



IDBI Bank Limited

आईडीबीआई बैंक लिमिटेड

**Pre-qualification of Contractors for providing and fixing
of Signage on top of IDBI Tower Building at Cuffe Parade,
Mumbai – 400005**

NAME OF THE TENDERER/निविदाकर्ता

.....

ADDRESS/पता : -

.....

.....

LAST DATE OF SUBMISSION OF THE TENDER: 14/07/2025 before 03:00 PM

निविदा जमा करने की अंतिम तिथि: १४/०७/२०२५ दोपहर ३:०० बजे से पहले

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DISCLAIMER

The information contained in this Pre-Qualification document or information provided subsequently to bidder(s) or applicants whether verbally or in documentary form by or on behalf of IDBI Bank Limited ("IDBI Bank /the Bank"), is provided to the bidder(s) on the terms and conditions set out in this Tender document.

This Pre-Qualification document is neither an agreement nor an offer. The purpose of this document is to provide applicants who are qualified to submit the bids ("Bidders/ applicant") with information to assist them in formulation of their proposals ("Bids"). This Pre-qualification document does not claim to contain all the information each Bidder may require. Each Bidder may conduct its own independent investigations and analysis and is free to check the accuracy, reliability and completeness of the information in this document. The Bank makes no representation or warranty, express or implied, and shall incur no liability whatsoever under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document. The Bank may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this document.

The information contained in the document is selective and is subject to update, expansion, revision and amendment. IDBI Bank does not undertake to provide any Bidder with access to any additional information or to update the information in this document or to correct any inaccuracies therein, which may become apparent.

IDBI Bank reserves the right of discretion to change, modify, add to or alter any or all of the provisions of this document and/or the bidding process, without assigning any reasons whatsoever. Such change will be intimated or made accessible to all Bidders. Any information contained in this document will be superseded by any later written information on the same subject made available/accessible to all recipients by IDBI Bank.

IDBI Bank also does not accept liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this document. IDBI Bank reserves the right to reject any or all the responses to the tender documents / the bids received in response to this tender document at any stage without assigning any reason whatsoever and without being liable for any loss/injury that Bidder might suffer due to such rejection. The decision of IDBI Bank shall be final, conclusive and binding on all the parties directly or indirectly connected with the bidding process.



Infrastructure Management Department

**Pre-qualification of Contractors for
providing and fixing of Signage on top of
IDBI Tower Building at Cuffe Parade, Mumbai 400005**

**Notice Inviting Application for Pre-qualification of Contractors for providing and fixing
of Signage on top of IDBI Tower Building at Cuffe Parade, Mumbai- 400005**

IDBI Bank Ltd. (the Bank/IDBI Bank”) invites application from reputed, experienced and registered contractors/ firms for providing and fixing of Signage on top of IDBI Tower Building at Cuffe Parade, Mumbai- 400005.

IDBI Tower is a Basement + Ground + Mezzanine + 24 floor + 3 Utility floor building situated at World Trade Centre Complex, Cuffe Parade, Mumbai and houses Bank’s Head Office along with various other departments operating from the building. The scope of work would include providing and fixing of Signage of approximately 105 feet x 20 feet size as per the design finalized by the Bank on top three sides of IDBI Tower Building at Cuffe Parade, Mumbai 400005 along with backlight as per Bank’s direction and requirements. The scope of work would also include liaisoning with various statutory authorities for obtaining necessary approvals for installation of signage on top of IDBI Tower, Building.

The Bank would shortlist eligible contractors, who meet the Pre-Qualification criteria. The Contractors are requested to furnish details regarding their Company, Organization Chart, Date of Incorporation, Experience etc. as indicated in the application format given hereunder.

The application format duly completed in all respects and giving the aforesaid information is required to be addressed to **“The Deputy General Manager (IMD), IDBI BANK LTD., 14th Floor, IDBI Tower, Cuffe Parade, Mumbai-400005”** and should be enclosed in a sealed cover super scribing in the top left hand corner of the cover as **"Application for Prequalification of Contractors for providing and fixing of Signage on top of IDBI Tower Building at Cuffe Parade, Mumbai- 400005"** and dropped in tender box kept for the purpose on 14th floor B wing on or before **July 14, 2025 by 3:00 PM**. If the covers are sent by post, the contractor should ensure that the Pre-qualification documents are received at the above mentioned address before the prescribed time to avoid rejection. Covers received after prescribed time will be rejected.

