



Public Web Notice  
(For reputed Manufacturer, Supplier & Distributor)

CRGB/CO/Infra/43 /2025-26  
Date – 28/04/2025

Dear Sir/ Madam,

**Quotation for Supply & repair of Glow Sign Board / Sign Board/**

We invite quotations from reputed vendors for supply of Glow Sign Board / Repair of Glow Sign Board/Sign Board for the branches/ offices situated all over Chhattisgarh, terms & conditions (Annexure-II), Specification and requirement of signage is given in Annexure-III

The Bids shall be placed in sealed envelopes super scribed as:

**“Quotation for the supply & repair of Glow Sign Board / Sign Board for CHHATTISGARH RAJYA GRAMIN BANK”**  
**(Private & Confidential)**

Should be submitted to the

**General Manager,**  
**CHHATTISGARH RAJYA GRAMIN BANK**  
Corporate Office  
Plot No 47, Sector 24,  
ATAL NAGAR  
**NAVA RAIPUR(C.G) 492018**

Please arrange to submit your best offer with complete Details/Brochure by 13/05/2025  
**3:00 pm Sharp.**

Yours Faithfully

**Chief Manager (Infra)**





### Eligibility Criteria

- 1) The Bidder should be a registered firm.
- 2) The applicant should be an Income Tax assesses should possess a valid PAN number in the name of the Company/ Firm.
- 3) The applicant should also have registration with GST department with valid regular GST registration number.
- 4) The bidder should have well established offices and service facility in state of CG.
- 5) The bidder should be a profit-making firm in the last three years with an average annual turnover of at least Rs. 25 Lakh (from signage business). Copies of the Audited Balance Sheet for the last three years (2021-22, 2022 – 23 & 2023-24) and CA-certified provisional Balance Sheet for 2024-25 along with the Income Tax Challan should be provided.
- 6) The bidder should have the experience of having successfully completed similar work (Banking / MNC Company) for minimum 3 years. (copy of purchase order to be enclosed)
- 7) The bidder should have own printing UV facility of the required materials.
- 8) The bidder should not have been black listed / barred by any of the Government Departments / PSU's / Public Sector Banks / Public Sector Financial Institutions in the last three years. An undertaking on the same is to be provided by the bidder.
- 9) Copies Documentary proof of above requirements should be provided. Proof like relevant pages of Company's registration & memorandum of understanding, PAN card, Trade License, Office address proof audited balance sheets, Work Order / Contract ,Successful completion certificates, OEM / Authorized Dealership certificate, Undertaking etc. all to satisfy the Eligibility criteria laid above.
- 10) The Vendor has to deposit Earnest Money of **Rs. 50,000.00** (Rupees Fifty Thousand Only) by way of Demand Draft/Pay order favoring "Chhattisgarh Rajya Gramin Bank" Payable at Raipur along with the Technical Bid. No Interest will be paid on the amount.

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(Seal & Signature of authorized Signatory)





To,

**General Manager,**  
**CHHATTISGARH RAJYA GRAMIN BANK**  
Corporate Office  
Plot No 47, Sector 24,  
ATAL NAGAR  
**NAVA RAIPUR (C.G)** 492018

Sir,

**Quotation for Supply/Repair of Glow Sign Board / Sign Board**

With reference to your letter CRGB/CO/Infra/43 /2025-26 Dated - 28/04/2025,

We submit necessary information herewith

1. Name & address of the Company:

(With direct phone numbers)

2. Name of Head/Chief of the company:

3. Email Address:

4. Income Tax PAN

5. GST Registration No.

**DECLARATION**

1. I/We hereby declare that the terms and conditions of the offer stated herein and as may be modified/mutually agreed upon are acceptable and binding to me/us.

2. We assure to comply with specification. Materials / Parts will be original, no duplicate or old/used Materials / parts will be supplied.





3. We undertake to give a service commitment along with availability of spare parts for at least five years.

4. We undertake that the Glow Sign Board / Sign Board / Notice Board will be repaired /supplied at respective sites/branches of CRGB and proper service/support centre(s) will be provided by our qualified/experienced service personnel.

5. Complaints of repairing will be solved within 48 hours of receipt of complaints from branches/offices. This lead time for making the faulty system operational will include travel time of service personnel.

6. Earnest Money Deposit Detail

Demand Draft Number and Date	Amount	Payable at	Issuing Bank - Branch
	Rs. 50,000.00 (Rupees Fifty Thousand Only)	RAIPUR (C.G.)	

