

INDIAN BANK

REQUEST FOR QUOTATION (RFQ)

FOR

SUPPLY & INSTTALATION OF CLOCK TOWER IN INDIAN BANK OWN BUILDING
AT
BAZAAR STREET SALEM-636001.

Ref:No: ZO:SLM:BazaarStreet -01

Date : 21.11.2025

From:

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This Bid document contains 13 pages

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INDIAN BANK

NOTICE INVITING QUOTATION

Indian Bank, Zonal Office, Salem invites sealed Quotation (Single bid System) for 'Supply & Installation of Clock in Clock tower in Indian Bank own Building at Bazaar Street Salem', from the experienced and technically qualified contractors.

1.	Name of work	Invitation of tender for 'Supply & Installation of Clock in Clock tower in Indian Bank own Building at Bazaar Street Salem', from the experienced and technically qualified contractors.
2.	Estimated cost of work	Rs.4.50 Lakh
3.	Period of completion	20 days reckoned from the date of issue of the Work Order
4.	Validity of Quotation	60 Days from the date of opening
	Retention Money/ Security Deposit period	Retention Money will be paid after expiry of defect liability period of one year from the date of payment of final bill.
	Tender Documents	The Tender Documents can be downloaded from the Bank's website (www.indianbank.in under Tenders column)
	Cost of Tender Document	Nil
	Earnest Money Deposit	Nil
	Last date of submission of RFQ	24.11.2025 upto 16.00Hrs. at Indian Bank, Zonal Office, Premises, Estate & Expenditure dept, Third Floor, No. Divya Towers, Shevapet, Salem, 636 001.
14.	Date of opening RFQ	24.11.2025 at 16.30Hrs. at Indian Bank, Zonal Office, Premises, Estate & Expenditure dept, Third Floor, No. Divya Towers, Shevapet, Salem, 636 001.

Note:

1. Technical bid and Price bid should be submitted in single sealed covers.
2. The bank reserves the right to reject any tender/bid without assigning any reason.
3. The rates quoted by the tenderer shall be based only on the specifications and conditions of the tender documents.
4. Bank is not liable to make any payment to tenderers for preparation to submit the tender/bid.

DEPUTY GENERAL MANAGER (P&E)

Indian Bank, Zonal Office, Salem,
Third Floor, Divya Towers,
Shevapet, Salem – 636 001.
Ph: 0427 – 2216499.
Email: zosalem@indianbank.co.in

Signature & Seal of the Tenderer

Note:

1.0 GENERAL

Bidders are advised to acquaint themselves fully with the description of work, scope of services, time schedule and terms and conditions including all the provisions of the RFQ document before firming up their Quotation.

Though adequate care has been taken while preparing this RFQ Document, the Bidders shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any Bidder within the last dated of submission of RFQ, it shall be considered that the Tender Document is complete in all respects.

2.0 SUBMISSION OF BID

The Bidders shall submit their quotation in line with this RFQ Document.

RFQ Document should be in a proper sealed envelope superscripted as 'Supply & Installation of Clock for Clock tower in Indian Bank own Building at Bazaar Street Salem'.

More than one bid from same owner shall be summarily rejected.

3.0 SITE PARTICULARS

Bidders are advised to inspect and examine the site and its surroundings between **10 am to 5 pm** on any of the working days of the Bank and satisfy themselves before submitting their bids as to nature of work, site conditions, flooring conditions, means of access to the site etc. Non-familiarity with the site conditions will not be considered a reason either for extra claims or for not carrying out the work in strict conformity with the specifications.

4.0 SCOPE OF WORK

- 4.1 "Supply & Installation of Clock for Clock tower in Indian Bank own Building at Bazaar Street Salem".
- 4.2 Rates quoted shall be deemed to be inclusive of manpower, material, machinery, tools and tackles, installation, all taxes (except GST), duties, cartage, freight loading & unloading, insurance etc.
- 4.3 No escalation of whatsoever nature shall be payable in future.
- 4.4 Only GST will be paid by the Bank. Any other tax shall be payable by the contractor.
- 4.5 Bank reserves the right to modify/ relax/ withdraw any of the terms and conditions of the contract if it is found necessary in the interest/ benefit of the Bank.
- 4.6 Prospective Bidders are requested to remain updated for any notices / amendments/ clarifications etc. to the Tender Document through our Banks website. No separate notifications will be issued for such notices / amendments / clarifications etc. in the print media or individually.
- 4.7 The contract as a whole or part thereof is NON TRANSFERABLE.