The Bank reserves the right to reject any or all the applications without assigning any reasons and to restrict the list to any number deemed suitable by it, if too many applications are received satisfying the basic pre-qualification criteria. Bank also has the right to reject all the applications and go in for re- advertisement without assigning any reason thereof.

**Mumbai
21/06/2025**

**S/d
Deputy General Manager (IMD)**

TERMS AND CONDITIONS OF PRE- QUALIFICATION

A. The work is to be completed within a maximum period of 3 months (on or before) including obtaining necessary statutory approvals from the appropriate local authorities and only those applicants who are capable and confident of completing works within scheduled time, need to submit their application for Pre-Qualification. The Applicants satisfying the pre-qualification criteria would be shortlisted based on the Pre-Qualification criteria. Applicants may therefore decide and apply to this advertisement, subject to their meeting the criteria set forth here under:

B. Pre-Qualification / Eligibility Criteria

1. The Applicant should have valid Trade license/ Registration certificate for carrying out the captioned work. (Supporting documents in the form of Trade license, ESI registration, PF registration, etc. to be submitted).
2. The Applicant should have minimum 7 years' experience as on May 31, 2025, to render services towards providing and fixing of Signage on top of Buildings for Central Govt./Central Autonomous Bodies/ Public Sector Undertaking/ Semi Govt./Financial Institutions/Banks /Private Offices/ Corporates/ Institutional buildings/Commercial buildings, etc. (Supporting documents in the form of Incorporation documents, work orders, completion certificates, etc. to be submitted).
3. The Applicant should have average annual turnover of at least Rs.200 lakh during last three financial years ending March 31, 2024 (Copies of audited Balance sheet, P&L Account and IT Returns duly certified by CA to be submitted for FY 2021-22, FY 2022-23 and FY 2023-24).
4. The Applicant should have executed successfully similar works during last 7 years till May 31, 2025 which should be either of the following:-
 - (a) One similar completed work costing not less than Rs.320 Lakh
 - or**
 - (b) Two similar completed works each costing not less than Rs.200 Lakh
 - or**
 - (c) Three similar completed works each costing not less than Rs.160 Lakh
5. The Applicant should have completed at least one work as described in (4) above for Central Govt./Central Autonomous Bodies/ Public Sector Undertaking/ Semi

Govt./Financial Institutions/Banks /Private Offices/ Corporates/ Institutional buildings/Commercial buildings, etc. on top of minimum 15 storied building. (Supporting documents in the form of work orders, completion certificates, photographs of the executed works, etc. to be submitted).

[Similar Work means “Providing and fixing of Signage on top of Building along with backlight and necessary structural support having minimum cost of work as mentioned above in a single work order”]

C. Scope of Work:

The scope of work would include providing and fixing of Signage of approximately 105 feet x 20 feet size as per the design finalized by the Bank on top three sides of IDBI Tower Building at Cuffe Parade, Mumbai 400005 along with proper support structure and backlight as per Bank’s direction and requirements. The scope of work would also include liasioning with various statutory authorities for obtaining necessary approvals for installation of signage on top of IDBI Tower Building including Stability Certificate/ indemnify IDBI Bank for 15 years post commissioning of signage.

D. Time of completion

The work is to be completed within a maximum period of 3 months (on or before) from the date of issue of work order including obtaining necessary statutory approvals from the appropriate local authorities.

E. Issue of tender documents

After the completion of pre-qualification process, Technical bid and Price bid shall be issued to the pre-qualified applicants only.

F. Submission of Pre-qualification Documents

The application formats duly completed in all respects with necessary attachments giving the aforesaid information is required to be addressed to **the officer as indicated in Page 4** and should be enclosed in a sealed cover super scribing in the top left hand corner of the cover as "**Application for Prequalification of Contractors for providing and fixing of Signage on top of IDBI Tower Building at Cuffe Parade, Mumbai- 400005**" and dropped in tender box kept for the purpose on 14th floor B wing on or before **July 14, 2025 by 3:00 PM.**

