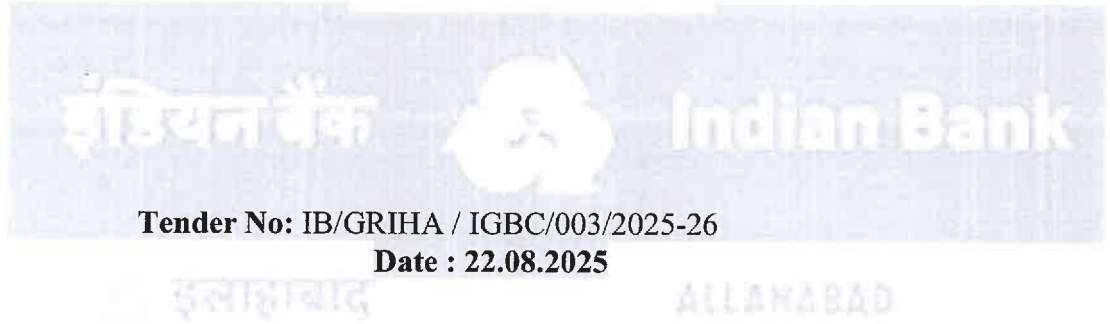




Indian Bank, Corporate Office
No.254-260, Avvai Shanmugam Salai,
Chennai- 600 014
Tel: 044- 28134498 / 4301

Tender document for Engagement of Green Building Consultant for obtaining GRIHA / IGBC rating facilitation, preparation of scheme, submission of documents to GRIHA / IGBC and assisting Bank in obtaining green building rating certification for Corporate Office, Head Office (Main), Head Office (Annex) & IMAGE at Chennai



This document has **21** pages

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(I) Notice Inviting Tender

Indian Bank, Chennai invites tender in two bid system (Technical and Financial bid) from eligible, reputed agencies having experience as Green Building Consultants for obtaining GREEN building certification from GRIHA / IGBC through facilitation, preparation of scheme, monitoring, and submission of documents to GRIHA / IGBC and assisting Bank in obtaining green building rating (4 star) / Gold Rating for the Existing Building.

The tenders **along with enclosures** should be submitted in two separate sealed covers each with the superscription giving the Name of the work. The technical & price bid shall be enclosed in a cover superscripted with the name of the work and wording Technical bid **‘(cover 1)’**. The Price bid consisting of the Bill of Quantity shall be enclosed in another cover superscripted with the name of the work and the working **‘Price Bid’ (Cover 2)**. Both the **covers 1 & 2** may be inserted in a third cover super scribed with the name of the work **(cover 3)**.

Sealed tenders in the prescribed format shall be deposited in the tender box kept at the Corporate Office, Indian Bank, 254-260, Avvai Shanmugham Salai, Royapettah, Chennai- 600 014 on or before the stipulated date and time of submission of the tender, after noting down in the register meant for this in the Expenditure department.

At the time fixed for opening of the tender, the cover 3 shall be opened and then cover Containing the Technical bid will be opened.

RFP/Tender Notice No	IB/GRIHA / IGBC /003/2025-26
Name of Work	Engagement of Green Building Consultant for GRIHA / IGBC facilitation, preparation of scheme, Recommendations, monitoring, and submission of documents to GRIHA / IGBC and assisting Bank in obtaining green building rating (4 star certification from GRIHA / IGBC for INDIAN BANK, Chennai
Tender Document	The details can be downloaded free of cost from Indian bank website https://www.indianbank.co.in
Date of Inspection of INDIAN BANK	On Monday to Friday except Holidays between 10.00 A.M. to 3:00 P.M. from 22.08.2025 to 26.08.2025 .
Security Deposit (SD)	5% of the quoted fee.
Date of Pre-bid Meeting	NIL however, bidders are advised to make familiar with the site before quoting
Last Date and Time for submission of Technical Bid & Financial/Price Bid) on line	3:00 PM, 28.08.2025
Date & time of opening of Technical Bids	3:30 PM, 28.08.2025
Date & time of opening of Financial Bids	Will be communicated only to the Pre-qualified bidders for price bid opening.



