

क्षेत्रीय कार्यालय GURUGRAM

REGIONAL OFFICE – GURUGRAM

RO(GURUGRAM)/BSD/2026-27/032 -

Date: 16.06.2026

**NOTICE INVITING TENDER FOR MAKING/INSTALLATION & MAINTANANCE OF GLOWSIGN BOARD  
AT BRANCHES UNDER GURUGRAM RO**

Sealed Tenders are invited by Central Bank of India, Regional Office Gurugram, for making/ Installation & Maintenance of Glowsign Board at branches under Regional Office Gurugram in Two Bid System (Technical bid & Commercial Bid) meeting the under-noted eligibility criteria for carrying out the work specified in the tender document in accordance with the Bank's general conditions of contract, special terms & conditions of Contract & Particular terms & conditions of Contract, Standard specifications, extent of work, Special instructions to bidders as appended on subsequent pages & Annexures.

Central Bank of India, Regional Office Gurugram invites applications from reputed firms, satisfying the eligibility norms stipulated herein this tender document, for making/ Installation & Maintenance of Glowsign Board at branches under Regional Office Gurugram.

Description of Work	Making/ Installation & Maintenance of Glowsign Board at various Branches.
Place of work	As per Annexure – 1
Cost of work	To be quoted as per the Commercial bid.
Earnest Money Deposit	Payment of Rs.2000/- to be made in the form of Demand Draft favouring "Central Bank of India, Regional Office Gurugram". Technical bids without EMD amount shall NOT be accepted. EMD Will be returned to the un-successful bidders after placing work order by Bank.
Tender Publish Date	17.06.2026
Last date for Submission of Bids	07.07.2026 at 04:00 pm.
Date of Opening of Technical Bids	08.07.2026 at 11.00 am at Regional Office Gurugram.
Contact person name & Contact number	Mr. Mukesh Kumar, Chief Manager, RO Gurugram – +91-8638342441 Mr Avinash Xalxo, Manager, RO Gurugram +91-8826882371
Place of submission of Bids & opening of bids	Regional Head, Central Bank of India, Regional Office Gurugram, 1398, 1 <sup>st</sup> floor, Chandni Chowk, Delhi - 110006
Date of Opening Commercial Bids	Will be informed to short listed Bidders who qualify in Technical Bid stage.
E-mail id for Correspondence	gaddelcro@centralbank.bank.in

Chief Manager  
Regional Office Gurugram





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**Note to all vendors — Terms & conditions**

1. Central bank Of India, Regional Office, Gurugram invites sealed tenders/Bids from reputed firms for making/Installation & Maintenance of Glow sign Board at branches under Regional Office Gurugram as per Annexure – 1 under RO gurgram.
2. Interested eligible Bidders may submit their response to this tender document at our office located at Regional Head, Central Bank of India, Regional Office Gurugram, 1398, 1<sup>st</sup> floor, Chandni Chowk, Delhi - 110006, before last date for submission of tender documents as mentioned in this tender document.
3. The response to the Tender document is to be submitted in two-bid system, separately in two sealed covers as per the formats given in this tender document superscribing — “Technical / Commercial Bid for the Glow sign Board “ Two bid system is as under:
  - Technical bid
  - Commercial bid
4. **Central Bank of India reserves the right to accept or reject in part or full any or all the offers without assigning any reasons there for at any stage of tender.**
5. Date of opening of financial bids shall be intimated to technically qualified bidders.
6. The bids submitted late on account of any reasons, whatsoever, will NOT be entertained.
7. Tender document is non-transferable and the selected final bidder shall be executing the work order through their authorized employees only and cannot be given as sub-contract.
8. Rates should be quoted both in words and numbers in the financial bids. No alterations in these figures / words are expected. In case of any alterations / strike off, the amount mentioned in the words shall prevail. All the corrections are to be initialed by authorized signatory of the firm.
9. All the supporting documents submitted along with the tender document are to be signed by the authorized signatory.
10. Bank may negotiate with the L-1 price bidder for further reduction of rate quoted by bidder.
11. Any additions or a deletion in the list of branches is as per the discretion of the Bank.
12. In case of any ambiguity or doubt as to meaning of any of the tender clauses / conditions or, if any further information is required, the matter should immediately be referred to Regional Head, Central Bank of India, Regional Office Gurgram, 1398, 1<sup>st</sup> floor, Chandni Chowk, Delhi - 110006.
13. EMD An amount of Rs.2000.00 shall be deposited by the vendors in the form of Demand Draft issued in favour of “Central Bank of India, Regional Office Gurugram”, payable at Gurugram, not issued before the date of publication of this tender document except vendors who are registered as Micro & Small Enterprise (MSEs) as per govt guidelines. This Demand Draft is to be enclosed along with Technical Bid only. Failure to submit the EMD by the bidder shall make the document offered by Bidder as Invalid. The EMD shall be refundable to the bidder’s post placement of work order with L-1 bidder. The EMD of the L-1 bidder shall be returned only after satisfactory completion of work as per the terms of the tender document.
14. It is the responsibility of the bidder to ensure that their firm participating in the bidding process meets all the eligibility criteria stipulated by the Bank and necessary documents are enclosed wherever required. In case the documentary evidence is not be submitted, Bank may discard the proposal submitted by the Bidder. All participating Bidders are requested to check the documents wherever required and be included in the technical bid at



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the initial stage itself.