5.0 MINIMUM ELIGIBILITY CRITERIA

- 5.1 The bidder should be in Business for the Past 3 Years.
- 5.2 Self attested Copy of GST & PAN number.
- 5.3 24 x 7 local service set –up in Salem or inTamilnadu (address proof to be furnished).
- 5.4 Affidavit/ undertaking certifying that the firm has not been blacklisted by anyone (page -10 of this RFQ).

The contractor should have the technical competence, sound financial resources, experience, equipments, manpower and reputation to perform the contract to the satisfaction of Bank.

6.0 EVALUATION CRITERIA/ FINAL SELECTION

- 6.1 Bids submitted without the requisite documents for 5.0 (Minimum Eligibility Criteria) will be summarily rejected and the price quoted by them will not be considered for evaluation. Qualified parties have no right to claim for award of the work. Bank reserves the right to cancel or award the work to any party / Bidder. Bidders who wish to attend the opening of the bids may ensure their presence on the mentioned date and time as specified in the Date sheet.
- 6.2 The lowest bidder (L-1) shall be considered for award of work, though not binding and the decision of the Bank in this regard will be final and binding.
- 7.0 The bank reserves the right to reject any tender/ bid without assigning any reason.
- 8.0 The rates quoted by the bidder shall be based only on the specifications and conditions of the bid documents.
- 9.0 Bank is not liable to make any payment to bidders for preparation to submit the tender/bid.

DEPUTY GENERAL MANAGER (P&E)

Indian Bank, Zonal Office, Salem,
Third Floor, Divya Towers,
Shevapet, Salem – 636 001.
Ph: 0427 – 2216499
Email: zosalem@indianbank.co.in

GENERAL RULES AND INSTRUCTION FOR THE GUIDANCE OF BIDDERS

1. Bids, which should always be placed in sealed cover, with the name of the work written on the envelope "Supply & Installation of Clock for Clock tower in Indian Bank own Building at Bazaar Street Salem' will be received by Deputy General Manager, Indian Bank, Zonal Office, Salem, Third Floor, Divya Towers, Shevapet, Salem – 636 001.
2. The Indian Bank does not bind itself to accept the lowest or any quote/ bid and reserves to itself the right of accepting the whole or any part of the quote/ bid and the tenderer/ bidder shall be bound to perform the same at the rate quoted.
3. The rate quoted by the Tenderer/ bidder shall be net, up to the stage of incorporation and handing over site. All taxes on material or on finished works like work's contract tax, Turn-over Tax, including taxes that may be newly introduced subsequent to the tender/ bid etc. in respect of this contract shall be payable by the Tenderer/ bidder and the Indian Bank will not entertain any claim whatsoever in this respect except the GST to the overall bid amount.
4. The Tenderer/ bidder shall give a list of his relatives working with the Indian Bank along with their designations and addresses.
5. No employee of the Indian Bank is allowed to work as a contractor for a period of two years of his retirement from Indian Bank service, without the previous permission of the Indian Bank. The contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of the Indian Bank as aforesaid before submission of the tender/ bid or engagement in the Tenderer/ bidders service.
6. The tender/ bid for works shall remain open for acceptance for a period of 60 days from the date of opening of Tender/ bid. If any tenderer/ bidder who withdraws his tender/ bid before the said period, then the Indian Bank shall be at liberty to debar the contractor from the panel.
7. The acceptance of a quote will rest with the Indian Bank and the Indian Bank reserves to itself the authority to reject any or all of the quotes received without the assignment of a reason. Quotes in which any of the prescribed conditions are not fulfilled (or) are incomplete in any respect are liable to be rejected. The Indian Bank reserves the right to accept the quote in full or in part and the tenderer/ bidder shall have no claim for revision of rates or other conditions if his quote is accepted in parts.
8. Canvassing in connection with quotes is strictly prohibited and the tenders/ bids submitted by the Tenderer/ bidders who resort to canvassing will be liable to rejection.

