



Infrastructure Mgmt. Dept

Pre-Qualification for Empanelment of Contractors for external signage work

IDBI Bank Limited
Prequalification for Empanelment of Contractors for external Signage Work in Bengaluru
Zone (Karnataka & Kerala)

IDBI Bank Ltd. proposes to empanel Contractors for carrying out external signage work for Renovation/ Relocation of its Branches/Offices/Cerntres/Units/Quarters and also new Branches at various centers in Bengaluru Zone.

The centers would be located in different states, as under:

Srl. No.	Name of State
1	Karnataka
2	Kerala

The scope of work would involve:-

- 1) Providing and fixing new signage as per Bank's specifications.
- 2) Changing of Flex and Vinyl including repairs to the electrical connections and fittings of existing signage and cleaning of fascia.

Bank would empanel Contractors who satisfy the pre-qualification criteria separately for each state. Contractors are requested to furnish details regarding their Company, Organization Chart, Date of Incorporation, Experience etc as indicated in the application format given in the web site.

The application forms can be downloaded from the IDBI website www.idbibank.in from Tenders and Notices Section. The application formats duly completed in all respect giving the aforesaid information is required to be addressed to "**Deputy General Manager (IMD), IDBI Bank Limited, IDBI House, 58, Mission Road, Bengaluru- 560027**" in a sealed cover super scribing in the top left hand corner of the cover as "**Application for Prequalification for Empanelment of Contractors for external signage work in Karnataka/Kerala**" and should reach our office on or before **15/04/2021**.

Bank reserves the right to reject any or all the applications without assigning any reasons. Further, bank also reserve the right 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.

S/d
Dy.General Manager (IMD)

Terms and conditions of Empanelment of Contractors**A. Qualification / Eligibility Criteria**

1. The Contractors can use Vinyl of any of these manufacturer (1) M/s 3 M India Ltd. (2) M/s Avery Dennison India Pvt. Ltd.(3) M/s LG Hausys and should be able to submit the warranty card for 5 years from the manufacturers for the product used.
2. The Contractor shall have valid registration certificate.
3. The Contractors shall have valid GST number.
4. The Contractors should have minimum annual turnover of Rs.20.00 lakh each during the three previous audited financial years ending March 31, 2020 (Copies of audited Balance sheet & P&L Account statements duly certified by CA, Copy of IT Returns to be submitted are to be self certified).
5. The Contractor should have executed successfully similar works during last 5 years ending March 31, 2020 which should be either of the following:-
 - (a) Three similar completed works (Banks/Financial Institutions) each costing not less than Rs.1.20 lakh
 - OR
 - (b) two similar completed works costing not less than Rs.1.50 lakhs
 - ,
 - OR
 - (c) one similar completed works costing not less than Rs. 2.40 lakhs,

Similar work means "Providing Glow sign board using Flex and Vinyl material".

6. The Contractor should be capable to offer services across the preferred state(s) for which they have submitted their application for empanelment.
7. The Contractor should have resources like, plotter, cutter, trained application staff, glass table, welding & riveting machine, trained fabricators and electricians.
8. List of similar works in progress, List of Technical Personnel, Financial Statements indicating Turnover, Net Profit, and Bank Details etc for the last three audited financial years ending March 31, 2020 and other miscellaneous information are required to be furnished in the prescribed formats as given in the Annexure.
8. GST registration in preferred state(s) of Bengaluru Zone (Karnataka & Kerala).

Signature of Applicant

B. Scope of Work

1. Providing and fixing new signage as per specifications.
2. Changing of Flex & Vinyl including repairs to the electrical connections & fittings of existing signage.

C. Time of completion

Time for completion of job will be indicated in the work orders. However, generally it shall be 15 days from the date of order. The Contractor has to visit the site and take photograph of the site and submit art work within 5 days time from issue of Work order and get the approval for the artwork and dimensions. Installation should be completed within 7 days of approval of artwork.

D. Method of award of work

Tender would be invited from qualified Contractors for each state separately. After opening the tender, the L1 rate offered by the Contractors shall be announced. The list of Contractors who agree to work at L1 rate in the state shall be prepared and the work shall be awarded on rotation basis based on the availability of works. Award of additional works would be considered only after verifying the successful completion of the works already awarded and based on the performance, quality and timely completion of the works. Bank's decision in this shall be final and binding on all Contractors.

E. Submission of Prequalification Documents

The application forms can be downloaded from the IDBI website www.idbibank.in from Tenders and Notices. The application formats duly completed in all respects giving the aforesaid information is required to be addressed to "**Deputy General Manager (IMD), IDBI Bank Limited, IDBI House, 58, Mission Road, Bengaluru- 560027**" and should be enclosed in a sealed cover super scribing in the top left hand corner of the cover as "**Application for Prequalification for Empanelment of Contractors for External Signage Work in Karnataka/Kerala**" and reach us on or before **15/04/2021**.

