



**बड़ौदा यू.पी. बैंक**  
**Baroda U.P. Bank**

REF: BUPB: ROCHA: P&E: RFP: Indication Board:33:2023-24

Date: 10.01.2024

**TENDER Request for proposal FOR Signage Board (Glow Sign Board / Fascia Change/ Retro Reflective Sign Board / Retro Reflective Lollipop-Indicator Boards - Double Side / Vinyl Lollipop - Indicator Boards - Double Side / Repairing & maintenance)**

Sealed quotations are invited from the reputed manufactures/companies/firms for **Signage Board (Glow Sign Board / Fascia Change/ Retro Reflective Sign Board/ Retro Reflective Lollipop-Indicator Boards-Double Side/ Vinyl Lollipop-Indicator Boards-Double Side/ Repairing & maintenance)** at various branches/offices of our Bank located in Chandauli District under control of Regional Office, Chandauli.

**Last Date and time for receipt of Bid: - 05.02.2024 till 04.00 PM.**

**Date and time of opening of Bid Address and communication address :-**

**Date and Time: 05.02.2024 till 04.30 PM.**

**THE REGIONAL MANAGER,  
Baroda U.P. Bank Regional Office  
Alinagar, near Gupta Service Station,  
Mughalsarai, Uttar Pradesh - 232101  
E-mail Address: operations.ROCHAN@barodauprrb.co.in  
Contact Person Mobile Number: 9450240760**

**Eligibility Criteria:**

- The bidder should have adequate turnover/facilities for services/maintenance of Signage Boards/Indicator Boards.
- The firms/companies should have minimum 3 years of experience in field of Signage Boards/Indicator Boards in PSBs and other Institutions.
- The firm should have been registered with Govt Department and shall provide PAN/GSTIN No. with the bid.
- The firm should have its support office at Chandauli/Varanasi.

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**Terms and Conditions regarding BID submission:-**

**>> Bids must be submitted either through registered post or by hand at Regional Office, Chandauli.**

**>> The bid must contain two Envelopes as per procedure given below.**

**FIRST ENVELOPE SHALL CONTAIN THE DOCUMENTS GIVEN BELOW:**

- Annexure - A (1), A (2) and Annexure - A (3) duly filled with all details
- Details of infrastructure in order to provide proper services.
- Attested photocopy of document w.r.t. registration of firm along with GSTIN No.
- Photo copy of duly attested PAN.
- Photo copy of duly attested GSTIN.
- Income tax Return for the last three years.
- Certificate/document w.r.t. Experience.
- The entire tender document shall be duly signed by the vender as a mark of acceptance of terms and condition of the tender document.
- All the documents should be self-attested along with stamp of the Firm.

**>> IF ANY OF THE ABOVE DOCUMENTS IS/ARE EITHER NOT SUBMITTED OR SUBMITTED BUT NOT DULY ATTESTED, THE BID WILL BE REJECTED & PRICE BID WILL NOT BE OPENED.**

**>> IT MUST BE MENTIONED ON ENVELOPE "DOCUMENT SUBMITTED FOR BID OF Signage Boards/Indicator Boards".**

**SECOND ENVELOPE MUST CONTAIN ALL THE DOCUMENTS GIVEN BELOW:**

Second envelope must contain only bid with below mentioned documents.

- The price must be submitted on the prescribed format (Annexure-B (Pages-3)) along with document.
- Price bid will not be accepted on any other format or document.

**IT MUST BE MENTIONED ON SECOND ENVELOPE "PRICE BID OF Signage Boards/Indicator Boards".**

**BOTH TWO ENVELOPES MUST BE KEPT IN THIRD SEALED ENVELOPE AND SUPERSCRIBED "BID For Signage Boards/Indicator Boards".**

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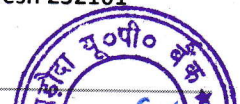


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### Other Terms and Conditions

1. The contract for Retro Reflective Lollipop-Indicator Boards-Double Side / Vinyl Lollipop-Indicator Boards-Double Side will be initially awarded for 21 branches and work should be completed by one month.
2. The articles should be of standard quality as per specified in Annexure- B & Technical specifications for new supply (suggested).
3. **Delivery:-**
  - \* No extra charges for freight/delivery, fixation/installation to the branches/office of Baroda U.P. Bank- Chandauli region will be paid.
  - \* Vender shall make necessary arrangements for processing the order.
  - \* List of branches is attached.
4. The firm will have to complete the assignment of work allotted by one month, from the date of the order.
5. Acceptable brand for new supply & repairing work should be as per annexure B & Technical specifications enclosed.
6. Specifications for new supply & repairing work of Signage work should be as per annexure B & Technical specifications.
7. **Warranty:-**
  - \* **Written warranty shall be obtained for 10 years** for per signage/site from the original manufacturer through vendors / signage contractor for Retro Reflective Sign Boards / Indicator and **5 years for vinyl Indicator Boards** per Board/Site from date of installation. Venders/Signage Contractor to submit tender specific authorization from Original Manufacturer for ACP & Retro.
  - \* **Written warranty shall be obtained for 05 years** for per signage/site from the original manufacturer through vendors / signage contractor **for Flex & Vinyl supply** from date of installation. Venders/Signage Contractor to submit tender specific authorization from Original Manufacturer for Flex/Vinyl.
  - \* **Written warranty shall be obtained for 05 years** for per signage/site from the original manufacturer through vendors / signage contractor **for LED Modules & Power supply** from date of installation. Venders/Signage Contractor to submit tender specific authorization from Original Manufacturer for **LED Modules & Power supply**.

