

Date: March 04, 2025

NOTIFICATION

Inviting Sealed Quotations for Supply and Installation of various types of Name Boards to the needy branches in five regions of our bank, i.e., Tirupathi, Madanapalle, Gudivada, Vijayawada & Chittoor of Saptagiri Grameena Bank.

Saptagiri Grameena Bank, an RRB sponsored by Indian Bank, with an authorized capital of Rs.2000 Crores, is having 246 branches, spread across Chittoor, Annamayya, NTR, Eluru, Tirupati and Krishna districts in the state of Andhra Pradesh.

Of the 246 branches, 166 branches are in Rural, 59 are in semi-urban and 21 branches are in urban areas. Bank has plans to open branches on continuous basis in its command area.

Sealed quotations are invited from reputed vendors for supply and Installation of various types of Name Boards to needy branches of Saptagiri Grameena Bank in five regions of our bank, i.e., **Tirupathi, Madanapalle, Gudivada, Vijayawada & Chittoor.**

Mandatory Technical qualifications for participating

- The vendor should be in the line of activity for at least 03 (three) years.
- Self-attested documentary proof duly signed by authorized signatory should be enclosed along with quote.
- Vendors should have valid GST registration number and PAN of the vendor & it should be clearly mentioned in the quotation.
- Self-attested copies of the GSTN and PAN should be enclosed.
- Vendor should be able to extend prompt services in our operational area.
- Each and every page should be signed by the vendor and affix seal also.
- The vendor is not supposed to be blacklisted by any Government Department / Public Sector undertaking / Private Sector or any other agency during the last 03 (three) years. Undertaking letter needs to be enclosed (as per Annexure I).

Security Deposit Specifications	<ul style="list-style-type: none">➤ Non-interest bearing Security Deposit(SD) of Rs.25,000/- (Rupees Twenty Five Thousand Only), towards defect liability period i.e., warranty period, the SD amount should be remitted through NEFT / RTGS / IMPS for the credit of CA/c No. 88618083 IFSC - IDIB0SGB001, favoring Saptagiri Grameena Bank, HO: Chittoor.➤ No other mode of remittance would be entertained.➤ Technical Bid should also include UTR Number for having remitted the SD amount of Rs.25,000/-.➤ Technical Bids without particulars of SD would be rejected.➤ For successful vendor(s) SD amount will be paid after completion of defect liability period of the last supplied unit during the agreed contract tenure.➤ For unsuccessful vendor(s), SD will be returned within 15 working days from the date of finalizing vendors.➤ Vendors are advised to incorporate bank particulars for return / refund of SD.➤ The SD amount would be forfeited, if those vendors, who participate in the bid process & is selected as L1 & fail to execute the order.
---------------------------------	--



Terms & Conditions

- The sealed quotation **should be in Printed Form only**. Hand written quotations will NOT BE ACCEPTED and quote should be in Rupees only.
- Bank has the right to negotiate / fix the rate for each item with L-1 vendor.
- The bank may select multiple vendors for entering rate contract and becoming L-1 is not the only criteria.
- The L-1 would normally be arrived based on the overall price quoted by the vendor. However, in the event of bank choosing to go for specific item/s, bank would choose to select the items to be supplied/installed. So, Vendor's price would include individual items as well as total price.
- The selected vendors are required to Supply and Install the various types of Name Boards at the place of our Bank Branch premises as per our requirement.
- The quotes should include all costs, including logistics. No transportation charges for delivery and installation will be paid.
- GST portion may be separately given, as given in the annexure -II.
- Supply and Installation of ordered boards should be executed within 7-10 days from the date of Work Order (WO).
- If not completed within 10 days from the date of WO, Bank has right to cancel the order without prior notice and bank will not bear any expenses.
- In case of non-fulfillment of desired quality as per specifications, Bank has right to cancel the order without prior notice and bank will not bear any expenses & the SD amount would also be forfeited.
- Bank will not be responsible for any injuries / damages / death of labor occurred during transportation / installation process. Company / Vendor / Dealer have to deal with the compensation process.
- If any bank property is damaged during installation / shifting / movement of the equipment/s, those damages should be compensated by the Company / Vendor / Dealer.
- If L1 fails to supply the item(s) for any reason, the name of such vendor shall be kept under **Block List** and shall not be allowed to participate in future works of the Bank.
- Subsequently, the order will be allotted to the other participant vendors, one who agrees to supply the item(s) at the rate quoted by L1 vendor.
- Vendors may submit their application duly completed in all respects in a sealed envelope superscripted as "Quotation for Supply and Installation of various types Name Boards" and this cover should contain "two separate envelopes" superscripted as detailed below:
 - Envelope 1: Technical qualification documents
 - Envelope 2: Price quote (2 quotes for each districts)
- Terms and conditions for warranty should be clearly specified.
- If the price of the item gets lower than the quoted price during the contract period then the vendor should charge as per the lowest price. If the price hikes, the rate contract amount only will be paid.
- Bank reserves the right to reject any or all the quotations and stop the process at any point of time without assigning any reason whatsoever.
- The price will be valid for a period of 12 months or for a lesser period as decided by the bank.
- Payment would be made only after satisfactory supply and Installation of ordered Boards at branch / offices, duly certified by our Branch Managers / Regional Managers, i.e., **No advance payment** would be given and accepted rate will be paid only after completion of work.
- Name boards sizes (sft) of 12*4, 15*4, 12*3, and 15*3 with 8 inches width, foam boards are 2*3 sft and Way boards 3*3 sft size.
- Glow Sign Board with digital printing and flex GSM should not less than 400 GSM with 3 years full warranty.