**15. Eligibility criteria of the bidder:**

The Bidder/Consultant/firm/ company have to fulfil the following criteria:-

- a) Preferably Proper infrastructure/ office in Delhi / Delhi - NCR.
- b) The bidder should be an income tax assessee and should have filed income tax return for the last 3 years. (Supporting documents to be annexed in technical bid).
- c) The bidder should be profit making in the last 3 years.
- d) Average financial turnover for the last 3 financial years should be minimum Rs.10 lakh per year.
- e) Bidders are required to submit their full bio-data giving details in the enclosed preforma about their organization, experience, technical personnel in their organization, pan card, Aadhar card, address proof, competence etc.
- f) Bidder should have experience of minimum 5 years in Government /PSU/ Nationalized Banks. Copy of work order should be attached with the tender.
- g) The bidder should submit the copy of registration of the firm.
  - The bidder should have valid sale tax / TIN number / GST number whichever is applicable.
  - The details of employees deputed to Branches should carry ID proof at all times along with copy of the work order.

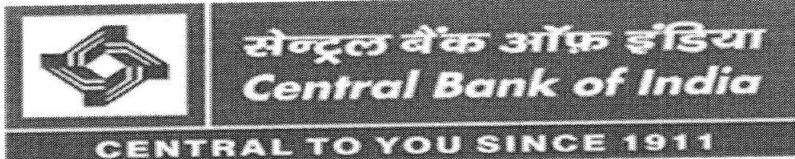
- h) Preference will be given to the vendors whose office with full infrastructure is available at Delhi / Delhi-NCR.

**16. Specification required:**

The specification of the Glow sign Bord with 3M Backlit flex with 3M plotter cut vinyl will be as under:-

- a) 3M PANAGRAPHICS II Backlit flex with 3M 3630-33 (RED), 3630-97 (BRISTOL BLUE), 3630-57 (OLYMPIC BLUE) plotter cut vinyl with 5 yrs warranty.
- b) MS Square pipe of 1"x1" 5kg with Red oxide Coating.
- c) Side cover with powder coated sheet & BACK COVER WITH GI SHEET.
- d) LED MODULES with power supply & ISI Marked wire.
- e) English font Futura bold oblique & Swis 721 BT Bold and for Hindi Lala and shree DEV0715E. For regional language appropriate fonts may be used.
- f) Clamp.
- g) Scaffolding.
- h) Timer.

17. For upkeep and maintenance of signage board, it shall be under AMC wherein the periodic cleaning the fascia once in every Quarter shall be done by the agency/firm.
18. All relevant precautions are to be taken by the firm while executing the work at all locations. The bidder/Vendor shall be responsible for all injuries to the work or workmen, to persons, animals or things and for all damages to the structural and /or decorative part of property which may arise from the operations or negligence of himself / their employees.
19. Central Bank of India, Regional office Gurugram reserves the right to relax the norms for eligibility criteria of the bidders.



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**Annexure – Compliance of terms and conditions -in Technical Bid**

I/we have read and understood the instructions and the terms and conditions contained in the tender Document.

I do hereby declare that the information furnished in the response to tender document and other supplementary sheets is correct to the best of my / our knowledge and belief.

In case of selection of my / our bid for making/ Installation & Maintenance of Glowsign Board at branches, we shall be carrying out the work in accordance with the terms and conditions there of.

Signature of Authorized Signatory: .....

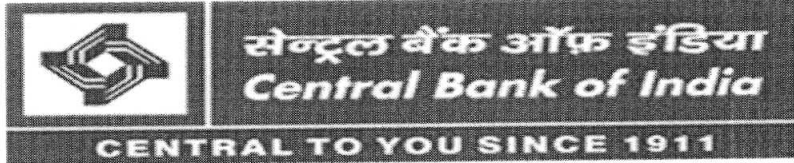
Name of Authorized Signatory: .....

Designation : .....

Address of firm: .....