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\* In the event of becoming defective within the warranty period, vender would be required to provide a new replacement at his own cost.

\* Vender will be responsible for service/replacement during warranty period.

**8. Single Point of Contact Support:-**

Vender has to provide details of single point of contact viz. designation, address, e-mail address, telephone/mobile number for communicating and service support as per Annexure-A.

**9. Liquidated Damages:-**

In case of delay in supply and attending complaint, liquidated damages @ 1.50% of the order value per week would be imposed after 7 days of supply/Complaint.

**10. Earnest Money Deposit (EMD):** Earnest Money Deposit of Rs. 5,000.00 {Rupees Twenty-Five Thousand Only} has to be submitted by the way of Demand Draft/Banker's Cheque/ Pay Order drawn in favour of "Baroda UP Bank" payable at Chandauli. Earnest Money Deposit will not carry any interest.

- The Earnest Money Deposit of unsuccessful bidders will be refunded accordingly in due course.
- The Earnest Money Deposit of the successful bidder shall be refunded one month after successful completion of work.
- Under the Government guidelines "Public Procurement Policy for Micro and Small Enterprises (MSEs) Order, 2018" interested MSEs firms may submit their quotation with all relevant documents and valid certificate for relaxation of EMD.

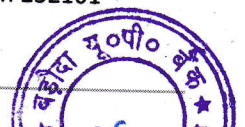
**The Earnest Money Deposit will be forfeited if:**

- The bidder withdraws his tender after processing but before acceptance of "Letter of appointment" to be issued by the Bank.
- The bidder violates any of the provisions of the terms and conditions of this TENDER specification.
- Earnest Money Deposit will be refunded for the unsuccessful bidders within one month from the date of opening of bids.

**11. Payment Terms:-**

- Amount shall be paid after successful installation of Signage/Indicator/Replacement of flex-vinyl and submission of satisfactory work completion report from the branches.
- No advance payment shall be made in any case.

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- **Security Deposit/Retention Money:** Security Deposit/Retention Money of 5% of total AMC value has to be submitted by the way of Demand Draft/Banker's Cheque/Pay Order drawn in favour of "Baroda UP Bank" payable at Chandauli. Security Deposit/Retention Money will not carry any interest. It will be released after completion of warranty period of signage / Indicator board from date of installation. The vender will have to deposit 5% of total bill amount at the time of BID submission as security money. The vender will have to sign an agreement with the bank.
- After expiry of warranty period security deposit 5% of the contractual value will be refundable only if satisfactory reports received from the branches. Otherwise this contract is liable to be forfeited in case signboards and indicator boards supplied by the firm are found to be unsatisfactory in any respect and/or if any of conditions of the contract are contavened/breached.
- The Bank will pay invoices within a period of 10 days from the date of receipt of undisputed invoices with enclosure of satisfactory report by Branch Manager/Official.
- TDS deductions as per norms of Income Tax Department.

**12. Other Conditions:-**

- The Rate Contact with the selected vendor will be valid up to a period of two Year from the date of acceptance of the rates.
- Maintenance charges include all taxes and government levies as applicable or becoming applicable later due to operation of or under any existing or new laws. The taxes & govt. levies whatsoever be borne by the vendor.
- The contract will be on onsite maintenance.
- The maintenance service includes preventive and corrective maintenance of the Signage Boards/Indicator Boards.
- The vendor should provide dedicated person, who will act as single point contact over phone, He will be responsible for point contact over Phone, Email and/or Web portal for managing any requests for services, logged by our Branches on all bank working days during the office hours i.e. from 10:00 AM to 05:30 PM.
- All the calls lodged should be attended within 48 hours.
- It shall be the responsibility of the vendor to make all the Signage Boards/Indicator Boards work satisfactorily throughout the warranty period.
- No advance payment of Signage Boards/Indicator Boards will be made in any case.
- The payment will be released subject to the vendor submitting to our office, 'Satisfactory work completion Reports' from branches.
- The Bank reserves the right to terminate the work order at any time without any notice, if the vendor fails to carry out any of its obligations/duties in terms of the Tender.