All rates shall be quoted on the proper form of the quote alone. **All the entries to be made legibly in ink only.** Rates written in pencil or any other mode shall not be considered for evaluation and will be rejected.
9. An item rate quote containing percentage below/ above will be summarily rejected. However, where a tenderer/ bidder voluntarily offers a rebate for payment along with sealed quote, the same may be considered.
10. On acceptance of the tender/ bid the name of the accredited representative(s) of the Tenderer/ bidder who would be responsible for taking instructions from the Indian Bank shall be communicated to the Indian Bank.
11. Special care should be taken to write the rates in figures as well as in words and the amounts in figures only, in such a way that interpolation is not possible. The total amount should be written both in words and in figures.
12. The Contractor shall comply with and give all notices required under any law, rules, regulations, or bye-law of Parliament, State Legislature or Local Authority relating to works. If needed, the Contractor has to obtain required permission/ approval from the required statutory bodies/ organizations.

13. The Contractor shall be required to maintain the site and the building areas in a neat and clean condition at all times to the satisfaction of the Employer. The Contractor shall especially take care of their materials free from getting drenched or damaged.
14. Debris and unwanted items have to be neatly stacked at site and then periodically removed (maximum of one week), carried away by the Contractor and disposed off as per the rules and regulations of the Local Authorities concerned. No debris shall be thrown loose from upper floors. No floor, roof or other part of the building shall be over-loaded with debris or materials as to render it unsafe.
15. Employer reserves the right to insist on selection of material, workmanship, detailing and finishes, paint which they consider, is appropriate, and suitable for the intended use. The contractor is not eligible to claim extra on this account.
16. Employer will require the contractor to produce, samples of all the materials, accessories/ finishes prior to procurement/ manufacture. The samples of the materials for the work shall be got approved from the Employer. Failure to comply with these instructions can result in rejection of the work/ materials.
17. The Tenderer/ bidder should note that he should execute his part of work without causing any damage to any component of the building and also without disturbing the occupants or other contractors. Any damage so caused shall be made good at the cost & risk of the tenderer/ bidder.
18. The successful tenderer/ bidders shall include, in the quoted price, all allied works and no extra payments will be made for any such case arises.
19. **The successful contractor shall also be responsible for the safety and security of all their men & materials** and also for ensuring fire prevention steps at all times in the working premises including their part of the work. The successful contractor has to place full time representative at site, the representative should have thorough subject knowledge. **Bank will not be responsible for any untoward accident caused by the negligence of the contractor.**
20. **The contractor should ensure payment of minimum wages + VDA to all laborers / workmen staff employed by him inline with central/ state labour wage act whichever higher.**
 - a) The Contractor shall at all times indemnify and keep indemnified the Employer against all losses, claims, damages or compensation including under the provisions of the payment of the Wages Act 1936, Minimum Wages Act 1948, Employer's Liability Act 1938, Workman's Compensation Act 1923, the Maternity Benefit Act 1961, the Bombay Shops and Establishments Act 1947, Industrial Disputes Act 1947, and Contract Labour (Regulation and Abolition) Act 1970 and Employees State Insurance Act 1948, Motor Vehicles Act 1988 or any modifications thereof or under any other law relating thereto and rules made there under from time to time or as a consequence of any accident or injury to any workman or other person in or about the work whether in the employment of the Employer or Contractor or not, and also against all costs, charges and expenses of any suit, action or proceedings whatsoever out of such accident or injury or combination of any such claims.
21. The contractor shall effect the insurance necessary and indemnify the Employer entirely from all responsibility in this respect. The insurance must be placed with a Insurance Company approved by the Employer and must be jointly in the name of the contractor and the Employer and the policy lodged with the latter. The scope of insurance is to include damage or loss to the contract itself till this is made over in a complete state. Insurance is compulsory and must be effected from the very initial stage. The contractor shall also be responsible for anything which may be executed from damage to any property arising out of incidents, negligence, or defects carrying out of this contract.
22. The Employer shall be at liberty and is hereby empowered to deduct the amount of any damages, compensations, costs, charges and expenses arising or accruing from or in respect of any such claim for damages from any sums due or to become due to the contractor.