Notice for amendment if any	Will be uploaded in our Indian Bank website / https://www.indianbank.in
Address of Communication, if any	Assistant General Manager (Estate), No.254-260, Avvai Shanmugam Salai, Royapettah, Chennai 600014
Validity of Proposal	Valid for a minimum period of 90 (ninety) days from the data of opening of tender (incl. extension, if any).
Contact Person: In case of any query, bidders may contact the official	Mr. R.Venkateswaran, Assistant General Manager at Indian Bank, IMAGE Campus (044-24955603 and e-mail: venkateswaran.rajaram@indianbank.co.in – IMAGE
	Mr. Bubesh Gupta, Chief Manager – 044 2813 4301 / 4498 / 4401 Indian Bank, Corporate Office Building / bubesh.gupta@indianbank.co.in
	Mr. Vaidiamoorthy, Senior Manager – 044 25278800/ Indian Bank, Head Office Main & Annex Building / vaidyamoorthi.s@indianbank.co.in
<p>Note:</p> <ol style="list-style-type: none"> 1. Validity of offer shall be 90 days from the date of opening of tender. 2. The Employer is not bound to accept the lowest tender and reserves the right to accept or reject any or all tenders, either in whole or in part, without assigning any reason for doing so. 3. The tenderers are advised to inspect the site before quoting for the job. The site will be available for inspection on all working days between 10.00 am & 5.00 pm between 22/08/2025 to 26/08/2025. Hence, the tenderers are advised to inspect the site in this regard before quoting for the job. 4. The Employer is not liable for the cost incurred in the inspection and preparation of tender and submission / participation and also not liable for any other cost what so ever may be. <p>For Indian Bank Assistant General Manager (P&E)</p>	



(II) INSTRUCTIONS TO BIDDERS

1. Bidders who wish to participate in this tender will have to download the tender document available in the "Tender" section of Bank's website **www. Indianabank.in**. The bidders are requested to read carefully the document before initiating the process of bid submission.
2. Sealed tenders Techno-commercial bid (Part-1&2) are invited Engagement of Green Building Consultant for GRIHA / IGBC facilitation, preparation of scheme, Recommendations, monitoring, and submission of documents to GRIHA / IGBC and assisting Bank in obtaining green building rating (4-star certification from GRIHA / IGBC / Gold Rating for INDIAN BANK, Chennai
 - a) The technical information has to be prepared carefully as indicated in the tender document since it will be the basis for the pre- qualification of bidders. Only relevant and to the point information/document should be uploaded. Failure to provide any required information, may lead to the rejection of the offer. Bidders must read the tender document very carefully before signing on it. Technical formats i.e. all annexures except Financial Bid Annexures/Schedule, any other relevant supporting documents/ required eligibility documents etc. including all the pages of tender document must be signed by the authorized representative along with date as token of acceptance of the terms & conditions of tender and uploaded.
 - b) The successful bidder(consultant) has to submit a **Security Deposit of Rs 5% of quoted fee** in the form of Bank Guarantee or Demand Draft drawn in favour of Indian Bank from Schedule Bank.
 1. **Authorization and Attestation:** The bidder has to submit an authorization letter or valid Power of Attorney on behalf of company/firm for signing the document.
 2. Submission of more than one bid is not allowed.
 3. Conditional bids would be summarily rejected.
 4. In case no bid/offer or single bid/offer is received, or any other reason whatsoever, INDIAN BANK may at its sole discretion cancel the whole bidding process or extend the last date and time of submission of the bid.
 5. Any separately submitted discount letter on the financial price shall not be considered by INDIAN BANK and shall be a ground for disqualification. Evaluation of financial bid shall be considered only on the total quoted price in the financial bid submitted by the bidders.
 6. The Bidder should submit necessarily bank account details, RTGS details, Copy of PAN Card, GST No., etc.
 7. **Amendment to the document:** At any time prior to the deadline for submission of Bids, INDIAN BANK may, for any reason, whether at its own initiative or in response to a clarification sought by any prospective bidder, modify the bidding documents by amendment/addendum/corrigendum. The information of corrigendum/amendment will be uploaded on GEM portal and INDIAN BANK website only.

INDIAN BANK reserves the right to request for any further documents / certificate /



clarification from the bidder and the same must be submitted within stipulated time of receipt of any such communication from INDIAN BANK, failing which the bidder shall be summarily disqualified.