INSTRUCTIONS TO THE APPLICANTS

1. Application is required to be submitted giving full details about the organization, experience, technical personnel in the organization, proven competence to handle major works as indicted above in the enclosed Performa which will be kept confidential. Applicants should ensure submission of all the documents/ certificates, supporting work experience, value of works executed/on hand etc. duly signed by respective clients/ owners of the projects. In case of completed works, completion certificate from the clients shall be treated as valid proof.
2. As time is the essence of the project, the Applicant should have the ability and competence to render required services within the specified time frame, failing which the Bank may levy “Liquidated damages” at the rate of 0.5% of the contract value per week or part thereof subject to a maximum of 5% of the total value of the contract.
3. Each page of the application shall be signed by a person having necessary authority to do so. The Application document shall be signed by the person/s on behalf of the organization having necessary Authorization/ Power of Attorney to do so (Copy of Power of Attorney/ Memorandum of Association shall be furnished along with the application cum tender document).
4. If the space in the Performa is insufficient for furnishing full details, such information may be supplemented on a separate sheet stating therein the part of the Performa and serial number. Separate sheets shall be used for each part of the application cum tender format duly signed by the authorized signatory.
5. The Applicants are required to furnish information against each item of the application. In case certain item is not applicable, please write NA. The Application containing incorrect and or inadequate information is liable to be rejected.
6. While filling up the application with regard to the list of similar works completed or in hand, the Applicant/ Tenderer shall only include those works which individually **cost not less than** the specified value as mentioned in the qualification/eligibility criteria.
7. The Applicant/ Tenderer must read the terms and conditions of the tender carefully and should submit the bid only if eligible and having possession of all the required documents.

8. The Applicant/ Tenderer is required to bid strictly as per the terms and conditions, specifications, standards given in the tender documents and not to stipulate any deviations.
9. A Pre-bid meeting is scheduled to be held on **July 07, 2025 at 1500 Hrs** at the office of “The Deputy General Manager- IMD, IDBI Bank Ltd, 14th Floor, IDBI Tower, WTC Complex, Cuffe Parade, Mumbai -400005”, on any request or queries for clarification of this document, from the prospective Bidders, which it receives not later than **July 07, 2025 by 1100 Hrs** through email on prakash.shaw@idbi.co.in. Bank is not bound to reply, in case the queries are received after the cut-off date and time mentioned above.
10. List of the documents to be submitted in hard copy:
 - a) Declaration (in original) in letter head for correctness of Documents / Information (format attached).
 - b) Letter of Acceptance of Tender Conditions in letter head.
 - c) Certificate of Chartered Accountant towards Turn Over (in Original) for last three financial years (FY 2021-22, FY 2022-23 and FY 2023-24).
 - d) Work Orders and Completion Certificates from the Clients towards satisfactory completion of projects executed by the Applicant/Tenderer which are in line with pre-qualification criteria.
11. Following declarations has to be submitted by the applicant(s) mandatorily:
 - a) Declaration on letterhead of the applicant(s) that its contract in the past was not terminated during the contract period due to unsatisfactory performance, nor did it refused to undertake any assignment for IDBI Bank after the contract was awarded by IDBI Bank in the past;
 - b) Declaration on letterhead of the applicant(s) that it has not been put in the negative list by any Public Sector Bank/ Govt. organization, for breach of applicable Laws or violation of regulatory prescriptions or breach of agreement.
 - c) Declaration on letterhead of the applicant(s) that it has a clean track record and they did not have any involvement in illegal activities or financial frauds.
 - d) Declaration on letterhead of the applicant(s) that it has not been disqualified by RBI /

- IBA or any other Public Sector Bank including IDBI Bank, during the last 3 (three) financial years ending March 31, 2025.
- e) Declaration on letterhead of the applicant(s) that no action has been initiated against it by any other Government, Statutory authority or Judicial authority with regard to any violation of law or other financial irregularities.
12. For any further clarification, the applicant may contact the numbers as given below during office hours, AGM (IMD): 022-66194263, DGM (IMD): 022-66552016 during 10.00 am to 06.00 pm on all working days till last date of submission of application.
13. Applications which do not fulfill all or any of the IDBI Bank's terms & conditions and/or incomplete in any respect are liable to be rejected. Any discrepancies, omission, ambiguities in Application cum tender format may be brought to the notice of IDBI Bank officials during Pre-Bid meeting to get necessary clarifications in the matter. IDBI Bank shall not be responsible if any discrepancies, omission, ambiguities in the Application cum tender format or any doubts are brought to the notice of IDBI Bank after the pre-bid meeting.
14. Based on the documents and credentials submitted by the applicants, Bank would prequalify/ shortlist the applicants for issuance of Technical and Price bid documents for the said work. Decision of the Bank in regard shall be final, conclusive and binding on all the applicants and the Bank is not bound to assign any reasons there for. The Bank reserves the right to reject any or all the applications/tenders without assigning any reason thereof.
15. The Applicants shall unconditionally and irrevocably, (jointly and severally in case of partnership concern) indemnify the IDBI Bank against any claims, losses, costs, actions, suits, damages and or otherwise arising due to or on account of Applicants violation of any terms and conditions of this documents, violation of trademarks, patents, copyrights and licenses and shall always keep the IDBI Bank, its affiliates, subsidiaries, successors, assigns, officers, directors and employees, indemnified at all times, from and against all claims, losses, damages, costs, actions, suits, compensation or expenses or otherwise, if any, that the IDBI Bank may incur by reason of any action, proceedings which may be brought by or against or taken against the IDBI Bank, by anybody including the customers for anything of any nature whatsoever. This clause shall survive the termination of this

