

Tender Ref. No. ZO: GUW: CSD: ST: 2020-21:738

Dated: 25.02.2021

Applications are invited from reputed vendors for Supply & Installation of Back-lit Flex-Vinyl Board with LED Signage work in various branches and offices of Bank of India Guwahati Zone

**Bank of India
Guwahati Zone**

1st Floor, Saikia Commercial Complex
Sreenagar, G.S. Road, Guwahati -781005
Tel. No.0361-2347998, 2347994, Fax-0361-2347994
Email:- Zo.Guwahati@bankofindia.co.in
Website: www.bankofindia.co.in

Tender Notice for Supply & Installation of Glow Sign Board / Back-Lit Flex-Vinyl Board with LED Signage Work at Various Branches of Our Guwahati Zone

Bank of India, Guwahati Zone invites sealed tenders/ Bids from reputed manufacturers, Sole Distributors, Authorized Franchises, Authorized vendors for the supply and installation of Glow Sign board for different branches and offices of our Guwahati Zone. The Tender documents are also available on our Bank's website www.bankofindia.com. The tender modalities are as under:-

Tender Reference	ZO: GUW: CSD: ST: 2020-21:738 dated 25.02.2021
Tender Fees (Non Refundable)	Rs.1000/-
Date of commencement of sale of bid document	01/03/2021
Last Date and Time for receipts of bid	17/03/2021 upto 5.00 pm
Date & time of opening of Technical Bids	18/03/2021 at 04.00 pm
Address of Communication	The Zonal Manager, General Operation Department, Guwahati Zonal Office, 1 st Floor, Saikia Commercial complex, Sreenagar, G.S. Road, Guwahati -781005 Email:-Guwahati.GOD@bankofindia.co.in
Contact person	Mr. Sushil Kumar Tiriya (7979085438) Mr. Pradosh Das (8638551198)

2 Interested eligible Bidders may obtain bid document from our office address mentioned above from **01st March 2021 to 17th March 2021** on all working days during working hours between 10:00 AM to 04:00 PM against payment of a **non-refundable fee of Rs.1000/-** in the form of a Demand Draft/Banker's cheque in favour of Bank of India, **payable at Guwahati**. The Bid Document may also be obtained from our website - www.bankofindia.com. In case the format obtained from Bank's website is being used, the non-refundable bid document fee of Rs.1000/- shall be payable in the form of DD/Banker's Cheque in favour of Bank of India **payable at Guwahati** at the time of submission of bid. **Bids without tender fee will be summarily rejected.** While submitting the bid documents must be duly filled in, in all respects, failing which, applications will be liable for rejection.

3 The bid shall remain valid for 90 days from the date of opening of financial bid.

4 Bank of India reserves the right to accept or reject in part or full any or all the bid without assigning any reasons therefore

5 The bidders should submit the bid in one sealed cover containing two separate sealed covers and these two covers shall be super-scribed as "**Cover-I**" (Technical Bid) and "**Cover-II**" (Financial Bid) respectively. The bidder should clearly write on cover — I the words "**Technical Bid for supply & Installation of Back-Lit Flex-Vinyl Board with LED Signage**". The said cover shall contain Technical bid and conditions/clarifications etc. if any, which the tenderer may put in relation to the tender. The BID amount of

Guwahati Zone

Rs.1000/- (One Thousand only) in form of Bank Demand Draft/Pay order should be submitted in cover-I of the tender. No other mode of payment will be accepted.

6. The bidder should clearly write on cover — II the words **“Financial Bid for supply & Installation of Back-Lit Flex-Vinyl Board with LED Signage”**. The said cover shall contain Annexure"II". Any condition mentioned in the cover shall be taken as **NIL** and it will not be taken into consideration for evaluation of the tender.

7. The two covers should be sealed in main cover. The bidder should clearly write on main cover the words **“Bid for supply and installation of Back-Lit Flex-Vinyl Board with LED Signage”**.

8. All the covers shall be addressed to

The Zonal Manager

Bank of India, General Operation Department,

1st floor, Saikia Commercial Complex, Sreenagar,

Guwahati -781005. Assam.

