

Empanelment No.	UGB/HO/2025-26/003
Date :	28 Nov 2025



# उत्तराखण्ड ग्रामीण बैंक UTTARAKHAND GRAMIN BANK

Scheduled Bank owned by Government

Head Office, 8A, IT Park, Sahastradhara Road

Dehradun, 248013

Email: - [acct@ukgb.bank.in](mailto:acct@ukgb.bank.in)

**INVITES APPLICATION FOR**

**EMPANELMENT OF VENDORS FOR SUPPLY AND INSTALLATION OF BANK BOARDS/GLOW SIGN BOARD, FLEX BOARDS & DIGITAL SIGNAGE BOARDS FOR BANKS OFFICES AND BRANCHES UNDER UTTARAKHAND REGION**

Last date and time for submission of application: 08 December 2025 by 4:00 pm



### EMPANELMENT NOTICE

Uttarakhand Gramin Bank, Head Office, 8A, IT Park, Sahastradhara Road, Dehradun, 248013 invites application for empanelment of Vendors for Supply and Installation of Bank Boards, Flex Boards & Digital Signage Boards for UGB offices/Branches under Uttarakhand Region.

Sr. No.	Particulars	Details
1.	Empanelment application form available for download from the website:	www.ukgb.bank.in
2.	Availability for download from the above website	www.ukgb.bank.in ---->Tender
3.	Last date and time for submission of application at Head Office	08 December 2025 by 4:00pm
4.	Date and Time of opening of applications	10 December 2025
5.	For any queries or support in connection with the submission of application, please contact our (Procurement) Account department	Email-id: acnt@ukgb.bank.in
6.	UGB reserves the right to accept or reject any or all applications without assigning any reason thereof, even after opening of the applications.	



**The General Manager**  
**Uttarakhand Gramin Bank**

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**EMPANELMENT OF VENDORS FOR SUPPLY AND INSTALLATION OF BANK BOARDS /GLOW SIGN BOARD, FLEX BOARDS & DIGITAL SIGNAGE BOARDS FOR BANKS OFFICES AND BRANCHES**

**GENERAL CONDITIONS**

Uttarakhand Gramin Bank, Head Office, 8A, IT Park, Sahastradhara Road, Dehradun, 248013 invites application for empanelment of Vendors for Supply and Installation of Bank Boards/Glow Sign Board, Flex Boards & Digital Signage Boards for UGB offices/Branches under Uttarakhand Region.

**The application form should be accompanied with Demand draft/ Banker's cheque of Rs. 1000/-(Non-Refundable) drawn in favour of General Manager ,Uttarakhand Gramin Bank ,Head Office ,Dehradun as application fee.**

**Major Terms & Conditions:**

1. Experience of having successfully completed similar work (single order) during last 5 years as on date of application should be as per following:

Sr. No.	Description of quantum of works	Works up to			
		Rs.5 Lacs	Rs. 10 Lacs	Rs. 15 lacs	Rs. 20 Lacs
1.	Three similar work costing not less than	2 Lacs	3 Lacs	6 Lacs	8 Lacs
2.	Two similar work costing not less than	2.5 Lacs	5 Lacs	7.5 Lacs	10 lacs
3.	One similar work costing not less than	4 Lacs	9 Lacs	12 Lacs	16 Lacs

Definition of similar work: - Related works done in Nationalized Bank/Institutional Organization/PSU's/Central/State Govt. Department/ reputed MNC/ Private Companies /Insurance companies etc.

