

Ref: BKR/CSD/TEND/SS/20-21/ 298

Date:- 10/11/2020

**Applications are invited from Reputed Vendors for
rate contract of GlowSign Board and Banners for
branches & offices of Bank of India Bokaro Zone**



Relationship beyond banking

BANK OF INDIA

BOKARO ZONAL OFFICE

E- 17, CITY CENTER, SECTOR -4, B.S.CITY,

BOKARO JHARKHAND

PIN - 827004

Website: www.bankofindia.co.in

Cost of Document : Rs 500/- (Nonrefundable)

Ref: BKR/CSD/TEND/SS/20-21/298

Notice Inviting Tender – Rate Contract for supply and installation of GlowSign Board for Branches /Offices of Bank of India Bokaro Zone.

1. Bank of India Bokaro Zone invites Sealed applications in prescribed format from eligible reputed manufacturers, sole distributors, authorized dealers for the supply and installation of GlowSign Boards and printing of Banners for different branches/offices of Bokaro Zone for a period of **12 months** under rate contract agreement.

The interested vender may obtain forms from our office address mentioned below from **11/11/2020** to **01/12/2020** on all working days during working hours between 10:30 AM to 04:00 PM against payment of **a non-refundable fee of Rs. 500/-** in the form of a Demand Draft/Banker's cheque in favour of **Bank of India, payable at Bokaro Steel CITY**. Interested applicant may also download prescribed forms from our website. However, they have to enclose a Pay Order / Demand Draft for Rs.500/- in favor of Bank of India, **payable at Bokaro Steel CITY** while submitting the application form duly filled in, in all respects, failing which, their applications will be liable for rejection.

Price of Bidding Document	Rs.500/- (Separately each for Glow Signe Board and Banners)
Date of commencement of sale of bid document	11/11/2020
Last Date for sale of Bid Document	01/12/2020
Last Date and Time for receipts of bid	01/12/2020 upto 4.00 pm
Address of Communication	THE ZONAL MANAGER, E-17, CITY CENTER, SECTOR – 4, B.S.CITY, BOKARO, PIN - 827004
Contact Person BOKARO Zonal office	1. Shri. Ashok Kumar (Chief Manager) 2. Shri. Sahil Singh (GOD Officer)
Date of opening of Bids/Tender	3/12/2020 (Thursday) at 3:00 PM
Period of rate contract	12 months from date of contract

Dy. Zonal Manager
Bokaro Zone

Submission of Bids :

The vender should submit the bid in one sealed main cover containing two separate sealed covers and these two covers shall be superscribed as **"Cover-I" (Technical Bid)** and **"Cover-II"(Financial Bid)** respectively. The bidder should clearly write on cover – I the words **"Technical Bid for Rate Contract of Glow Sign Board/Flex Board"/" Technical Bid for Rate Contract of Banners and Flex "(Which ever is applicable)**. The said cover shall contain Technical bid and conditions/clarifications etc. if any, which the tenderer may put in relation to the tender. BID amount of Rs. 500/- (Five Hundred only) in form of Bank Demand Draft/Pay order should be kept in cover-I of the tender . No other mode of payment will be accepted.

II. The bidder should clearly write on cover – II the words **"Technical Bid for Rate Contract of Glow Sign Board/Flex Board"/" Technical Bid for Rate Contract of Banners and Flex "(which ever applicable)**. The said cover shall contain Annexure "III"/ Annexure "IV". Any condition mentioned in the cover shall be taken as Nil and it will not be taken into consideration for evaluation of the tender.

III. The two covers should be sealed in main cover. The bidder should clearly write on main cover the words **"Bid for Rate contract for supply and installation of GlowSign Board / Flex Board"/ Bid for Rate contract of Banners/Flex "(Which ever applicable)**

IV. All the covers shall be addressed to

The Zonal Manager
Bank of India,
General operation Department,
E-17, 1st floor , Sector-IV
Bokaro Steel City
Jharkhand - 827004

V. If the envelopes are not sealed and not marked as mentioned above, Bank of India shall assume no responsibility for the misplacement or premature opening of the bid.