9. INDIAN BANK reserves the right to split the job into two or more parts and to award the work to separate agencies/bidders subject to the work experience and fulfilment of other terms & conditions and specifications.
10. INDIAN BANK does not bind itself to accept the lowest offer and reserves the right to reject any or all other tenders received without assigning any reasons thereof.
11. Not more than one tender shall be submitted by one consulate or consultant having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection. No employee of Indian Bank is allowed to work as a consultant for a period of two years of his/her retirement from Indian Bank service, without prior permission from indian bank.
12. **Site Inspection:** Before submission of the offer, the Bidders are advised to inspect the Premises for said work and be well acquainted with the actual working and other prevailing facilities / conditions. No claim will be entertained later, on the grounds of lack of knowledge of any of these conditions.
13. Indian Bank reserves the right to request for any further documents/certificate/clarification from the bidder and the same must be submitted within stipulated time of receipt of any such communication from Indian Bank, failing which the bidder shall be summarily disqualified.
14. **Abnormal Rates:** The bidder is expected to quote rate after careful analysis of cost involved considering all specifications and conditions of contract. In case it is noticed that the rates quoted by the bidder are unusually high or unusually low, it will be a sufficient ground for rejection of the tender unless the reasonableness of the rates is convincing. For scrutiny, the analysis for such rates is to be furnished by the bidder on demand.



(III) ELIGIBILITY CRITERIA

- a) The applicant should be an Individual / Firm / Company / LLP / Partnership Firm / any other entity in the field.
- b) Details of the Incorporation of Bidder. Valid Documentary proof to be attached.
- c) Having experience of successful completion of green building consultancy services for at least two projects with constructed area of 1,00,000 Sqft in last 07 years as on **31.03.2025**, for Commercial buildings/ Administrative / Public / Institutional /Multistoried building for obtaining Green Building Ratings as per GRIHA / IGBCstandards/requirements. The bidder is required to submit documentary evidence such as work orders and/or completion certificates in support of work experience claimed by them. The bid is liable to be rejected in case proper proof of work experience is not enclosed.
- d) Average annual turnover for the last three financial years (FY 2021-22, FY 2022-23, FY 2023-24) should be **Rs. 25 Lakhs**. Please submit turn over certificate certified by Chartered Accountant or audited Balance Sheet for the same.
- e) GRIHA -4 Star Rating / IGBC – Gold Rating - Certificate. Valid Documentary proof to be attached.
- f) The bidder should have a Registered Office/Branch office in Chennai. Valid Documentary proof to be attached.
- g) Valid GST.

IMPORTANT NOTE:

- 1) Indian bank reserves the right to cross check the information furnished by Bidders of their previous clients. INDIAN BANK reserves the right to reject any or all applications at any stage without assigning any reason, thereof.
- 2) Through this tender process, empanelment of green building consultants will be kept by Bank for future requirements.



(IV) **SCOPE OF WORKS – Premises Proposed for GRIHA / IGBC Rating**

(1) **The existing Building Details**

Corporate Office; 254-260, Avvai Shanmugam Salai, Royapettah, Chennai 600014:
This building was with IGBC-“Gold” rating in 2014 and now the validity expired.

(i)	Building Name	: Corporate Office
(ii)	Number of Floor	: One Basement(part)+ Ground Floor+3 Floors
(iii)	No. of Blocks	: 3 Wings
(iv)	Total Built-up Area	: 1,65,300 Sq.ft. (Total)
(v)	Year of Occupation	: 2011

Head Office Main Building; No.66,Rajaji Salai, Chennai 600001-New Certification

(vi)	Building Name	: Head Office Main & Annex Building
(vii)	Number of Floor	: One Basement + Ground Floor+7Floors
(viii)	No. of Blocks	: 01
(ix)	Total Built-up Area	: 1,51,853 Sq.ft (Total)
(x)	Year of Occupation	: 1970

Head Office Annex Building; No.1, Jahangir Street, Chennai 600001-New Certification

(xi)	Building Name	: Head Office Annex Building
(xii)	Number of Floor	: One Basement + Ground Floor + 3Floors
(xiii)	No. of Blocks	: 01
(xiv)	Total Built-up Area	: 17,826 Sq.ft. (Total)
(xv)	Year of Occupation	: 1988

IMAGE (Indian Bank Management Academy for Growth & Excellence) campus is as under: New Certification

(xvi)	Building Name	: IMAGE
(xvii)	Number of Floor	: Complete campus building – Basement (part) +G+ 3
(xviii)	No. of Blocks	: Hostel/Guest House/Training Block
(xix)	Total Built-up Area	: 1,65,000 Sq.ft.
(xx)	Year of Occupation	: 1995

(2) The appointed Consultant will be responsible for the following: -

- Facilitating GRIHA / IGBC rating certification for selected buildings.
- Conducting a feasibility analysis and baseline study of the existing structures.
- Preparing the scheme and detailed roadmap for certification.
- Assisting in the incorporation of sustainable design interventions.
- Compilation and submission of required documentation to GRIHA / IGBC.
- Liaising with the GRIHA / IGBC Council for review and certification process.