2. The Firm/Organization should apply for one category in one trade as per the eligibility criteria and the will be automatically become part of lower category works.
3. The Firm/Organization must have valid PAN/GST.
4. The average annual financial turnover of contractor during last three Financial Years ending 31.03.2025 should be at least equal to 30% of the value of category in which they wish to register.
5. The Firm/Organization must have at least one office in Uttarakhand and must have 03 years' experience in Uttarakhand.
6. The applicant shall agree and authorize the Bank to obtain the confidential report from the clients of the applicant, to obtain an idea about the quality of work executed and to obtain credit opinion from applicant's client bank.
7. The Firm/Organization must be profit making during last three financial years. (Not mandatory for works up-to Rs.5.00 Lacs)

Applications complete in all aspect along with the relevant documents and in **Bank's Format** dully superscribing **"NOTICE FOR THE EMPANELMENT OF VENDORS FOR SUPPLY AND INSTALLATION OF BANK BOARDS, FLEX BOARDS & DIGITAL BOARDS"**

Whichever applicable along with the category applied for in sealed envelope should reach at the following address:-

Uttarakhand Gramin Bank, Head Office, 8A, IT Park, Sahastradhara Road, Dehradun, 248013



## INSTRUCTIONS TO ALL THE APPLICANTS VENDORS FOR EMPANELMENT

1. Intending applicants are required to submit their applications with full bio-data giving details about their organization, experience, technical personnel in their organization, competence and adequate evidence of their financial standing etc. in the enclosed form which will be kept confidential. The applications not accompanying application fees of Rs. 1000/- are likely to be rejected at the sole discretion of the Bank.
2. While deciding upon the empanelment of Firms/Organizations, great emphasis will be given on the ability and competence of applicants to do good quality works within the specified time schedule and in close co-ordination with Bank as well as other agencies.
3. Decision of the Bank in regard to selection of Firms/Organizations will be final. The Bank is not bound to assign any reason for acceptance/ rejection of any applications.
4. Each page of the application shall be signed. The application shall be signed by persons/ persons on behalf of the organization having necessary authorization/ Power of Attorney to do so (Certified copies to be enclosed).
5. Applications containing false, incomplete and/or inadequate information are liable to be rejected. Also mere fulfilment of eligibility criteria does not guarantee selection.
6. Applicants/Contractors selected in the Bank's panel shall have to deposit a non-interest bearing amount as 'Security Deposit' as decided by the Bank. Applicants selected in the Bank's panel will be informed about the same after finalization of the panel.
7. Canvassing in any form in connection with selection is strictly prohibited and the application of such persons/organizations who resort to canvassing will be liable to rejection.
8. Those who are already empanelled and wish to upgrade the work category need to apply afresh, remaining panel of contractors will remain the same till further notification in this regard. Firm/Organizations empanelled in a category shall also be considered for works under categories below it.
9. Bank reserves its right to reject any/all the applications without assigning any reasons, whatsoever therefore. Incomplete/partly filled applications without relevant enclosures may not be considered for evaluation. Disputes, if any, regarding the empanelment shall be within the jurisdiction of Court in Dehradun.
10. It will not be binding on the Bank to invite all the empanelled vendors to participate in bidding for various works. The Bank may prepare a select list of Manufacturer/Supplier out of the empanelled vendors to participate in the bidding process of a/any work.

Signature of the Applicant with address & seal



## APPLICATION FORM FOR EMPANELMENT OF VENDORS

(Please strike-off which is not applicable)

Sr. No.	Particulars	Response/Compliance
1.	Name of the applicant/Firm/ Organization	
2.	Name of work applied for with Category	
3.	Full Postal Address of Firm	
4.	Contact Details (i) Phone No. (ii) Mobile No. (iii) Fax No. (iv) e-mail Id	
5.	Application fee details DD/ Bankers cheque No. Date	
6.	Year of establishment Please enclose documentary evidence ( ANNEXURE A)	
7.	Constitution of Firm (Enclose certified copies of documents as evidence). ( ANNEXURE B)	Sole proprietorship/ Partnership /Private Ltd. / Public Ltd. / Any other (Please specify)
8.	Name of the Proprietor/ Partners/ Directors of the organization/firm with qualification. Enclose certified copies of document as evidence. ( ANNEXURE C)	
9.	Name/s of authorized signatory/Directors/Partners with designation and contact no.	
10.	Mode of Authorization Enclose certified copies of document as evidence (ANNEXURE D)	Resolution / Partnership Deed / Registered Power of Attorney / Proprietor / Any Other ( Please specify)
11.	Details of registration with Registrar of Companies/ Registrar of Firms. Whether partnership firm, company, etc. Name of registering authority, date and registration number Enclose certified copies of document as evidence. (ANNEXURE E)	
12.	Whether registered with Govt./Semi Govt/Banks/CPWD/Municipal Authorities or any other Public Organization and if so, in which class and since when ? (Enclose certified copies of document as evidence). ( ANNEXURE F) Name of Organisation Category No. & Date of Registration Name of Organisation Category No. Date of Registration Name of Organisation Category No. Date of Registration	YES / NO
13.	No. of years of experience in the field and details of work in any other field.	
14.	Yearly turnover of the organization during last 3 years (year wise) and furnish audited	2022-23