Place:

Date:



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**TECHNICAL BID**

**Basic Information about the Firm / Organization:**

Sr No	Details	Details	Documents Enclosed?
1.	Name of the firm / Company Along with Address		
2.	<b>Contact Details</b> 1. Name of person 2. Mobile no : 3. Email Id : 4. ID & Address details : 5. GST no. (if any)		
3.	Date and year of establishment (Enclose relevant documents)		
4	Type of organization (Sole proprietor /partnership /private ltd/co-operative body etc)		
5.	Details of registration (Documentary evidence to beenclosed)		
6.	Details of Glow Sign Board work order's executed with Govt/ PSU / Nationalized Banks etc. (Documentary evidence to be enclosed)		
7.	Financial Details of the firm (enclose documentary evidence)		
8.	No. of years of experience in Glow Sign Board works (Certificate to be enclosed)		
9.	Income tax returns & balance sheet of the last 3 years (documentary evidence to be enclosed)		
12.	Income tax PAN number		
13.	GST number ( if any)		

**(Signature of Bidder with Seal of Firm)**

Date :

Place :



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**Annexure -Commercial Bid/Financial Bid**

To  
Regional Head,  
Central Bank of India, Regional Office Gurugram,  
1398, 1<sup>st</sup> Floor, Chandni Chowk,  
Delhi - 110006

Reg: Commercial Bid for Glowsign Board

With reference to tender document for making/ Installation & Maintenance of Glowsign Board at branches & ATM for various branches / offices and ATMs located as per Annexure – 1, we are pleased to offer our best quote , for carrying out the work as mentioned in scope of work.

We confirm that the mentioned works shall be submitted to concerned branches / Office in prescribed formats as per the scope of work.

**For Making/ Installation of Glow Sign Board**

Sl.No	Description of work	Amount (Rs.)
1	Rate per sqft for making of the Glowsign board/ Signage ( including the above specifications , Installation & transportation charge )	
2	Timer	
	Rupees (.....) in words	

**For maintenance of existing Glow Sign Board**

Sl.No	Description of work	Rate ( in Rs.)
1	LED MODULES (preferably Samsung/Havel's/Crompton)	
2.	3M PANAGRAPHICS II Backlit flex with 3M 3630-33 (RED), 3630-97 (BRISTOL BLUE), 3630-57 (OLYMPIC BLUE) plotter cut vinyl with 5 yrs warranty (per sqft)	
3.	Labour Charge for cleaning the box once in every quarter.	

We understand that in case of difference of amount mentioned in words and numbers, the value mentioned in words shall prevail to decide on the L- 1 Bidder.

All terms and conditions mentioned in the tender document are acceptable to us and shall be binding on us.

**(Signature of Bidder with Seal of Firm)**

Date :

Place :

