 cm to 0.070 cm	
Watermark	Should be of original manufacturer of flexible substrate and should be visible on the second surface.	
Safety Standard* for Flexible Substrate	Fire Standard * Third-Party Test report to be furnished for the above-mentioned Safety Standards.	
Performance Requirements for Vinyl	Colour Fading resistance (ASTM G 153 QUV test) Adhesive strength.	

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Table 2 – Translucent Vinyl		Yes/No
Service Temperature Range	-40°C to + 75°C	
Adhesion strength (Acrylic and uncoated, clear Poly carbonate)	0.7 kg / cm	
Film Characteristics		
Film	0.050 mm, translucent vinyl	
Thickness (film & adhesive)	3 to 4 mil (0.08 to 0.010 mm)	
Adhesive type and colour	Clear Pressure Sensitive Adhesive	
Liner	Synthetic Liner	
Application surfaces	Flat, without rivets	

Minimum application temperature 16°C

Manufacturing tolerance level is +/- 10%

Quality Specifications for “Non-lit” Signages		Vendor’s Response Yes / No
Fascia	Properties as applicable to Back – lit signages	
Manufacturer	As applicable to Back – lit signages	
Sign Frame Tensioning	Riveting the flex on a 1” x 1” cross section of 20 gauge thickness square pipe frame, painted with of anti-rust paints, with vertical runners of 22 gauge thickness having cross-section of 1” by 1” at a regular interval of 2.5 ft. 1” x 1” Aluminium Angle on all the 4 sides of the frame fixed from the rear side.	

Warranty for signages :	Yes/No
<ul style="list-style-type: none"> • Every Converter should provide a Comprehensive Warranty from the single source manufacturer of the translucent vinyl and the flexible substrate for a period of 5 years atleast. • On completion of work, the converter must submit a warranty document from the Principal Manufacturer having direct presence in India (not Liaison office / dealer / representative Office / Distributor / Agents / Reseller / Importer) of the translucent vinyl and the flexible substrate. • The Authorised personnel of the Indian Subsidiary / branch of the Principal Manufacturer should validate the Comprehensive Warranty with the name clearly indicated and signature provided for the same. • The converter should be an Authorised Converter of the Indian Subsidiary / branch of the Principal Manufacturer of the translucent vinyl and the flexible substrate. • Warranty should be issued by a notified solution provider i.e. principal manufacturers of flex and vinyl material by virtue of being a branch / subsidiary in India and enforceable in Indian Law court 	

<ul style="list-style-type: none"> • The warranty for the flex and vinyl should be a comprehensive warranty for a period of 5 years and should not be on pro rata basis. In case of any failure in the product brought to the notice of the bank within the warranty period, the principle manufacturer should be responsible for replacing the fascia. • The Signs should be warranted by the Indian subsidiary / branch of the Principal Manufacturers for all sorts of Indian weather and dust conditions without any sub clauses for high Traffic areas / high Pollution areas / high temperature areas. This means that there should be tested field warranties and not just product warranties. 	
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Warranty should be against :	Yes / No
<ol style="list-style-type: none"> 1. Yellowing / Graying of Flex 2. Wicking of flex 3. Fungus or Mildew formation 4. Vinyl peel-off, fading, shrinkage, cracking and crazing 	

Other stipulations for converters:	Yes / No
<ul style="list-style-type: none"> • The Sign fascia should be 100% warranted by the Indian subsidiary / branch of the principal manufacturer against any product failure (as mentioned above) in the Sign Fascia for a period of 5 years. • The Authorised Converter's bills would be cleared only on submission of the duly endorsed Warranty Documents that fulfill all the above conditions. • The quoted cost per square feet should include all the works from inception to implementation, mentioned under para "Scope of Work", i.e., finalisation of size, fabrication and erection, providing of timer (Optional), removing of existing signage, transportation, etc. Taxes & octroi (wherever applicable) is payable additionally. • Bank shall not pay any other charges other than above charges. • Payment shall be released only after certification by Branch Manager and after receipt of a valid warranty, enclosed with photograph of the sign. <p>Explanation for certain terms used in this communication: Signage: Bank's name boards / plates. Converters : Agencies/Contractors engaged in manufacturing of the Signage. Pantone Colours : Pantone is an internationally accepted colour identification system for selecting, specifying, matching, and controlling colour. In the specific case of signages, different manufacturers of vinyl products mention different colour shade codes to their products. Selecting those shades to our requirement on the basis of eyesight judgement may not help in maintaining uniformity of colour combination in our signages. Hence, it is essential to get a defined range of colour shades of a manufacturer matching the Pantone colours specified by us. To ensure the quality of high order and uniformity of colours, it is advisable to use material of only reputed manufacturers who supply flex and vinyl of specified standards and colours.</p>	

<p>Pantone Colour shades are expressed as either ‘Coated or Uncoated’. Coated shade codes bear a suffix ‘C’ and shall be used for printing of signages, flex banners etc. Uncoated shade codes bears suffix ‘U’ and are used for printing of stationery and other publicity material. While making a signage, care should be taken to match the colour shades with Pantone colours 288 C (Sultan Blue), 1655 C (Orange) and 151 C (Tangerine) and not with the shades having same number but ‘U’ as suffix. E.g. Colour shade of Pantone 288 C will be different from Pantone 288 U and likely to distort the signage appearance if wrongly used.</p>	
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Other specifications for signages:	Yes / No
<ol style="list-style-type: none"> 1. The Pantone colour shades mentioned in table on page 1 are selected for signage purpose only keeping in mind their appearance during day and night time e.g. Out of the two orange shades in our Star, the darker shade (matching Pantone 1655C) is selected for the lower band of the signage having 7” height. 2. The height of the signage should be 48” and length should be adjusted as per the availability of the space. Endeavour should be made to use available space for maximum length of the signage. 3. The name of the Bank and branch should appear in three languages (i.e. local language first, Hindi next and English last). In the states having Hindi as the official language, names in Hindi (only once) and English will suffice. 4. If the length is upto about 20’, Bank’s name should appear one below the other in blue band and branch name in three languages should be written in one line in the bottom orange band. For longer signages, bank’s name (in Blue band) and branch name (in orange band) should appear one after another in one line. 5. Out of the height of the signage of 48”, blue band (with Pantone 288 C) is of 41” and the orange band (with Pantone 1655 C) is 7”. If the height is less than 48” under unavoidable circumstances, the ratio of blue to orange band should be maintained at 6:1. 	

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6. Fonts to be used for signages for writing Bank's name in the blue band :

Language	Font type	Height of the letters	
		Signage Size upto 20'	Signage Size over 20'
Hindi	Kruti 490	9.9"	14.5"
English	Avant Garde	6.1"	8.9"
Local Language	Suitable font type to match Hindi	Suitable font size to match Hindi	Suitable font size to match Hindi

Note : Vendor's response in all parameters should be YES to be qualified in Technical Bid.

(Signature of Vendor)

FINANCIAL BID

Replacement of Singages for Bank's Kolkata Zone Branches

Tender Rates :-

Sr. No.	Type of Signage	Rates p.sq.ft. * (Rs.)	Taxes (Rs.)	Octroi (Rs.)	Total inclusive of all charges/taxes etc.** (Rs.)
i)	Back-lit				
ii)	Non-lit				

* To include all charges from inception to implementation, mentioned under para "Scope of Work", i.e. finalisation of size, fabrication and erection, providing of timer (optional) removing of existing signages, transportation etc.

** This amount will be considered for establishment of lowest bidder.

Date :

(Signature of Vendor)