- Providing support to the Bank throughout the certification journey.
- The scope of services involves, Consultancy services, analysis of existing building for green certification viz., data collection, survey, detail project report (DPR) preparation etc., as required, suggesting for execution of identified measures, bid documents preparation & submission for carrying out works identified, Identification of bidders, scrutiny of tender documents & recommendation for award of work to L1 bidder, Periodical supervision if required during execution of works, visiting/traveling charges, print/postage charges, facilitation, documentation, specification assistance and computer based 2D and 3D analysis, vetting of documents, preparing and providing all documentation / templates / submittal requirements, conducting performance evaluation, all works related to completion of process etc., to obtain **GRIHA / IGBC- Existing Building Green Certification (EB) for minimum 4 star rating / Gold rating .**
- Development of Feasibility Checklist as per the actual site condition for GRIHA / IGBC-EB-O&M Rating.
- Arrangement of Proforma /Tax Invoices from GRIHA / IGBC against Annual Membership, Project Registration & Certification Fees.
- Online Project Registration on GRIHA / IGBC Portal.
- Set-Up of all communications related to GRIHA / IGBC - EB Green Building Certification.
- Documentation as per GRIHA / IGBC Green Existing Building O&M guidelines.
- Design calculation based on any major renovation work.
- Suggestions of Energy & Water Efficiency Measures as and when required.
- Response on queries generated by GRIHA / IGBC on documentation part.
- Response on online Green Building Certificate Generation.
- Identified improvement measures for getting GRIHA / IGBC rating for the building will be executed by the appointed consultant.
- The entire incidental services related with the activities shall be deemed included in the scope of services. No extra payment shall be made for the incidental services.
- Preparation of drawing and designs pertaining to work shall be made by the Consultant as and when required by the INDIAN BANK/GRIHA / IGBC. No extra payment shall be made in this regard.
- Any other work required to be done in the process.
- No separate claim will be entertained for outstation travel or station travel conveyance / boarding / Lodging expenses. The quoted rate shall be inclusive of all.

Further, the certification will be carried out in two parts:

- a) Preliminary/First Submission
- b) Final Submission
- c) Mid Review Clarification (in case any further response needed before awarding the rating).



(V) TERMS & CONDITIONS

(1) Payment Terms & Conditions: -

- (i) 10% of the fee payment on submission of feasibility report after assessment of building and 3D presented to INDIAN BANK management for rating details and cost involvement etc.,
- (ii) 20% of the fee payment will be released on 1st submission of documents to GRIHA / IGBC for certification after execution of works if any by the respective bidders.
- (iii) 30% of the fee payment will be released on 2nd submission of documents to GRIHA / IGBC for certification.
- (iv) Balance payment (35%) will be released on Receipt/award of Final Certification from GRIHA / IGBC subject to fulfilment of the terms of the RFP.
- (v) Release of final payment (5%) after 6 months of usage of building after certification.
- (vi) Applicable taxes at source i.e., TDS or any other taxes if any, will be deducted by INDIAN BANK at the time of making payment.
- (vii) Payment shall be made electronically through RTGS/ NEFT by crediting the same to consultant/vendor's bank a/c as per details provided at the time of billing.

(Viii) "The total amount quoted by the bidder for obtaining the GRIHA / IGBC certification shall remain firm and unchanged until the certificate is received from the competent authority. No additional payment or claim shall be entertained under any circumstances, including delays in obtaining the certificate or extension of project time (if any)."

(2) Time Schedule: The entire work shall be completed within 06 months from the date of award letter to the consultant.

(3) Extension of Time Schedule: INDIAN BANK may in its absolute discretion grant such extension in period of completion of stage(s)/work, if the completion of the whole works (or part thereof), is likely to be delayed on account of unforeseen reasons or circumstances beyond control but on merit basis.