9. If the envelopes are not sealed and marked as mentioned above, Bank of India shall have no responsibility for the misplacement or premature opening of the bid. The bid may also be treated as cancelled.

s/d
Zonal Manager
Guwahati Zone

INSTRUCTIONS TO APPLICANTS

1. Intending Applicants are required to submit their applications in the prescribed format and with full particulars giving details about their organization, experience which will be kept confidential.
2. While deciding upon the vendor/supplier, emphasis will be given on the ability and competence of applicants to complete works within the specified time schedule.
3. Each page of the application shall be signed by the Applicant. The application shall be signed by person/persons on behalf of the organization having necessary authorization / Power of Attorney to do so.
4. If the space in this form is insufficient for furnishing full details, such information may be continued on separate sheets of paper, stating therein the part of the form and serial number. Separate sheets shall be used for each part and a proper reference with page number must be indicated in the main form of application. The applicant should, however, enclose the application form collected from the Bank or downloaded from web site along with the application
5. Applications containing false and/or inadequate information are liable for rejection.
6. While filling up the application with regard to the list of important projects completed (or on hand), the applicants shall include projects relating to supply to Govt./Semi Govt./PSU/Banks etc.
7. Applicants shall furnish documentary evidence/certificates in support of their claims of work undertaken and work in hand, failing which the application will be liable for rejection.
8. Sealed and completed bids shall be sent / submitted at General Operation Department of Guwahati Zonal Office on the address mentioned above so as to reach latest by **17/03/2021 upto 5:00 PM**. No bid will be accepted after the stipulated date and time.
9. Technical Bids will be opened at 4.00 pm on 18/03/2021(Thursday). The bidders / their representatives should be present during the bid opening process. Financial bids will be opened at a later date details of which will be intimated to all the bidders found eligible technically.
10. Clarifications, if any required, may be obtained from General Operation Dept. Bank of India, Zonal Office, Guwahati Zone, Tel. No 0361-2347998. The minimum general Pre-qualification criteria shall be as stipulated in this form of application. However, mere fulfillment of minimum eligibility criteria will not entitle for Pre-qualification as Pre-qualification will be done after taking into account various parameters .The firms shall not have any discouraging/ adverse report against their past performance.
11. Decision of the Bank in regard to pre-qualification of Contractors/vendors shall be final. The Bank reserves the right to reject any or all applications without assigning any reason thereto.

Minimum Pre-qualification Criteria for Glow Signboard / Flex Board

- 1) The Firm / Supplier / Service Provider should be in the profession for at least 3 years(Copy of registration certificate / work order copy should be enclosed)
- 2) The firm should preferably have experience in handling projects comprising supplying and installation of Glow Signboards work of Govt./Public Sector Undertakings / Nationalized Banks and shall not have any discouraging /adverse report about their firm.
- 3) The firm should have a proper office structure anywhere in Northeastern States.
- 4) In case, the firms / Suppliers / Service Provider is the authorized dealer of any brand or make, copy of the valid authorized dealership certificate must be enclosed.
- 5) The Firm / Supplier / Service Provider should have registration with State / Central / Local authorities for undertaking the profession. (Self Attested Copies of Registration / License / TAN/PAN/GST etc. to be enclosed)
- 6) The Firm / Supplier / Service Provider, who have been black listed / removed earlier by any office of Bank of India should not apply .(Under taking on letter head to be attached)
- 7) The Firm / Supplier / Service Provider must give their acceptance to the Terms and Conditions as attached
- 8) The bidder should be an profit making firm assesse and should have filed income tax return for the last three assessment years.(please attach copy of ITR).
- 9) The Firm / Supplier / Service Provider should have annual Turnover more than 10.00 Lakhs per Annum.