Dy. Zonal Manager
Bokaro Zone

To:

**The Dy.Zonal Manager
Bokaro Zonal Office
Bokaro Zone
Bokaro**

Dear Sir,

**Sub: Rate Contract for supply and installation of
GlowSign Boards for branches of Bokaro
zone/ Rate Contract for supply of Banners
and Flex for Bokaro zone Branches**

I/We have read and understood the press notice and instructions to the Applicants. I/We do hereby declare that the information furnished in the proforma from pages 5 to 16 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 .

Encl: Supplementary sheets Nos.:

Yours faithfully,

Signature of the applicant:

Name:

Designation:

Address:

//Seal//

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 down loaded 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 BOKARO Zonal Office on the address mentioned above so as to reach latest by 01/12/2020 upto 4:00 PM. No bid will be accepted after the stipulated time and date.
9. Technical Bids will be opened at 3.00 pm on 03/12/2020(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 Corporate Services Dept. Bank Of India, Zonal Office, Bokaro Zone, Tel. No 06542-231067. 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 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 Signe Board / 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 Shine Boards 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 Jharkhand, preferably at Bokaro/Giridih.
- 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 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)

Dy. Zonal Manager
Bokaro Zone

Minimum Pre-qualification Criteria for Banners/ Flex

- 1) The Firm / Supplier / Service Provider should be in the profession for at least 3 years (Copy of registration certificate/ work order should be enclosed)
- 2) The firm should preferably have experience in handling projects comprising chair supply 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 setup in Bokaro.**(please submit the proof for the same)
- 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 .(undertaking 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 income tax assessee , profit making and should have filed income tax return for the last three assessment years.(Please attach the copy of ITR)

Dy. Zonal Manager
Bokaro 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 of both district Bokaro and Giridih . The rate quoted will be valid for 12 months from the date of finalizing the Rate Contract. No other extra amount will be payable. Net Price payable by the bank will be Price offered, as indicated in Annexure III / Annexure IV
- 4** The order will be placed as and when the demand arises from our various branches/offices. The Glow Shine board must be delivered and installed within 10 days from the date of order and Banners must be supplied as required/demanded 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 JHARKHAND preferably in Bokaro/Giridih
- 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** **8% of gross value of each interim bill(Glow shine Board) will be retained by the bank towards retention money till the warranty expires.**
- 14** **No interest will be payable on EMD, Initial Security Deposit (if any) and Retention Money.**
- 15** **Minimum 3 years maintenance free guaranty on Glow Shine Board (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** Rate contract will be valid for One Year.
- 18** 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.
- 19** 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 Contract	12 months from the date of commencement.
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.	Escalation	The rates shall remain firm and shall not subject to variation for any reason whatsoever.

(Signature of the Authorized Person with seal)

TECHNICAL SPECIFICATIONS OF Glow Signage:

Sl.No	Type	Descriptions
1.	Facia of Signage	3M / LG Flex & Vinyl. 3M Panagraphic III Flex and Translucent Vinyl
	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
	Electrical and Accessories	Glorifying LED module (white)(8 module in 1x1 sqft)(India company made)Lighting will be uniform and even throught the frame . Internal wiring with ISI mark copper wire oh 1mm.
2.	Facia of Signage	Backlit Digital Printed
	Signage Cabinet	GP sheet box of 24 or 26 Gauge with electric welding. Box depth outer to outer must be 7-8 inches. 1 inch square pipe of 5 kg. Box must be quoted with anticoroziion paint.
	Electrical and Accessories	LED Tube (1 tube at each 4x2 sqft) internal wiring with 1mm wire of ISI mark or Glorifying LED module (white)(8 module in 1x1 sqft) (as per Banks discretion)
3.	Facia of Signage	Frontlit Digital star phelex
	Signage Cabinet	Frame (per sqr ft) of 1 inch pipe of 5 kg with electric welding

Dy. Zonal Manager
Bokaro Zone

TECHNICAL BID

**Rate Contract for supply and installation of GlowSign Board for
Offices/Branches**

Part - 1 : Basic Information

NOTES:

- Information has to be filled up specifically in this form only. Do not write remark "As indicated in Brochure or as enclosed" unless asked for by the Bank of India.
- Information shall be limited to the Applicant. If any relevant data concerning the Group of Companies to which the Applicant belongs is desired to be given, the same shall be given separately in a supplementary sheet.
- Documentary evidence etc. has to be enclosed.