(4) Termination of Contract: The Consultant shall start the work immediately after the Letter of Award is issued to them. The consultant shall perform the services to the entire satisfaction of INDIAN BANK, and in pace with progress of the project. In case, it is seen that the consultant is delaying in starting the work or not cooperating during the job satisfactorily or suspends the work or delays the completion of work then the suitable action will be taken by INDIAN BANK and/or Security Deposit will be forfeited. INDIAN BANK reserves the right to cancel the assignment without assigning any reason whatsoever.

(5) Appointed Consultant will be responsible to attend meetings with GRIHA / IGBC and clarifying queries with regard to Green Building Certification.



- (6) In case, there's any ambiguity in the report or any issue is raised by GRIHA / IGBC , the same shall be Rectified / taken care of by the appointed consultant without any extra payment.
- (7) No office space belonging to INDIAN BANK shall be occupied by the Consultant without written permission of INDIAN BANK.
- (8) INDIAN BANK reserves the absolute right to reject/cancel any or all the offers at any stage without assigning any reason.
- (9) In case of any damage to INDIAN BANK's property/premises for which contractor is accountable, the Contractor will be liable to pay the compensation to INDIAN BANK as may be advised by Consultant / INDIAN BANK. The consultant shall ensure that the Contractor shall take full responsibility and compensate INDIAN BANK for any loss / damage / break-down caused to the installation due to negligence of his workers.
- (10) INDIAN BANK will not be responsible for any injury/death caused to the employees provided by the Consultant at site. It will be the responsibility of the Consultant to abide with the all the provisions of the Workmen Compensation Act, 1923 and no compensation, whatsoever shall be paid by INDIAN BANK in this regard.
- (11) Insurance:**
- a) It is the sole responsibility of the Consultant to insure his materials, equipments, workmen, etc. against accidents and injury while at work and to pay compensation, if any, to workmen as per Workmen's compensation Act. The work be carried out in protected area and all the rules and regulations of the INDIAN BANK in the area of project which are in force from time to time will have to be followed by the contractor.
- b) If due to negligence and or non-observation of safety and other precautions by the consultant, any accident/injury occurs to the property / manpower belong to third party, the consultant has to ensure that the contractor have to pay necessary compensation and other expense, if so by the appropriate authorities.
- c) The consultant has to ensure that the contractor will take necessary precautions and due care to protect the material, while in his custody from any damage / loss due to theft or otherwise till the same is taken over by INDIAN BANK. The contractor will submit necessary documents for lodging/processing of insurance claim. INDIAN BANK will recover the loss from the contractor, in case the damage /loss is due to carelessness / negligence on the part of the contractor. In case of any theft of material brought by the contractor / consultant at site, matter shall be reported to police by the consultant/contractor immediately.

(12) Arbitration:

- a) In case amicable settlement is not reached in the event of any dispute or difference arising out of the execution of the contract or the respective rights and liabilities of the parties or in relation to interpretation of any provision by the consultant in any manner touching upon the contract, such dispute or difference shall (except as to any matters, the decision of which is specifically provided for therein) be referred to the sole arbitration to be appointed by INDIAN BANK / INDIAN BANK.



- b) The award of the Arbitrator shall be binding upon both parties of the dispute.
- c) Subject as aforesaid, the provisions of Arbitration and Reconciliation Act 1996 (India) or statutory modifications or enactments thereof and the rules made there under and for the time being in force shall apply to the arbitration proceedings under this clause. The venue and seat of the arbitration shall be at Chennai and the language of the proceedings shall be in English. Subject to the above, the Courts at Chennai alone shall have the jurisdiction to deal any disputes between the Parties to the contract.
- d) The cost of arbitration shall be borne equally by both the parties.
- e) Work under the contract shall be continued during the arbitration proceedings.

Failure to comply with any of the above conditions can result in termination of the contract, forfeiture of the Security deposit, penalty as may be decided by INDIAN BANK and future blacklisting of the consultant.

Submitting to arbitration may be considered as an additional remedy and it does not preclude the Parties to seek redressal/ other legal recourse.