s/d
Zonal Manager
Guwahati Zone

Guwahati Zone

Terms & Conditions

1. L1 prices shall be decided by taking into account the Price (including all taxes & charges etc.), the vendor offered warranty period, and considering other conditions
2. The bidders are expected to acquaint themselves with the geographical spread of the Zone and location of Branches before quoting their rates. Rates should be quoted both in figures and words in the columns specified. All erasures and alterations made while filling the tender must be attested by initials of the tenderers.
3. Price should be inclusive of delivery and Installation Charges at our branches in Seven (7) Northeastern States. No other extra amount will be payable. Net Price payable by the bank will be Price offered, as indicated in Annexure II.
4. The Glow Signboard must be delivered and installed within 10 days from the date of Work order given by Bank.
5. Bank of India reserves the right to accept or reject any or all Applications without assigning any reason thereof.
6. Applications containing false and/or inadequate information are liable for rejection.
7. The vendor must have a proper office in Northeast.
8. The vendor is required to submit-(i) Copy of PAN card (ii) Copy of certificate of Authorized dealer(if applicable) (iii) Copy of income tax return for last 3 years (iv) Copy of GST Registration
9. In case of failure to complete the work on or before the specified date/s, the Bank shall be at liberty to get the work done or such part thereof, as it may decide, from any other vender and the vender at default shall be liable to make good any loss or damage that the Bank may suffer due to such purchases or shall be called upon to pay to the Bank liquidated damages as provided under clause No. 12 hereunder.
10. No advance payment will be made till the order is fully executed.
11. No increase in cost for whatsoever reason will be entertained during the contract period.
12. Liquidated damages: 1% per day of the total value of the order, beyond 10 days from the date of order has been placed till execution of order / cancellation of order by the Bank subject to maximum of 10%. However the bank reserves the right to cancel the order if delivery is not received within 10 days or for any other reasons etc.
13. **10% of gross value of each bill (Glow Signboard) will be retained by the bank towards retention money till the warranty expires.**

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14. **No interest will be payable on EMD, Initial Security Deposit (if any) and Retention Money.**
15. **Minimum 5 years maintenance free Warrant on Glow Signboard (All equipment's, fitting and electrical equipment's).**
16. Any tender not in compliance with the above terms and conditions will be liable to be rejected.
17. The Bank will have a right to accept or reject any or all the tenders, either in whole or in part without assigning any reason for doing so.
18. Vendor shall revise the agreed price downwards commensurate with any downward revision of Government Duties, Taxes, Cess etc., as the case may be.

TERMS OF PAYMENT

a.	Date of commencement of work	Within 10 days from the date of “letter of intent or work order” by Bank of India.
b.	Period of Warranty	5 Years Maintenance free Warranty
c.	Payment of bills by the Bank	Payment, subject to Cost of Board to be paid by the Zonal Office against delivery & installation of Board and on submission of following documents:- Invoice reflecting taxes, duties and other charges; Delivery Challan as per Price Bid. Bill to be submitted after delivery and installation of the Board the same will be checked and passed within 15 days from date of receipt of bill.
d.	Retention Money	10 % of gross value of each bill of the glow Signboard

(Signature of the Authorized Person with seal)

TECHNICAL SPECIFICATIONS

Providing and fixing back-lit Flex Vinyl Board with LED modules as per Bank's approved design and art work with following specifications.

SL NO	Type	Descriptions
1	Facia of Signage	3M Panagraphic III Flex and Translucent Vinyl 3M / LG Flex & Vinyl
2	Signage Cabinet	MS Pipe structure of 25 mm x 25 mm x 2 mm sq. pipe 3 in 1 process with anticoroziion stoven paint on frame, covered with 24 or 26 ivory powder coated sheet. 1" x 1" 19 guage aluminum angle in the front side of the box for edge to edge light
3	Electrical and Accessories	Glorifying LED module (white) (8 module in 1x1 Sqft.) (made in India)Lighting will be uniform and even through the frame. Internal wiring with ISI mark copper wire of 1mm.
4	warranty	5 years company warranty of 3M / LG Flex & Vinyl. 5 years company warranty for LED Modules. 5 year company warranty of SMPS. 5 Years maintenance free
5	Fitting & Transportation Charge	Free