tender for any reason whatsoever.

16. **Dispute Resolution :-** The parties shall use their best efforts to amicably settle all disputes arising out of or in connection with the pre-qualification tender in the following manner through GM (IMD):

- i) The Party raising a dispute shall address to the other Party a notice requesting an amicable settlement of the dispute within seven (7) days of receipt of the notice.
- ii) The matter will be referred for negotiation between nominated officials of the Bank and the Applicant. The matter shall then be resolved by them and the agreed course of action documented within a further period of 15 days.
- iii) The Parties agree that any dispute between the Parties may be resolved by arbitration and such dispute may be submitted by either party to arbitration within 30 (Thirty) days of the failure of negotiations. The Arbitration shall be held in Mumbai, India by sole arbitrator CGM (Admin & IMD) and shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act, 1996 or any statutory modification or re-enactment thereof. The arbitration proceedings shall be conducted in the English language. The arbitration award shall be final, conclusive and binding upon the Parties. Each Party shall bear the cost of preparing and presenting its case, and the cost of arbitration, including fees and expenses of the arbitrators, shall be shared equally by the Parties unless the award otherwise provides.
- iv) The Applicant shall not be entitled to suspend the assignment, pending resolution of any disputes between the Parties and shall continue, at the sole discretion of IDBI Bank, to render the Service(s) in accordance with the provisions of the pre-qualification tender notwithstanding the existence of any dispute between the Parties or the subsistence of any arbitration or other proceedings.

The provision under this section shall survive the pre-qualification tender document.

17. In case any information furnished by the applicant is found to be incorrect at a later stage, the applicant is liable to be debarred from tendering/ taking up any future work in the Bank. The Bank reserves the right to verify the particulars furnished by the applicant independently.



Infrastructure Management Department

**Pre-qualification of Contractors for
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IDBI Tower Building at Cuffe Parade, Mumbai 400005**

18. The Bank also reserves the right to reject any application without assigning any reason and to restrict the list to any number deemed suitable by it, if too many applications are received satisfying the basic pre-qualification criteria. Bank also has the right to reject all the applications and go in for re-advertisement without assigning any reason.

Application form for Pre- qualification of Contractors

A. BASIC INFORMATION ABOUT THE COMPANY/ FIRM

1	Name of the Company/ Firm	
	Address	
	Telephone / Fax no.	
	Name of Contact person	
	Mobile No: of Contact person	
	E-mail ID	
2	Type of Organization (Proprietorships/ Partnership / Ltd. Co. etc.) (Copy of relevant documents to be enclosed)	
3	Date of incorporation / commencement of business	
4	Experience as Prime Contractor (In Years)	
5	Details of Banks / Financial Institutions / Central Govt. / Central Autonomous Bodies/ Central Public Sector Undertaking for which your firm is empanelled.	
6	PAN No.	
7	GST Registration No:	
8	ESI, PF Registrations & Labour Licence details	
9	Name of your Bankers with full Address Details of A/c Maintained with the Bank	

B. FINANCIAL POSITION & MICELLANEOUS INFORMATION

		2021-2022 (In Lakh)	2022-2023 (In Lakh)	2023-2024 (In Lakh)
1	Annual Turnover			
2	Net Profit			
3	Copy of Audited Financial Statements for past 3 financial years (Enclosed)	YES / NO		
4	Copy of Income Tax returns for the past 3 financial years	YES / NO		
5	Credit Facilities from the Bank			
a.	Cash Credit			
b.	Overdraft Limit			
c.	Guarantee			
d.	Others			
6	Copy of Facility Sanction Letter / Letters from the Bank	YES / NO		
7	Have you ever been disqualified / levied penalties in any work contract in the past	YES / NO		
	If YES give details			
8	Details of Civil Suits / Litigations aroused during execution of the contracts in the last 5 years (If any give details)			
9	Name & contact Nos. of the two persons / organizations, preferably Banks / Govt. Organization for whom you have carried out works, who may be directly contracted by the Bank to gather information as about the ability competence and capacity of your firm.			