(13) Force Majeure: The following shall amount to Force Majeure:

- a) Acts of God, act of any Government, War, Sabotage, Riots, Civil commotion, Police action, Revolution, flood, Fire, Cyclones, Earthquake and Epidemic and other similar causes over which the consultant has no control.
 - b) If the consultant suffers delay in the due execution of the contractual obligation due to delays caused by force majeure as defined above, the agreed time of completion of the job covered by this contract or the obligations of the consultant shall be extended by a period of time equal to period of delay, provided that on the occurrence of any such contingency, the consultant immediately reports to INDIAN BANK in writing the causes of delay and the consultant shall not be eligible for any compensation.
- 14) As regards, registration and the certification fee of the project, bank will make the fees direct to the GRIHA / IGBC authorities, upon confirmation from the consultant.
 - 15) All information of a technical or business nature provided by Bank to bidder/ service provider shall be deemed to be of proprietary nature. The Party shall receive any such information in confidence and not reveal it to third-parties or apply it to other uses other than for the purposes contemplated herein.
 - 16) The Contract shall be interpreted in accordance with the laws of India. Any dispute arising out of contract will be under the jurisdiction of Courts of Law in Chennai. Compliance with labour and tax laws, etc. will be the responsibility of the service provider at their cost.



^^^^^^

Offer Forwarding Letter /Tender Submission Letter
(To be typed & submitted in the Letter Head of the Company/Firm of Bidder)

Tender ref. No: -----

Date:

To,

Assistant General Manager
INDIAN BANK, Corporate Office
No. 254-260, Avvai Shamugam Salai,
Royapettah, Chennai 600014

Dear Sir,

Sub: Submission of offer against Tender reference No:

I/We hereby offer to carry out the work detailed in the Tender Specification / document issued by INDIAN BANK, in accordance with the terms and conditions thereof.

I/We have carefully perused the following listed documents connected with the Tender documents and shall abide by the same.

1. Amendments/Clarifications/Corrigenda/Errata/etc issued in respect of the Tender documents by INDIAN BANK.
2. Notice Inviting Tender (NIT) / (Technical Bid)
3. Financial Bid
4. Documents referred to in tender document
5. Forms/Annexures and Procedures

I/We further agree to execute all the works referred to in the said Tender documents upon the terms and conditions contained or referred to therein and as detailed in the Annexures annexed thereto.

I/We further agree to submit a Security Deposit 5% of quoted fee in the form of Bank Guarantee or Demand Draft drawn in favour of Indian bank form Schedule bank.

Date:

Place:

Signature of authorized person

Full Name & Designation:

Company's Seal :



Tender Acceptance Letter

(To be typed & submitted in the Letter Head of the Company/Firm of Bidder)

To

Assistant General Manager
INDIAN BANK, Corporate Office
No. 254-260, Avvai Shamugam Salai,
Royapettah, Chennai 600014

Dear Sir/Madam,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) as per advertisement.
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents of all pages (including all documents like annexure(s), schedule(s) etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. I/We hereby declare that our Company/Organisation has not been blacklisted /debarred /banned or disqualified by any Government or any Government agencies including PSUs, Public Sector Banks / Public Sector Insurance Companies during a period of last three year.
6. Further, we hereby declare that none of our partners /directors of our Company/Organization is blacklisted /debarred /banned by any Government or any Government agencies including PSUs, Public Sector Banks / Public Sector Insurance Companies, any Government regulatory body nor has any criminal case pending against him /her during a period of last three year.
7. I/We certify that all information furnished by our Firm is true & correct and, in the event, that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said Security deposit or both absolutely.
8. I/We hereby certify that all the information and data furnished by me with regard to the above Tender Specification are true and complete to the best of my knowledge. I have gone through the



specifications, condition, stipulations and other pertinent issues till date, and agree to comply with the requirements and Intent of the specification.

9. I further certify that I am authorized to represent on behalf of my company/firm for the above-mentioned tender and a valid Power of Attorney/Authorization letter to this effect is also enclosed.

10. We hereby confirm that we have not changed/modified/materially altered any of the tender documents as downloaded from the website/issued by INDIAN BANK and in case of such observance at any stage, it shall be treated as null and void and our tender shall be deemed to be withdrawn.

11. We also hereby confirm that we have neither set any Terms and Conditions and nor have we taken any deviation from the Tender conditions together with other references applicable for the above referred NIT/Tender Specification.

12. We further confirm our unqualified acceptance to all Terms and conditions, unqualified compliance to Tender Conditions, Integrity Pact (if applicable), and acceptance to Reverse bidding process.

13. We confirm to have submitted offer in accordance with tender instructions and as per aforesaid reference.

14. I/We further agree to submit a Security Deposit 5% of quoted fee in the form of Bank Guarantee or Demand Draft drawn in favour of Indian bank form Schedule bank.