s/d
Zonal Manager
Guwahati Zone

Guwahati Zone

	(enclose documentary proof)																						
06	Whether the firm has worked for the Government/Semi-Government/Municipal Authorities or any other Public Organisation Banks etc. if so, give details.																						
07	Address of office through which the proposed work of the bank will be handed and the name & designation of the official in charge.																						
08	Yearly turnover of the Organization during last Three years. (year wise) – As certified by the Chartered Accountant (C.A's certificate has to be Enclosed).	Rs. for 2017-18 Rs. for 2018-19 Rs. for 2019-20																					
09	Whether any Civil Suit/litigation /Arbitration arisen with Govt./Semi Govt./PSU/Banks etc. during the last 3 years/being executed now. If yes, please furnish the details in the proforma given below.																						
	<table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Name of the project and employer</th> <th>Nature of work</th> <th>Work Order No. & date</th> <th>Present stage of work</th> <th>Value of contract (Rs.)</th> <th>Brief details of the Dispute</th> </tr> <tr> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> <th>6</th> <th>7</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Sr. No.	Name of the project and employer	Nature of work	Work Order No. & date	Present stage of work	Value of contract (Rs.)	Brief details of the Dispute	1	2	3	4	5	6	7								
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10	GST Registration Details(Please attach Reg. Certificate)																						

List of important WORKS executed by the organization during last 5years.(Supporting documentary proofs such as copies of work order, satisfactory completion certificate of the work from clients etc. to be enclosed failing which the application will be liable for rejection)

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Part 2: Work capability and previous experience.

Sr.No	Name of the Project and location	Name & full postal address of the owner & Consultant. Also indicate whether Govt. or Private body with full postal address.	Contract Amount (Rs.)& Date of Award of work	Completion Period in months		Whether work was left Incomplete or contract was terminated from either side. Give full Details.	Any other relevant information
				Stipulated	Actual		
1.	2.	3.	4.	5.	6.	7.	8.

(Signature of the Authorized Person with seal)

Note:

1. Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure / as enclosed" unless unavoidable.
2. Information shall be limited to the Applicant. If any relevant data concerning the Group of Companies to which the Applicant belong is desired to be given, the same shall be given separately in a supplementary sheet.

Annexure-II

FINANCIAL BID for Glow Signboard

Sr. No	Item	Rate per sq.ft. Rs.
1	<p>Providing and fixing back-lit Flex Vinyl Board with LED modules as per approved design and art work with following specification of Bank :</p> <p>MS Pipe structure of 25 mm x 25 mm x 2 mm sq.pipe 3 in 1 process with anticorozion stoven paint on frame, covered with 24 or 26 ivory powder coated sheet. 1" x 1" 19 guage aluminum angle in the front side of the box for edge to edge light.</p> <p>3M Panagraphic III Flex and Translucent Vinyl 3M/LG flex & Vinyl.</p> <p>Specification of LED module are as under :</p> <ul style="list-style-type: none"> - Glorifying LED module (white) - Minimum 5 years warranty - 5 years company warranty of 3M / LG Flex & Vinyl. - 5 years company warranty for LED Modules. - 5 year company warranty of SMPS. - 5 Years maintenance free - Fitting charges - free. 	
2	Timer charges per timer(per unit)	

- Rate should be inclusive of all charges & cost involved in supply and installation at our different branches of our Guwahati Zone.
- Please mention GST amount / Percentage separately.
- No separate charges for Labor cost , transporting etc will be born by Bank.
- The Bank reserves the right to reject any or all applications without assigning any reason thereto.
- Minimum 5 years maintenance free warranty.

Date:
Place:

Signature of the Authorized Person
//Seal/

(To be printed in Company Letterhead)

**To
The Zonal Manager
Guwahati Zonal Office
Guwahati**

Dear Sir,

Sub: Supply & Installation of Back-lit Flex-Vinyl Board with LED Signage work in various branches and offices of Bank of India Guwahati Zone

I/We have read and understood the tender notice and instructions to the Applicants. I/We do hereby declare that the information furnished in the proforma and in the supplementary sheets is correct to the best of my/our knowledge and belief. I/We have read all terms and condition and accept all of them.

I/we agree that I/we have no objection if enquiries are made about the work listed by me/us in the accompanying sheets.

I/we agree that I/we have not applied in the name of sister concern for the subject empanelment process.

I/we hereby confirm that, we have not been blacklisted by Bank of India or by any PSU/ BFSI organization / Govt./ Semi Govt./ Quasi Govt. Departments in India as on date of submission of application in response of the above.

Encl: Supplementary sheets Nos.

Yours faithfully,

Signature of the applicant:

Name:

Designation:

Address:

//Seal//

