



**Premises, Expenditure & Estate Department,**  
Zonal Office, World Trade Center, Babar Road, New Delhi 110001  
Tel : 23412095, 23413956

**NOTICE INVITING TENDERS FOR MAINTENANCE WORKS FOR EXTERNAL  
SIGNAGES / GLOW SIGN BOARDS**

Sealed tenders are invited from individuals/reputed and established firms in the prescribed format for rendering maintenance works for our Bank's Signages / Glow Sign Boards (approximately 90-100 Nos.) provided at Bank's Branches / ATM's / Offices in NCT of Delhi.

The eligible applicant/firms may download the application form from Bank's website <http://www.indianbank.in/tenders>. The application fee of Rs. 500/- by means of DD drawn in favour of 'Indian Bank, Chennai' shall be submitted along with the application form.

The duly completed application form in the prescribed format with all supporting documents shall be sealed in a cover and super scribed as "TENDER FOR MAINTANANCE WORKS OF SIGNAGES/GLOW SIGN BOARDS" and **should be submitted to the above mentioned office of INDIAN BANK on or before 17.06.2017 upto 3.00 PM.** The application form without prescribed application fee and without supporting documents shall be summarily rejected. Bank reserves the right to seek additional information from the applicants, if found necessary.

The Bank reserves the right to accept or reject any or all the applications without assigning any reasons thereof.

**Place: Delhi**

**Date : 20.05.2017**

**ASSISTANT GENERAL MANAGER (Admn.)**



## APPLICATION FORM

1. Name of the Applicant : Mr. / M/s.
2. Address for communication :
3. Telephone No.
  - Office :
  - Residence :
  - Mobile :
  - Fax :
  - E-mail :
  - Website :
4. Status of the firm
  - Company / Partnership/ proprietorship :
  - Name of the Proprietor / Partners / Directors :
5. Year of establishment :
6. Whether registered, if so Number & Date :
7. Registration with Tax Authorities
  - Income-Tax No. :
  - PAN/GIR No. :
  - VAT NO. :
  - Service Tax No. :



8. Turnover of the Individual/Company/firm (Please attach copy of audited balance sheet and profit and loss account for three years ending 31.03.2017). If 2017 balance sheet is not available please submit 2014 balance sheet.

Sl. No.	Year	Turnover in Rs.
1	2014-15	
2	2015-16	
3	2016-17	
	Average	

9. Registration with Government / Public Sector /Banks / Established companies / IT firms

Name of the Organisation	Nature of Works Carriedout/Carrying	Value of Works – Rs.	Date and Period of Registration

10. Furnish the names of three responsible clients/ persons to whom the major works carried out by the applicant with address and telephone number who will be in a position to certify about the quality as well as past performance of your organization.

NAME OF THE OFFICIAL	ORGANISATION ADDRESS	& CONTACT NUMBERS

11. Furnish the details of litigation/ Arbitration cases resulting from the contracts executed in the last seven years or currently under execution in the following format.



Year	Award for or Against Applicant	Name of clients, cause of litigation and matter of dispute	Disputed Amount	Actual Awarded Amount

**DECLARATION**

1. All the information furnished by me / us here in above is correct to the best of my / our knowledge and belief.
2. I / we have no objection if enquiries are made about the work listed by me / us in the accompanying sheets / annexure.
3. I / We agree that the decision of INDIAN BANK in selection of contractors will be final and binding to me / us.
4. I / We have read the instructions appended to the proforma and I / we understand that if any false information is detected at a later date the contract shall be cancelled at the discretion of the bank.

SIGNATURE OF THE APPLICANT / POWER OF ATTORNEY  
NAME&DESIGNATION  
SEAL OF ORGANIZATION



**Checklist** (To be filled by Applicants)

1.	Have you signed in all the sheets?	Yes/No
2.	Whether copy of PAN/VAT/Service tax Registration copy is enclosed?	Yes/No
3.	Whether requisite application fee by DD is paid?	Yes/No
4.	Whether enclosed proof for year of establishment?	Yes/No
5.	Whether proof for average annual financial turnover enclosed?	Yes/No
6.	Whether documentary proof for having undertaken the works is enclosed?	Yes/No
	If yes, No. of certificates enclosed	



### Price Bid

**Tender for undertaking Maintenance Works of Signages / Glow Sign Boards installed at various branches/ATMs /offices of INDIAN BANK in NCT of Delhi:**

Sl No	Type of the Glow Sign Board	Maintenance Charges per sq ft* for one year –(Rs).
1	Backlit Board	
2	Backlit Board (Double sided)	
3	Non-Lit Board	

\*The maintenance charges shall be calculated at the rate mentioned above for each board based on the type, size and tendered rate of the board and maintenance charges thus arrived shall be divided into four quarters. Payment shall be made to the vendor after completion of service in every quarter on a pro-rata basis.

**The maintenance charges includes replacement of consumables such as cleaning of boards, bulb, chokes, wiring, electrical fittings etc. during the entire contract period.**

Terms & Conditions:

1. The scope of the work during the maintenance works is that the successful bidder has to visit each centre once in three months and clean the facade, clean the internal signage, attend to the electrical or any defects, tensioning if required and such other related to signage for its good performance. Maintenance charges include labour charges, consumables, scaffolding and other accessories required to undertake the service. Harmful chemicals should not be used while cleaning the facade of the sign board.
2. In addition to the above quarterly visits, contractor has to attend the breakdown calls/On Call Services totaling to about an average of 8 calls in a year in addition to the quarterly visits to attend to failure of electrical systems like timer (DB), electrical wiring, replacement of bulbs or repairs to the signage on account of any untoward incidents etc. for such breakdown calls, no labour charges will be payable.
3. The firm should provide on call services from MONDAY to SUNDAY excluding public holidays.



4. In the event of shifting of Boards to other place, the same shall be under the supervision of the firm.
5. **The above rates are inclusive of all taxes such as value added tax, local govt. taxes, etc. but excludes service tax, which will be paid by bank as per actuals.**
6. The contract is for a period of one year. Bank has the option to extend the service for one more year at the same rate.
7. The contractor has to take adequate safety measures to the staff deployed by them and to the visitors/branch/premises while carrying out the maintenance works.
8. In case of unsatisfactory service of the individual/firm, the same shall be terminated by issuing a notice on either side for a period of one month

**Place :**  
**Date :**

**SIGNATURE OF THE APPLICANT  
NAME & DESIGNATION  
SEAL OF ORGANIZATION**