Date:

Signature of authorized person

Place:

Full Name & Designation:

Company's Seal



Bidders General Information

1	Name of the Bidder/Firm- Mr/Mrs/M/s.	
2	Year of Registration/Incorporation (Copy of certificate attached)	
3.	Address of the Firm / Company	
4.	Name of Authorized Person- (i) Telephone No (Land line) (ii) Mobile No. (iii) FAX No. (iv) E-mail address	
5.	GRIHA / IGBCCP Certificate. Valid Documentary proof to be attached.	
6.	Details of Registered Offices /Branch Office in Chennai. The bidder should submit address proof.	
7.	GST No. (Attested Copy to be attached) of the Bidder	
8.	PAN No. (Attested Copy to be attached)	
9.	Whether MSE (Attach valid MSE certificate)	
10.	Details of the Bank Account of the Bidder • Name of the Bank • Branch and address • IFSC Code (Copy of recent Bank Statement to be attached)	
11	Whether you accept all the terms and conditions of the tender; Yes/No.	

Date:

Place:

(Signature, Date & Seal of Authorized Signatory of the Bidder)



(A). Details of Similar Experience: -

Sl. No.	Name & Address of the client, Concerned Person and contact/ Mobile No	Name & Location of work	Value of Work (In lakh)	Starting date of Contract Period	Ending date of Contract Period	Completion/ work order/ Performance Certificate enclosed 'Yes' or 'No'	Any other information you would like to give
1	2	3	4	5	6	7	8

(Fill up the above table & enclose legible copies of the supporting documents)

(B). Details of Technical and skilled manpower:

Sr. No.	Name and Designation	Qualification	Experience	Any other Information
1	2	3	4	5

(C). Financial Capability: Average Annual Turn Over of the bidder during the last 3 financial years.

Sr. No.	Financial Year	Turnover (Rs. in lakh)
1	2021-22	
2	2022-23	
3	2023-24	
	Average	

(Fill up the above table and enclose copy of Turn over certificates, profit/loss statement or audited balance sheet certified by any Chartered Accountant.)

Date:

Signature of authorized person

Place:

Full Name & Designation:

Company's Seal



Annexure-5

NON-DISCLOSURE UNDERTAKING (INTEGRITY PACT)

(To be typed and submitted in the Letter Head of the Company/Firm of Bidder)

NON-DISCLOSURE UNDERTAKING (INTEGRITY PACT)

I/We understand that INDIAN BANK is committed to Information Security Management System as per

their Information Security Policy.

Hence, I/We M/s _____

who are submitting offer for providing services to INDIAN BANK against Tender reference No.

_____ hereby undertake to

comply with the following in line with Information Security Policy of INDIAN BANK ,

- To maintain confidentiality of documents & information which shall be used during the period of the Contract.
- The documents & information shall not be revealed to or shared with third party which shall not be in the business interest of INDIAN BANK

(Signature, date & seal of Authorized
Signatory of the bidder)

Date:

Place:



SOP for Tender Submission – Two Bid System

(For Engagement of Green Building Consultant for obtention of – GRIHA / IGBC Certification Project)

1. Purpose

To outline the exact process for eligible bidders to prepare and submit their bids (Technical and Financial) in full compliance with Indian Bank's tender requirements.

2. Scope

Applies to all bidders intending to submit tenders for the engagement of a Green Building Consultant for obtaining GRIHA / IGBC 4-star / Gold rating EB certification for the specified Indian Bank premises.

3. Definitions

- **Technical Bid (Cover 1):** All eligibility, technical, and compliance documents **without prices**.
- **Financial/Price Bid (Cover 2):** The completed Price Bid format (Annexure-6) only.
- **Master Envelope (Cover 3):** Contains Cover 1 and Cover 2.

4. Roles & Responsibilities

- **Bidder:** Prepares both bids per instructions, signs and seals all required documents, ensures timely delivery.
- **Tender Inviting Authority (Indian Bank):** Receives and opens bids as per schedule.

5. Procedure

Step 1 – Review & Understanding

- Download the tender document from the Bank's website.
- Read all sections including Notice Inviting Tender, Eligibility Criteria, Scope, and Terms & Conditions.
- Visit the site between **22.08.2025 – 26.08.2025** (Mon–Fri, 10:00–15:00 hrs).