## Annexure - 1

S.No	Premise Name	office type	Address	Mobile no. (Official)	Mobile no. (Personal)
1	NIT FARIDABAD	BRANCH	1 C-DT, 1-I BATA HARDWARE ROAD, DISTT, NEW INDUSTRIAL TOWNSHIP, FARIDABAD, HARYANA - 121001	8800769722	9409434009
2	GURGAON	BRANCH	GURUDWARA RD. NEAR AAPKA BAZAR, SADAR BAZAR, ROSHAN PURA, GURUGRAM, HARYANA - 122001	8588870181	9953210196
3	Shahbad Mohammadpur	BRANCH	Lane No 2, SHAHABAD MUHAMMADPUR, NEW DELHI - 110061	9711242270	9560073475
4	Lado Sarai	BRANCH	OLD M B ROAD, NEAR QUTAB MINAR, CHATRI WALA KUAN, LADO SARAI, NEW DELHI - 110030		9140896815
5	NANGAL DEWAT	BRANCH	337, ABDUL GAFFER KHAN MARG, BLOCK B, MAHIPALPUR VILLAGE, MAHIPALPUR, NEW DELHI - 110037		7579101047
6	MULLAHERA	BRANCH	TAL AND DIST, SCO NO. 60, OLIVE HOUSE, SECTOR - 23A, BEHIND PETROL PUMP, GURUGRAM, HARYANA - 122017		7579174147
7	Mehrauli	BRANCH	893/8, MAIN MARKET, AAM BAGH, BRIJWASI COLONY, MEHRAULI, NEW DELHI - 110030		9459119775
8	Naraina	BRANCH	C-5, NARAINA, IRON MARKET, NEW DELHI - 110028		7049792765
9	Delhi Cantt	BRANCH	231(NEW), 1/304-305, SADAR BAZAR, DELHI CANTT, NEW DELHI - 110010		9958395988
10	MITRAW(MITRAO)	BRANCH	DHANSA ROAD, MITRAON, NEW DELHI - 110043	8050268140	8050268140
11	SECTOR 15FARIDABAD	BRANCH	SCF 37, 38, SECTOR 15-A, FARIDABAD, HARYANA - 121007		6295001288
12	JC Colony ,FARIDABAD	BRANCH	PLOT 50 A, SARAN CHOWK,NIT FARIDABAD HARYANA 121005	8630742612	8630742612
13	NGFS	BRANCH	NEW GREEN FIELD SCHOOL, L BLOCK, MARG NO. 22, SAKET, NEW DELHI - 110017	8447633480	9321146169
14	DDA(DWARKA)MANGLAPURI,N.I	BRANCH	DDA PROJECT, POCKET 13, DWARKA, PALAM, DELHI - 110045	8800013512	8383093952
15	DWARKA	BRANCH	Plot No:- 03, Block-A, Pocket - 2, Sector - 17, Dwarka, Delhi - 110078	8800013553	9711062860
16	PALWAL	BRANCH	OPP. GUPTA NURSING HOME, NEW COLONY PALWAL, HARYANA 121102	9599132241	8878389393
17	KHERI ROAD	BRANCH	NEHAR PAAR, KHERI ROAD, BHARAT COLONY, SECTOR 87, FARIDABAD, HARYANA - 121014	7042895001	7042895001
18	BALLABHGARH	BRANCH	100 FT ROAD, CHAWLA COLONY, SECTOR - 4, BALLABHGARH, FARIDABAD, HARYANA - 121004	8810221064	8810221064
19	SOHANA ROAD GURGAON	BRANCH	BADSHAHPUR SOHNA RD, NEAR BATA SHOWROOM, BADSHAHPUR, SECTOR - 68 , GURUGRAM, HARYANA - 122101	7654886697	7654886697
20	FARIDABAD,SEC-28	BRANCH	29/19, LINK ROAD, OLD FARIDABAD, HARYANA - 121002	9311442157	9711332572
21	MANESAR	BRANCH	10, 11, 12, EROS CORPORATE PARK, SECTOR - 2, IMT MANESAR, GURUGRAM, HARYANA - 122052		9871553179
22	NANGLOI	BRANCH	NANGLOI - NAJAFGARH ROAD, SAINI MOHALLA, BLOCK G, NANGLOI EXT, NAGLOI, DELHI - 110041		7507684002
23	NOVOD GURUGRAM	BRANCH	Shop No.3, 6, Village-Sarhol, Naresh Sarpanch Market, Opp-HIPA, Sec-18, Near SBI Gurukul, Gurugram, Pin-122018	9266992473	9643790243
24	MG ROAD,GURGAON	BRANCH	M G ROAD, SARASWATI VIHAR, SECTOR-28 GURGAON.- 122002		8509398257
25	RAJA PURI	BRANCH	K-24( K-20), OLD RAJAPURI, OPPOSITE SEC-4, DWARKA, NEW DELHI - 110059	8800013552	8178791119
26	Vasant Kunj	BRANCH	NELSON MANDELA MARG, NEAR SIRWESHWAR MANDIR, MASOODPUR, SECTOR B, VASANT KUNJ, NEW DELHI - 110070	9528859553	9528859553
27	SHIVAJI COLLEGE, NEWDELHI	BRANCH	SHIVAJI COLLEGE RAJA GARDEN NEW DELHI 110027	8800013542	9582009939
28	JONAPUR	BRANCH	KHARSA NO 389, VILLAGE JONAPUR, TEHSIL MEHRAULI, NEW DELHI - 110047	9617493179	9870197754
29	PALAM VIHAR, GURGAON	BRANCH	BLOCK J, SECTOR - 2, PALAM VIHAR, GURUGRAM, HARYANA - 122017	9599133718	7838198049
30	DLF PHASE II	BRANCH	7 (D), JMD REGENT SQUARE, DLF PH - II, GURGAON	7006921352	
31	RAJDHANI COLLEGE	BRANCH	118, RING ROAD, BLOCK D, RAJA GARDEN, DELHI - 110015	8800013537	9634109811

S.NO	ATM		ATM ID		
1	SHAHABAD MOH VILLAGE	ATM	SCDD108511		
2	LADOSA_LADO SARAAI NEW DELHI	ATM	SCDD115411		
3	MULLAHERA	ATM	SCDD120411		
4	NARAINA	ATM	SCDD141411		
5	MITRAW	ATM	SCDD212011		
6	SEC 15 FARIDABAD	ATM	SCDD222311		
7	MANGLAPURI	ATM	SCDD349811		
8	MANESAR	ATM	SCDD364711		
9	NANGLOI	ATM	SCDD365111		
10	NOVOD GURGAON	ATM	SCDD366211		
11	M G ROAD GURGAON	ATM	SCDD379211		
12	NIT FARIDABAD	ATM	SCRD040215		
13	GURGAON	ATM	SCRD102615		
14	MEHRAULI	ATM	SCRD126815		
15	DELHI CANTT	ATM	SCRD160615		