For, \_\_\_\_\_

(Seal & Signature of authorized Signatory)

Name –

Designation –

Place –

Date

Company Stamp

Mobile No –

Email

List of Documents Attached –

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_





**GENERAL TERMS AND CONDITIONS**

1. No tenders shall be accepted after the stipulated date and time. Bank reserves the right to accept or reject the entire quotation, without assigning any reason thereof at any stage.
2. Necessary documents should be attached with offer.
3. Validity: Rates quoted shall be valid up to 12 months. The Bank, however, reserves the right to call for fresh quotations at any time during the period if considered necessary or extend the current rent with consent of L1 vendor.
4. Requirement shown in Annexure-IV is indicative and may vary as discretion of CRGB.
5. The "Financial Bid" should contain competitive prices of various signage board in per Square Feet.
6. Tender shall be submitted duly filled in all respect in two envelopes in the following manner:

**ENVELOP No. 1 (Technical Bid)**

Product Brochures and technical literature should invariably be attached with technical bid in separate envelopes consisting of EMD, Black list under taking Certificate (Annexure-V) and Mandatory Information (Annexure-I) and whole tender documents seal sign by authorized signatory for Pre-qualification of Technical Bid. Envelope No.1 must not contain price bid.

**ENVELOP No.2 (Price Bids- Financial Bids):**

Price Bid must be submitted in prescribed format **as per Annexure-IV** and Separate Sheet may be attached for item wise repairing charges of Old Glow sign Board.

7. Prices to be quoted must be inclusive of **Three years onsite warranty** support, onsite installation including all taxes and transportation to respective locations.
8. Order will be placed in phased manner. Delivery of Boards & installation thereof to be made in our different location of branches/offices as suggested by CRGB. Delivery shall be made within four weeks from date of purchase order. Any delay will be penalized @1% of the order value per week of delay or part thereof. Amount of penalty so calculated will be deducted at the time of making payment.
9. Product Brochures and technical literature should invariably be attached with technical bid.

(Seal & Signature of authorized Signatory)





10. The rates quoted once will be treated as final. No alteration either in rates or in term & conditions will be entertained.

11. The successful bidder(s) to whom the work is awarded will be under direct liaison of the representative of CRGB, CO, Nawa Raipur and has to follow his instructions from time to time.

12. In case of any dispute, decision of CRGB authority shall be final and abiding to the vendor.

13. Bank reserves the right to accept the offer of only one vendor in full or more than one vendor in part or reject any or all quotations, without assigning any reason therefore and irrespective of L1 criteria, at any stage.

14. Bank has decided that said job will be allotted to at least two Bidders/firm among them on the ratio of 60:40 (Area Specific), subject to L-2 vendor matching L-1 prices with all terms and condition. If L-2 vendor is not interested to do so, then it will be allot to L-3 vendor as well. If other vendor also agrees to supply at L-1 rate, in that case more than 1 vendor can be ordered/contracted by the Bank for the supply/repair of Glow Sign Board / Sign Board / Notice Board in region / area specific. Allotment of Regional area/ area specific to the vendor will be finalized by bank and their decision will be final in this regard.

15. The bidder(s) will not be permitted to assign or give sub contract of the work awarded to him without prior permission from CRGB authority. The decision of CRGB authorities in this regard shall be final and binding to the vendors/bidders.

16. The vendor(s) must meet necessary statutory and legal compliances. CRGB will not be responsible for any legal action arising out of non-compliance to statutory & other similar legal compliances.

17. No attempt shall be made by the vendor(s) or their staff deputed at CRGB to unlawfully reveal, misuse or encroach upon the intellectual or private data/information to which they have access.

18. Any loss or damage caused to the CRGB property by the personnel deputed by the vendor will be recovered from payment of bill to the vendor and the decision of CRGB authority in this matter will be treated as final and abiding to the vendor.

**19. Payment Terms:**

- a) No Advance Payment will be made for any Purchase Order released.
- b) After satisfactory Supply and installation of Glow Sign Board / Sign Board at respective sites 100% of Invoice amount will be paid.

(Seal & Signature of authorized Signatory)





- c) In case repair of Glow Sign Board/Sign Board will be done by vendor then 100% payment will be made by bank.
  - d) No payment, however, will become due in case of any short supply of equipment, delay in carrying out onsite installation.
  - e) The necessary TDS will be made as per Central Government norms.
  - f) In case of failure on the part of the vendors to provide warranty / sustain repair or maintenance work to the satisfaction of the Branch/Office, CRGB authority reserves the right to forfeit the EMD amount kept as security deposit and any of the dues due to the vendor, terminate the contract with immediate effect and will be at liberty to get the work executed through a separate vendor at the risk and cost of the defaulting vendor.
  - g) Bills/Invoices should be detailed/annexed HSN Number and mentioning GST separately, although prices to be quoted inclusive of all taxes with breakup.
20. Damage during supply/shipment will not be accepted and payment will not be released. Supplier must replace the damage goods within 15 days.
21. Complaints of repairing/fault will have to be solved within 24 hours of receipt. This lead-time will include travel time of service personnel.
22. All legal disputes between the parties shall be subject to the exclusive jurisdiction of the Courts situated at Raipur (Chhattisgarh).