Sr.	Particulars	Details
01	Name of the Company/Firm/Applicant and address of the registered office:- Phone No:- Fax No:- E-mail:- Mobile No:- Website, if any:-	
02	(a) Date and year of establishment (enclose documentary evidence)	
	(b) No. of years of experience in the relevant field (Minimum experience required in 5 years in relevant Field , enclose certificate)	
03	Type of the organization (whether sole proprietorship, partnership, private ltd. or Co-operative body etc.)	
04	Name of the proprietor/partners/Directors of application with address and phone no. (in case)	
	(a)	
	(b)	
	(c)	
	(d)	
05	Details of registration- (Enclose Certificate of Incorporation / Registration with appropriate authority for Partnership firms / shop & establishment Act) Name of Registering Authority, Date and Registration number (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.	

08	Address of office through which the proposed work of the bank will be handed and the name & designation of the official in charge.																						
10	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 (Provisional)																					
12	Whether any Civil Suit/litigation /Arbitration arisen with Govt./Semi Govt./PSU/Banks etc. during the last 5 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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13	GST Registration Details(Please attach Reg. Certificate)																						

(Signature of the Authorized Person with seal)

Part 2: Work capability and previous experience.

- a. List of important WORKS executed by the organization during last 5 years.(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)

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 completed or 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:

- Information has to be filled up specifically in this format. Please do not write remark "As indicated in Brochure / as enclosed" unless unavoidable.
- 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-III

FINANCIAL BID for Glow Shine Board and Flex Board

Sl.No	Type	Rate (Per Sqft) both in Figure and Word
1.	A. Facia of Signage 3M / LG Flex & Vinyl. 3M Panagraphic III Flex and Translucent Vinyl	
	B. Signage Cabinet 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. Top panel should have dip cap with 25mm extension and bend with shearing machine for uniform look .	
	C. Electrical and Accessories Glorifying LED module (white) (Min 8 module in 1x1 sqft)(India Made Company with 3 years warranty) . Lighting will be uniform and even throughout the Frame. Internal wiring with ISI mark copper 1 mm wire .	
	D. Any other Charges if any	
	GST % and GST Amount	
2.	A. Facia of Signage :- Backlit Digital Flex Printed	
	B. Signage Cabinet: GP sheet box of 24 or 26 Gauge with electric welding. Box depth outer to outer must be 7-8 inches. 1 inch square pipe of 5 kg. Box must be quoted with anticorozion paint .	
	C. Electrical and Accessories: 1. LED Tube (1 tube per 4x2 sqft) with 3 years warranty. Internal wiring with 1mm wire of ISI mark.	

	2. Glorifying LED module (white) (Min 8 module in 1x1 sqft)(India Made Company). Lighting will be uniform and even throughout the Frame. Internal wiring with ISI mark copper 1 mm wire .	2.
	D. Any other cost (if any)	
	GST % and GST Amount	
3.	Facia of Signage: Frontlit Digital star phelex	
	Signage Cabinet : Frame of 1 inch pipe of 5 kg with electric welding.	
	Any other Cost (If any)	
	GST % and GST Amount	

- **Rate should be inclusive of all charges & cost involved in supply and installation at our different branches of both Bokaro and Giridih District.**
- **Please mention GST amount / Percentage separately .**
- **No separate charges for Labor cost , transporting etc will be born by Bank .** Bank reserves the right to decide L1 separately for each type of Glow Shine board or in combination of the three as per discretion of the bank without assigning any reasons thereof.
- **No multiple rate must be quoted for single type of**
- The Bank reserves the right to reject any or all applications without assigning any reason thereto.
- **Minimum 3 years maintenance free warranty.**

- Date:
Person
- Place:

Signature of the Authorized

//Seal//

Annexure-IV

FINANCIAL BID for Banners and Flex

Sl.No	Type	Rate (Per Sqft) both in Figure and Word
1.	A. Banner / Flex (Normal Flex)	
	Any other cost(If any)	

- Rate should be inclusive of all charges & cost involved in supply and installation at our different branches of both Bokaro and Giridih District.
- Please mention GST amount / Percentage separately .
- No separate charges for Labor cost , transporting etc will be born by Bank . Bank reserves the right to decide L1 separately for each type of Glow Shine board or in combination of the three as per discretion of the bank without assigning any reasons thereof.
- No multiple rate must be quoted for single type of
- The Bank reserves the right to reject any or all applications without assigning any reason thereto.

- Date:
Person
- Place:

Signature of the Authorized

//Seal//