Infrastructure Management Department

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ANNEXURE - I

Providing and fixing of Signage on top of buildings for Central Govt./Central Autonomous Bodies/ Public Sector Undertaking/ Semi Govt./Financial Institutions/Banks /Private Offices/ Corporates/ Institutional buildings/Commercial buildings, etc.

(Copies of the completion certificate to be enclosed)

- A. List of important similar works executed by the Applicant during last Seven years ending May 31, 2025 as indicated in Terms and conditions (Separate Sheet can also be enclosed if required)**

Sl. No	Name of the Employer / Owner & Location. Also indicate whether Govt. or Semi-Govt., or Private builder / Developers & Society with full Postal Address and contact nos.	Nature of Signage works involved in the contract, etc.	Work Order date & Contract Amount (Rs.)	Value of work executed (Rs.)	Date of Completion		If the work was delayed beyond stipulated date of completion, give reason for the delay	Whether Work was left incomplete or contract was terminated from either side? Give Details	Any other relevant information
					Stipulated Date of completion	Actual date of completion			
1									
2									
3									
4									



Infrastructure Management Department

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B. List of important works in hand / in progress as indicated in Terms and conditions.

S l. N o	Name of the Employer/Owner & Location. Also indicate whether Govt. or Semi-Govt., or Private builder / Developers & Society with full Postal Address and contact nos.	Nature of Signage work involved in the contract	Work Order no. and date.	Contract Amount (Rs.)	Stipulated Date of Completion	If the work was delayed beyond stipulated date of completion, give reason for the delay	Present stage of work	Any other relevant information
1								
2								
3								
4								
5								



Infrastructure Management Department

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C. List of Technical personnel in your establishment giving details about their technical qualification and experience

Sr No.	Name	Age	Qualifications	Signage work Experience	Nature of works handled	Name of the client/work for/in which Signage work was executed	Date from which employed in your Organization
1							
2							
3							
4							
5							
6							
7							

	Indicate other points if any, to show your technical and managerial competency to indicate any important point in your favour.



Infrastructure Management Department

**Pre-qualification of Contractors for
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of IDBI Tower Building at Cuffe Parade, Mumbai 400005**

From

Date:

To

**The Deputy General Manager,
Infrastructure Mgmt. Dept,
14th Floor, IDBI Tower,
WTC Complex,
Cuffe Parade,
Mumbai – 400 005**

Dear Sir/Madam,

**Application for Pre-qualification of Contractors for providing and fixing of Signage on
top of IDBI Tower Building at Cuffe Parade, Mumbai- 400005**

We do hereby declare that the information furnished by us in the duly completed application form and Annexure thereto is correct to the best of our knowledge and belief.

Yours faithfully,

Signature:

Name:

Designation:

CHECKLIST OF DOCUMENTS TO BE SUBMITTED

- 1. Duly Filled and signed Application form.**
- 2. Incorporation Details (Copy of Partnership Deed / Registration certificate with Registrar of Companies, MOA, AOA etc. as applicable)**
- 3. Copy of PAN Card**
- 4. Copy of GST registration certificate**
- 5. Copies of Audited Financial Statements for the last 3 financial years (FY 2021-22, FY 2022-23 and FY 2023-24).**
- 6. Copies of Income Tax returns submitted for the last 3 financial years (FY 2021-22, FY 2022-23 and FY 2023-24).**
- 7. Copies of ESI & PF registrations & Copy of Labour licence (if any/ applicable)**
- 8. Copies of Work Orders & Completion certificates in support of the details given in Annexure I (Supporting documents for Pre-qualification)**
- 9. Sample photographs of Signage works Completed by your firm (Min.3 Nos)**
- 10. All declarations as per Clause 10 and 11 of Terms and Conditions of the Tender document.**
- 11. Any other supporting documents.**