	balance sheet and Profit & Loss A/c. (Audited) for the last 3 financial years. <b>(ANNEXURE G)</b>	2023-24 2024-25  Average :
15.	Banker's Details (i) Banker's Name (ii) Full Postal Address (iii) Telephone No. (iv) Account No. (v) Type of Account	
16.	PAN No. Enclose certified copy of document as evidence <b>( ANNEXURE H )</b>	
17.	GST No. Please enclose documentary evidence. <b>( ANNEXURE I )</b>	
18.	Whether registration/ obtention of license from Govt. authorities e.g., labour dept., ESIC, etc. are in place.	
19.	Whether last three years IT returns filed (Pl. enclose certified copies of the I T return of 2022-23, 2023-24, 2024-25) <b>(ANNEXURE J)</b>	
20.	Details of major works executed & completed during last 5 years. <b>(ANNEXURE K)</b>	Please fill up enclosed Annexure K & enclose copies of work completion certificates
21.	Details of major works on hand <b>(ANNEXURE L)</b>	Please fill up enclosed Annexure L & enclose copies of LOI /work order / agreement
22.	Details of Key Personnel Permanently employed. <b>(ANNEXURE M)</b> (i) Technical Personnel (ii) Other Personnel	
23.	Furnish the names of -3- responsible persons along with their designation, address, Tele. No., etc., for whose organization, you have completed the above mentioned jobs and who will be in a position to certify about the quality as well as performance of your organization.	
24.	Whether any Civil Suit/litigation arisen in works executed during the last 10 years. If yes, please furnish the name of the project, employer, and nature of work, contract value, work order and brief details of litigation. Give name of the Court, place and status of pending litigation.	Attach a separate sheet if required.
25.	Declaration regarding near relatives working in the Bank.	

- I/We have read and understood the Press notice, Empanelment Notice & this Application form along with Annexure and my/our firm full fills the ELIGIBILITY CRITERIA as described in the notice.
- I/We hereby confirm and certify that the information given above is correct and true and the enclosures annexure herewith are genuine to the best of my / our knowledge.



- I/We are authorized to sign and submit these documents for Empanelment.
- I /We understand that if at any stage it is found / noticed by the Bank that any information thus provided by us is untrue / incorrect partly or fully and in case of receipt of adverse / unsatisfactory report from other clients / Bankers, the Bank may not consider our application and / or may de-list us and / or may take any appropriate action against us.
- I /We also understand that partly / wrongly filled application and / or applications not on prescribed proforma and / or applications not accompanying relevant documents / enclosures / annexure are liable to be summarily rejected by the Bank.
- I/ We confirm that all the Rules prevailing in the state, the Labour Laws, Risk Insurance obligations, State & Central Government statutory requirements are complied by us.
- I / We understand that this is merely an application & does not entitles us to be necessarily empanelled by the Bank and Bank reserves the right to reject all and / or any application without assigning any reason whatsoever.

SEAL OF THE FIRM

(SIGNATURE OF AUTHORIZED SIGNATORY)

PLACE:

NAME:

DATE:

Note: Please enclose all the Annexures with relevant supporting documents.