23. The contractor shall maintain all registers as required by the Regional Labour Commissioner and should furnish the same to the Bank or its representative as and when required.
24. If the work is not started within **4 days** from the date of issue of work order then Employer may terminate the work order without assigning any reason. If during the execution of the work, the progress of work is not considered to be satisfactory; and not in proportion to the commitment made, inconsistent with the period of completion of the work provided in the Time schedule, then the Bank may terminate the work order by giving an immediate final notice to the contractor.
25. The time allowed for completing the works is **20 days** to be reckoned from the date of Work Order. Tenderer/ bidders shall submit a programme (time schedule) for executing the entire project and shall furnish the details of their scheme indicating the proposed deployment of their machinery and resources.

DEPUTY GENERAL MANAGER (P&E),

Indian Bank Zonal Office Salem,
Third Floor,
Divya Towers, Shevapet,
Salem – 636 001.

Signature & Seal of the Bidder

DETAILS

S. No.	Particulars	Details to be filled
1	Name & Designation of Contact Person	
2	Mobile No (s) of the Contact Person / Firm	
3	Address for Communication	
4	Office / Local service set-up in Chennai address	
5	E-mail address of Contact Person / Firm	

(Signature of Authorized Signatory)

Name & Designation

Contact No.

NAME OF THE AGENCY WITH SEAL

DECLARATION

To

DEPUTY GENERAL MANAGER (P&E)

Indian Bank, Zonal Office, Salem,
Third Floor, Divya Towers,
Shevapet, Salem – 636 001.

I hereby declare as below:

- 1) All the information furnished by me/ us here above is correct to the best of my knowledge and belief.
- 2) I/We have no objection if enquiries are made about the work listed by me/ us in the accompanying sheets/ annexures.
- 3) I/We agree that the decision of Indian Bank in selection of L-1 bidder will be final and binding to me/ us.
- 4) I/We hereby confirm that my/ our firm has not been disqualified / debarred / blacklisted by any Governments, Semi-governments, PSUs, Banks including any of the Offices/ Branch of Indian Bank/ erstwhile Allahabad Bank as on the date of publication of this notice.
- 5) I/We hereby confirm that all information, particulars, copies of certificates and testimonials submitted are correct and genuine. I am / We are, therefore, liable to face appropriate actions as deemed fit by the Indian Bank in the event of any of the information, particulars, copies of certificates and testimonials are not found correct and genuine.

PLACE :

DATE:

NAME & DESIGNATION

NAME OF THE TENDERER WITH SEAL

Quotation

Price Bid

Schedule of Quantities					
Supply of Clock for Clock Tower as per following Specification:					
S.No	Description	Qty	Unit	Rate	Amount
1	Supply, installation and commissioning of 4 feet Dia Tower Clock. Roman Letter Open Dial, 2 m.m. thickness MS drum with 4mm thickness MS Sheet for Roman letter Dial, 5mm Thickness 040 Acrylic Sheet for backside of Dial, 2mm Thickness Aluminium Hands with heavy duty mechanical movement – electronic control unit with 12 volt battery charges to give power backup for 24 hours., (Customer design) First Wheel: shall have 43mm Dia and with 54 gear cutting teeth made of brass metal & shaft having thickness of 6 mm & Pivot having thickness of 4 mm Central Wheel: Shall be of 43mm Dia and with 60 gear cutting teeth made of brass metal with 18 teeth solid pinion made of Mild Steel & shaft having thickness of 6 mm & Pivot having thickness of 4 mm. Second Wheel: Shall have 72 gear cutting teeth made of brass metal with 18 teeth solid pinion made of Mild Steel & shaft having thickness of 6 mm & Pivot having thickness of 4 mm. Minute Wheel & Hour wheel shall be 11.5 x 18 & 14.5 x 18 respectively their movements shall be connected with motor & circuit board for generation of Pulse in every minute. Upper & Lower Plate shall be made of MS metal with Gun Metal Bushes in Wheel Joints. The rate quoted will be inclusive of Transportation and Installation, Labour charges.	Set	3		
2	Supply and Installation of 4 feet Dia 2 m.m. thickness MS Dummy Drum with 5 m.m. 040 Acrylic Sheet with Bank logo (Without clock movement & hands).	Set	2		
3	Total				
4	GST				
5	Gross Total				