Step 2 – Prepare Technical Bid (Cover 1)

Include the following:

1. **Tender Submission Letter** (Annexure-1) – duly signed & dated.
 2. **Tender Acceptance Letter** (Annexure-2).
 3. **Bidder's General Information** (Annexure-3) – completed and signed.
 4. **Eligibility Proofs:**
 - Incorporation/Registration certificate.
 - Proof of at least 2 completed GRIHA / IGBC consultancy projects ($\geq 1,00,000$ sq.ft each) in last 7 years.
- Average annual turnover ($\geq ₹25$ lakh for last 3 FYs) – CA-certified or audited balance sheets.
Valid GRIHA / IGBC certificate.
Proof of registered/branch office in Chennai.



- Valid GST & PAN copies.
- 5. **Experience & manpower details** – as per Annexure-4 tables.
- 6. **Integrity Pact / Non-Disclosure Undertaking** (Annexure-5).
- 7. Any other supporting documents requested in the tender.
- 8. All pages of the tender document signed & dated by authorised signatory as token of acceptance.
- 9. Authorization letter/Power of Attorney for signatory.

Seal the above in an envelope labelled: **“TECHNICAL BID – Engagement of Green Building Consultant – GRIHA / IGBC Certification” (Cover 1).**

Step 3 – Prepare Financial Bid (Cover 2)

- Fill in **Annexure-6** (Price Bid) only.
- Quote consultancy fee exclusive of GST, in figures and words.
- Ensure no overwriting; if corrections are made, countersign them.
- Do **not** include any price element in the Technical Bid.

Seal this in a separate envelope labelled: **“PRICE BID – Engagement of Green Building Consultant – GRIHA / IGBC Certification” (Cover 2).**

Step 4 – Assemble Master Envelope (Cover 3)

- Place **Cover 1** and **Cover 2** inside a larger envelope labelled: **“Tender – Engagement of Green Building Consultant – GRIHA / IGBC Certification (IB/GRIHA / IGBC /003/2025-26)”**.
- Mention bidder’s name, address, and contact number.
- Seal properly to avoid tampering.

Step 5 – Submission

- Submit in tender box at: *Assistant General Manager (Estate), Indian Bank, Corporate Office, No.254-260, Avvai Shanmugam Salai, Royapettah, Chennai-600 014.*
- Last date & time: **28.08.2025, 15:00 hrs.**
- Record submission in the tender register at the Expenditure Department.

Step 6 – Bid Opening

- Technical Bids opened first at **15:30 hrs, 28.08.2025.**
- Financial Bids opened only for technically qualified bidders.

6. Special Notes

- Submission of more than one bid → Disqualification.
- Conditional or incomplete bids → Rejection.
- No separate discount letters allowed.
- All statutory compliance (taxes, labour laws) is bidder’s responsibility.



Tender Submission Checklist – Two Bid System

Sl. No.	Document / Action Item	Attached / Done Please ✓
1	Tender Submission Letter (Annexure-1) signed & dated	<input type="checkbox"/>
2	Tender Acceptance Letter (Annexure-2) signed & dated	<input type="checkbox"/>
3	Bidder's General Information (Annexure-3) completed	<input type="checkbox"/>
4	Proof of incorporation/registration	<input type="checkbox"/>
5	Experience proofs GRIHA / IGBC consultancy projects $\geq 1,00,000$ sq.ft	<input type="checkbox"/>
6	Turnover proof – last 3 FYs, min ₹25 lakh average	<input type="checkbox"/>
7	Valid GRIHA / IGBC certificate	<input type="checkbox"/>
8	Proof of registered/branch office in Chennai	<input type="checkbox"/>
9	GST Registration & PAN card copies	<input type="checkbox"/>
10	Experience & manpower details (Annexure-4)	<input type="checkbox"/>
11	Integrity Pact / NDA (Annexure-5) signed	<input type="checkbox"/>
12	All pages of tender doc (Part-1&2) signed & dated and submitted	<input type="checkbox"/>
13	Authorization Letter/Power of Attorney	<input type="checkbox"/>
14	Annexure-6 (Price Bid) in Cover 2 only	<input type="checkbox"/>
15	Cover 1 – Technical Bid sealed & labelled	<input type="checkbox"/>
16	Cover 2 – Price Bid sealed & labelled	<input type="checkbox"/>
17	Both covers placed in Cover 3 & sealed	<input type="checkbox"/>
18	Submitted in tender box before 15:00 hrs, 28.08.2025	<input type="checkbox"/>