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- The Bank shall not consider any request in change of rates of BIDS due to any reason whatsoever, during the period of the rate contract.
- The Bank is fully empowered to change any of these conditions, if wanted, at any point of time.
- Bank reserves the right to accept or reject any quotation without assigning any reason whatsoever.
- Bank is not bound to accept lowest or any proposal received.
- Final decision will be taken after analysing cost.
- Any dispute will be under Chandauli jurisdiction.
- Every signage warranty certificate submission shall be compulsory with execution invoice.
- All the materials shall conform to the required standards & safety aspects as specified in relevant ASTM/DIN/BIS standards wherever applicable.
- Entire specifications/documents/annexure provided by the bank alongwith order letter must be signed with the seal by the firm as mark of acceptance of terms and conditions.
- Bank reserves right to cancel/terminate the order at any time without assigning any reason/notice whatsoever.
- Authorized convertor certificate copy to be attached at the time of order acceptance submission.
- Billing is based on actual square footage/quantity of the used material in signage, certified by the Branch concern person/Branch Manager.



REGIONAL HEAD

21/07/2020

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**Annexure-A (1)**

**Pre-Qualification Profile**

1	Name of the Firm/Company	
2	Address (Head Office)	
3	Phone No.	
4	Year of Establishment	
5	Name of Proprietor or Name of Partner/Director/Associates	1. 2. 3. 4.
6	Details and Value of major work taken up during the last 3 yrs with reputed financial organisations/banks	
7	List of other major customers (Work Order/ Experience/ Service certificate to the effect from the customers are to be enclosed)	
8	PAN Number (for TDS)	
9	GSTIN No. (Certificate attached)	
10	Annual Turnover/Net Profit/Loss per year	
11	Any other relevant information with documents	

**ESCALATION MATRIX**

Delivery/ Service related Issue:

First Level				
SN.	Name	Designation	Mobile No.	Email- Address
1.				
2.				
Second Level				
SN.	Name	Designation	Mobile No.	Email- Address
1.				
Third Level				
SN.	Name	Designation	Mobile No.	Email- Address
1.				

Any change in designation will be informed by us immediately

**Signature of Authorised Signatory**

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**ANNEXURE-A (2)**

**TERMS AND CONDITION FOR Signage Boards/Indicator Boards AT VARIOUS BRANCHES.**

- The exact quantity (Branch/Office wise) will be given in Work Order.
- The payment will be released subject to the vendor submitting to our office, 'Satisfactory work completion Reports' from branches.
- Rates should include service charge of engineer inclusive of all charges (Except GST). No extra charge will be payable for travelling, boarding and any other expenses.
- **Preventive measures should be carried out.** (Visit Certificate to be countersigned by Branch Heads is Compulsory).
- **GST Extra as Govt. Norms.**
- **Replacement Warranty for the fascial materials of Signboard/Indicator board for a period of 5 years.**
- **Warranty for the Retro reflective Signboard/Indicator board for a period of 10 years.**

➤ **Eligibility Profile:**

**Annexure-A (3)**

<b>Bid support criteria</b>		<b>Yes/No</b>
Firm/Company must have its own office/branch/support set-up within Chandauli/Varanasi district. In case the vender does not have its own set-up, at least two dedicated staff should be resident in the region for providing support. Details of which should be mentioned clearly in a separate letter being provided in the BID.		
Strong support of technical staff to resolve call within 24 hour		
DD/Cheque No.....of Rs.....		
Date .....towards EMD.		

➤ **Signature of Authorised Signatory**

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**List of branches for New branded & standard Retro  
Reflective Indicator Board-Double Side**

Sr. No.	Branch	Size of Indicator Board (In Sq. Ft.)
1	टांडा (Tanda)	4x3
2	नौगढ़ (Naugarh)	4x3
3	आवाजापुर (Awajapur)	4x3
4	काँटा (Kanta)	4x3
5	जमुखा (Jamurkha)	4x3
6	ताराजीवनपुर (Tarajivanpur)	4x3
7	रामगढ़ (Ramgarh)	4x3
8	धीना (Dheena)	4x3
9	इलिया (Iliya)	4x3
10	पपौरा (Papura)	4x3
11	बरठी कमरौर (Barthi Kamraur)	4x3
12	कम्हरिया (Kamhariya)	4x3
13	हिंगुतरगढ़ (Hingutargarh)	4x3
14	परनपुरकला (Paranpurkala)	4x3
15	डबरिया (Dabariya)	4x3
16	बरठी (Barthi)	4x3
17	चन्दौली (Chandauli)	4x3
18	धरौली (Dharauli)	4x3
19	नई बाजार (Nai Bazar)	4x3
20	कैलावर (Kailawar)	4x3
21	कटौरी (Katauri)	4x3



21/11/2020