



Premises, Expenditure & Estate Department,  
Zonal Office, 3/1 R.N. Mukherjee Road  
Kolkata – 700 001, Tel: 22135410

**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 200 Nos.) provided at Bank's Branches / ATM's / Offices/ office quarters coming under Kolkata Zone (West Bengal State)

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, Kolkata' 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 20/05/2017 up to 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: Kolkata**  
**Date: 28/04/2017**

GM & Zonal Manager

## 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 31.03.2016).

Sl. No.	Year	Turnover in Rs.
1	2013-14	
2	2014-15	
3	2015-16	
	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/ Bank Quarters of INDIAN BANK, Kolkata Zone (West Bengal State):**

Sl No	Type of the Glow Sign Board	Maintenance Charges per sqft* 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**



**List & address of Bank Quarters etc.**

SI No	Quarter name and address
1.	Indian Bank Officer's Quarters 4, Puran Chand Nahar Avenue, Taltala, Kolkata - 700 013.
2.	Indian Bank Officer's Quarters 14, Selimpore Road, Kolkata - 700 031
3.	Indian Bank Officers' Quarters 11, Sevak Baidya Road, Hazra, Kolkata - 700 026.
4.	Indian Bank Officer's Quarters 3B & 3C, Ahiripukur road, Kolkata - 700 019
5.	Indian Bank Officer's Quarter 58/6, Prince Anwar Shah Road, Lake Gardens, Kolkata - 700 045

**Tentative List of branches/ offices and ATMs (Onsite and Off Site):**

SL No	Branch/ Offices/ ATMs
1.	Alipore Road
2.	Asansol
3.	B.T.Road
4.	Babudanga



5.	Baguiati
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6.	Baharampur
7.	Ballygunge
8.	Balurghat
9.	Bankura
10.	Barasat
11.	Baruipara
12.	Baruipur
13.	Basirhat
14.	Bhowanipore
15.	Burdwan
16.	Burdwan Currency Chest
17.	Burrabazar
18.	Central Avenue
19.	Chinsurah
20.	Chutergeria
21.	Dakhshineswar
22.	Darjeeling
23.	Dharmatolla
24.	Domjur
25.	Dum Dum
26.	Durgapur
27.	EM Bypass
28.	Fairlie Place
29.	G.C.Avenue
30.	G.C.Avenue Currency Chest
31.	Galsi
32.	Garia
33.	Gariahat branch with 01 off Site ATM
34.	Habra branch and Off Site ATM
35.	Haldia
36.	Harrda
37.	Hide Road
38.	Howrah
39.	Jalpaiguri
40.	Jangipur
41.	Jodhpur Park
42.	Kaligram
43.	Kanko
44.	Katwa
45.	Kharagpur
46.	Khatial
47.	Khidderpore
48.	Kolkata Main branch
49.	Krishnanagar
50.	Liluah
51.	Malda

52.	Manicktolla
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53.	Mellak, Bagnan
54.	Ind MSME, Southern Avenue
55.	Midnapore
56.	Panihati, Sodepur
57.	Purulia branch and Off Site ATM at J.K. College Purulia
58.	R K Mission branch with On Site ATM and 01 Off Site ATM at Indian Oil Petrol pump 150 mtr away from branch
59.	Rabindra Sarani
60.	Rajarhat
61.	Ranigunj
62.	Rasulpur
63.	Russell Street
64.	Salt Lake
65.	Sarat Bose Road
66.	Sarishakhola
67.	Sector V, Salt lake
68.	Serampore
69.	Service Branch, Kolkata
70.	Shibpur
71.	Shyambazar
72.	Siliguri
73.	Southern Avenue, Kolkata
74.	Strand Road branch and Ind Retail branch Kolkata
75.	Sukur
76.	Suri
77.	Tamluk
78.	Tollygunge
79.	Udbadal
80.	V.K.Road, Kolkata
81.	Zonal Office, Kolkata
82.	ATM @ Apollo Hospital, Kolkata
83.	ATM @ Howrah Station
84.	ATM @ Kharagpur Railway Station
85.	Staff Training Centre, Kolkata
86.	Regional Stationery Department, Kolkata
87.	Inspection Centre, Kolkata