- Front Light and Two side Board with digital printing and flex GSM should not less than 340 GSM with 3 years full warranty.
- MS iron 1*1 sq. Pipe – should be 20 gauge with weight 3 kg to 4 kg with powder coating for non rusting.
- GI sheet should be 28 gauge with powder coating for non rusting.
- LED tube lights should be 3 lines full fitting for 3 feet Board / 4 lines full fitting for 4 feet Board
- Foam Boards thick less not less than 3mm.
- Price should include all the costs like material, installation, transportation and others (if any).

Scope of Work:

Surveying such as

- a) Size of the Board
- b) No. Of Boards
- c) Skin Change or new board
- d) Requirement of lights for the board

Execution such as

- a) Preparation of new Board or replacing with new skin
- b) Installation of Board / skin
- c) Replacement of LED lights (if required)

- The last date for submission of sealed quotation is 19.03.2025, up to 03.00 pm and date & time of opening sealed quotations is 19.03.2025 at 04.00 pm at Saptagiri Grameena Bank, Head office, Chittoor.
- The sealed quotation should be dropped in box which is placed at Development Dept. Head office, Chittoor, in person.
- Letter, either by COURIER or by REGISTERED POST, superscripted as “SG Bank-Development dept.-Quotation for Supply and Installation of Various types of Name Boards” can also reach us to the following address,

GENERAL MANAGER
SAPTAGIRI GRAMEENA BANK
HEAD OFFICE, 2ND FLOOR,
SGB TOWERS, VELLORE ROAD,
CHITTOOR – 517002.

- In case of query, please contact: Mr. Chaitanya - Ph:8886644238 & Mr. Eswar Reddy – Ph:8886644258.
- **Saptagiri Grameena Bank** reserves the right to accept or reject, part or all quotations without assigning any reason thereof.


General Manager

Annexure – I (UNDERTAKING REGARDING BLACKLISTING/NON-DEBARMENT)

Annexure – II (PRICE QUOTE FORMAT)



**FORMAT OF UNDERTAKING, TO BE FURNISHED IN COMPANY LETTER HEAD WITH
REGARD TO BLACKLISTING/NON-DEBARMENT, BY ORGANIZATION**

UNDERTAKING REGARDING BLACKLISTING/NON-DEBARMENT

To

The General Manager
Saptagiri Grameena Bank
Head Office: Development / Security Department
#19-565/11, 3rd Floor, Sai Yashus
Vellore road, Chittoor-517002.

We here by confirm and declare that we, M/s _____ is not
Blacklisted / De-registered / Debarred by any Government department / Public sector
undertaking / private sector / or any other agency for which we have executed / undertaken the
works / services during the last 03 (three) years.

For _____

Authorized signatory

Date:

Annexure – II**Price Quote Format**

No	Description of Goods	Qty	Rate Per	Rate	GST	Total Cost
1	Glow Sign Board		Sft			
2	Two Side Board		Sft			
3	Front Light Board		Sft			
4	Way Board (Iron Pole – 4mm (16kg pipe))	1	12 feet			
5	Iron Pole – 5mm (23kg pipe) for	1	15 feet			
6	L – Angular – 5 mm	1	3 feet			
7	L – Angular – 5 mm	1	4 feet			
8	Foam Board with vinyl sticker		Sft			
9	Skin Change for Glow Sign Board		Sft			
10	Skin Change for Front Light and Two Side Board		Sft			
11	LED tube lights (for new & existing boards) with 2 years warranty Make: GM / Philips / Crompton	1	20W			

Specifications should be as per notification.

SD paid particulars:

UTR No.	
Date of remittance	
Amount of remittance	Rs.25,000/-
Name of the Bank	
Name of the Branch	

Bank Account Particulars of Vendor:

Name of the Bank	
Name of the Branch	
IFSC	
Amount of refund / return	Rs.25,000/-
A/c No	
Type of Account	Savings Bank / Current Account

Seal & signature of Vendor