F. Instructions to bidders

1. Each page of the tender application shall be signed by a person having necessary authority to do so.
2. If the space in the Performa is insufficient for furnishing full details, such information may be given in separate sheets.
3. Applicants are required to furnish information against each item of the application. In case

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certain item is not applicable, please write Not Applicable. Application containing incorrect and or inadequate information is liable to be rejected.

4. For any further details, the applicant may contact in the numbers as given below during office hours. 080-61451106 / 080-61451107/ 080-61451110

Any information furnished by the applicant is found to be incorrect at a later stage; the Contractors 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.

Bank reserves the right to reject any or all the applications without assigning any reasons. Further, bank also reserve the right 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.

Signature of Applicant

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B. TECHNICAL & INFRASTRUCTURE DETAILS OF THE FIRM

1	Branch Offices / Franchisees work in the State	
2	Infrastructure facilities available with your firm Plotter: Cutter : Glass Table: Welding & Riveting Machine:	
3	Technical personnel available with your firm:- 1)Trained application personnel in Numbers 2)Trained fabricator personnel in Numbers 3)Trained electricians in Numbers 4)Number of Installation teams available with your firm	
4	Warranty System for Defects in Signage. Defects in Flex, Fascia & Structure : Replacement of Entire Signage or Material (Flex & Vinyl): Defects in Electrical wiring & Fixtures such as Tube lights and Chokes : Repairs / Replacement:	

Signature of Applicant

C. FINANCIAL POSITION & MICELLANEOUS INFORMATION

		2017-18 (In lakhs)	2018-19 (In lakhs)	2019-20 (In lakhs)
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 (Enclosed) YES / NO			
5	Credit Facilities from the Bank a. Cash Credit b. Overdraft Limit c. Guarantee d. Others			
6	Copy of Facility Sanction Letters from the Bank (Enclosed) YES / NO			
7	Certificate from the Bankers Regarding Financial Soundness YES/NO (Enclosed)			
8	Solvency Certificate from bankers (Enclosed) YES / NO			
9	Have you ever been disqualified / levied penalties in any work contract in the past If YES give details			
10	Details of Civil Suits/Litigations aroused during execution of the contracts in the last 5 years			
11	(If any give details)			
12	Name & contact Nos. of the two persons/organizations, preferably Banks / Govt. Organization for whom you have executed Signage work, who may be directly contracted by the Bank to gather information as about the ability competence and capacity of your firm.			

Signature of Applicant

ANNEXURE - 1

Major Signage works executed (Copies of the completion certificate to be enclosed)

A. List of important works executed by the Agency during last five years as indicated in Terms and conditions of empanelment. (Separate Sheet Can also be enclosed if required)

Sl. No	Name of the Employer/ Owner & Location	Nature of Signage work involved in the contract	Contract Amount awarded (Rs.)	Contract Amount 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 reason	Any other relevant information
					Stipulated Date of completion	Actual date of completion			
1									
2									
3									
4									
5									
6									

Signature of Applicant

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

Sl. No	Name of the Employer / Owner & Location	Nature of Signage work involved in the contract	WO ref No: & 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								
6								

Signature of Applicant

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

Sr No.	Name	Age	Qualifications	Project Experience	Nature of works handled	Name of the project Handled	Date from which employed in your Organization	Indicate special experience in Advance Management Techniques like CPM / PERT and the projects in which such techniques were employed

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

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From

Date:

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To,

The Dy. General Manager,
Infrastructure Mgmt. Dept,
1st Floor, IDBI Bank Ltd.,
IDBI House, No.58,
Mission Road
Bengaluru – 560 027

Dear Sir/Madam,

Application for empanelment of Contractors for external Signage work for Bank’s branches in Karnataka/Kerala.

We do hereby declare that the information furnished by us in the duly completed application form and Annexure thereto are correct to the best of our knowledge and belief. We agree that Bank’s decision for Prequalification criteria will be final and acceptable to us.

Yours faithfully,

Signature:

Name:

Designation:

Signature of Applicant

Signature of Applicant

CHECKLIST OF DOCUMENTS TO BE SUBMITTED

1. Duly Filed and signed Application form.
2. Copy of Registration certificate.
3. Copy of Pan Card
4. Copy of GST Registration
5. Copies of Audited Financial Statements of for the Past 3 financial years.
6. Copies of Income Tax returns submitted for the past 3 financial years.
7. Copies of work Orders & Completions certificates in support of the works given in Annexure-1
8. Photographs of your work place showing the equipments & facilities.
9. Sample photographs of Glow sign Boards installed by your firm (Min.3 Nos)

Signature of Applicant

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