ACCEPTED THE ABOVE TERMS & CONDITIONS

(Signature of authorized Signatory)

Name –

Designation –

Place - Company Stamp





**Technical Specification of Glow Sign Board / Sign Board/Notice Board**

Sl. No.	Parts	Element	Particular	Compliance Yes / No
1.	Flex GSB with LED Light	Flex	Korean Star Flex Backlit 500 GSM	
		Box Frame	1 Inch 3 KG pipe	
		Side Cover	Powered coated sheet 26 gauge	
		Back Cover	26 gauge GI sheet	
		LED	1.2 watt, Made in INDIA/KOREA, 3 Module 3 years warranty water proof Samsung Lens (5 modules in each sq. ft.)	
		SMPS	Made Star Tack /Union/Hi-Sign or Equivalent 3 years warranty Rain Proof	
		Printing	<b>UV Print with 3 Year warranty of colour</b>	
2.	Flex Change and Installation in exiting Glow Sign Boards of Bank	Flex	Korean Star Flex Backlit 500 GSM	
		Printing	<b>UV Print with 3 Year warranty of colour</b>	
3.	Timer Switch	Timer Switch for Banks Glow Sign Board	Modular construction, Inbuilt override facility, High switching capacity, Temper Proof sealing, analog/digital version, Daily/weekly programming Brand L&T / Havelles	

- Note – 1. Suitable sizes for signage are 8x3, 10x3, 12x4, 15x4 or as per space available at site.  
 2. Warranty Certificate from OEM must be attached with invoice.  
 3. Preferred Brand for Flex is Koren Star.  
**4.\* Vendor installing New Glow Signed Board in various branches has to give direct connection of wiring to the board. No separate on/off switch is to be installed, so that uninterrupted supply is to be provided to new glow signed board.**

(Seal & Signature of authorized Signatory)





**Financial BID**

Requirement - 50 units of New Glow Sign Board / Sign Board

Sl. No.	Particular	Unit	Basic Price Rs.	GST 18% Rs.	Total Unit Price (Inclusive of All) Rs.
1.	<b>New Flex GSB with LED Light Consisting of following :-</b> 1. Iron framing 3 kg 25.4MM Pipe with powder coated 26 gauge GI Sheet from back side. 2. Korean Star Flex Backlit 500GSM. 3. UV Printing with 3 year warranty for colour. 4. SMPS made of Star Tack/union/Hi-sign or Equivalent with 3 year warranty and Rain Proof. 5. LED Light of 1.5 watt made in India/korea/reputed company and 5 Modules in per sq. ft. with 3 year warranty. 6. Including Timer as per specification on Annexure-III	Sq. Ft.			
<b>RATE FOR REPAIRING Glow Sign Board/Sign Board</b>					
2.	Flex Change and Installation in exiting Glow Sign Boards of Bank (Including all charges) other Material if required extra	Sq. Ft.			
3.	Timer Switch	Per Piece			
4.	LED lights (For replacement)	Per Piece			
5.	SMPS (For replacement)	Per Piece			
6.	Iron Angle Charges for Board fitting if required in site	Per KG			

**Note:** The specifications are given in Annexure - III.

1. The quantities can be increased or decreased at the discretion of the Bank.
2. The prices should be inclusive of all. i.e. F.O.R. destination (any of our office in the state of CG) all taxes, installation, loading unloading, transportation, scaffolding etc.
3. Before installation of new glow Signed Board vendor has to visit the site for survey.
4. If vendor is using old Timer in new glow signed board then, rate of new Timer will be deducted from bill/ Invoice before the GST.

(Seal &amp; Signature of authorized Signatory)





**(On Company/Firm Letter Head)**

**UNDERTAKING OF NON BLACKLISTING**

We hereby irrevocably undertake that our firm or company or associate or sister concerns is/are not blacklisted by any of the Government Departments / RBI / Public Sector Banks / Private Bank during the last three years as on the date of submission of this application.

(Authorized Signatory)

Name:

Designation:

(Seal & Signature of authorized Signatory)