**FOR VENDORS –FOR SUPPLY AND INSTALLATION OF BANK BOARDS/GLOW SIGN BOARD, FLEX BOARDS & DIGITAL SIGNAGE BOARDS FOR BANK'S OFFICES AND BRANCHES UNDER UTTARAKHAND REGION**

(Please tick whichever applicable)

**LIST OF MAJOR WORKS EXECUTED AND COMPLETED DURING LAST 7 YEARS:** (Enclose supporting documents)

Sr. No.	Name of work/ project with address	Name & full postal address of the Client. Specify whether Govt. Undertaking along with name, address and contact Nos. of -2-persons (Executive Engineers or top officials of the organization).	Contract amount (in Rs.) with copy of work order & completion certificate from project in-charge	Nature of Work	Stipulated time of completion (in months) Enclose clients certificate for satisfactory completion	Actual time of completion (in months)	Actual amount of the project cost, if increased, give reasons	Name & Address of Architect/ Consultant	Remarks
1	2	3	4	5	6	7	8	9	10

(Add separate sheet if required)

Notes:

- Information has to be filled up specifically in this format.
- For certificates, the issuing authority shall not be less than an Executive in charge.

Name of Authorized signatory

Sign & seal of the applicant



**ANNEXURE – L**

**FOR VENDORS– FOR SUPPLY AND INSTALLATION OF BANK BOARDS /GLOW SIGN BAORD, FLEX BOARDS & DIGITAL SIGNAGE BOARDS FOR BANK’S OFFICES AND BRANCHES UNDER UTTARAKHAND REGION**

(Please tick whichever applicable)

**LIST OF MAJOR WORKS IN HAND** (Enclose supporting documents)

Sr. No.	Name of work/ project with address	Name & full postal address of the Client. Specify whether Govt. Under taking along with name, address and contact Nos. of -2-persons (Executive Engineers or top officials of the organization).	Contract amount (in Rs.) with copy of work order& completion certificate from project in-charge	Nature of Work	Stipulated time of completion (in months) Enclose clients certificate for satisfactory completion	Present status of the work	Name & Address of Architect/ Consultant	Any other relevant information
1	2	3	4	5	6	7	8	9

(Add separate sheet if required)

Notes:

1. Information has to be filled up specifically in this format.
2. For certificates, the issuing authority shall not be less than an Executive in charge.

Name of Authorized signatory

Sign & seal of the applicant



**CHECK LIST FOR VENDORS – FOR SUPPLY AND INSTALLATION OF BANK BOARDS/GLOW SIGN BOARD, FLEX BOARDS & DIGITAL SIGNAGE BOARDS FOR BANK’S OFFICES AND BRANCHES UNDER UTTARAKHAND REGION**

**(Please tick whichever applicable)**

Name of the Firm/Establishment:

Name of Work:

Category Applied for:

Sr. No.	Particulars	Submitted (Yes/no)
1.	Application form	
2.	Annexure A	
3.	Annexure B	
4.	Annexure C	
5.	Annexure D	
6.	Annexure E	
7.	Annexure F	
8.	Annexure G	
9.	Annexure H	
10.	Annexure I	
11.	Annexure J	
12.	Annexure K	
13.	Annexure L	
14.	Annexure M	
15.	Annexure N	
16.	Annexure O	

Name of Authorized Signatory

Sign & seal of the applicant

Date:

Place:



**1. Introduction**

Uttarakhand Gramin Bank invites sealed proposals from eligible and experienced vendors for empanelment for the design, fabrication, supply, installation, and maintenance of Bank Boards, Flex Boards, and Digital Boards across its branches/offices located nationwide/region-wise.

“This RFP aims to select competent vendors who can provide high-quality signage solutions in a timely and cost-effective manner, aligned with the Bank’s branding and operational standards.”

**2. Scope of Work**

The empanelled vendors shall be responsible for the following:

**2.1 Types of Boards**

**Bank Board / Glow Sign Board (GSB) :-** Acrylic/ACP-based / LED-lit or non-lit / Weatherproof and UV-resistant  
\*\*Branding as per Bank’s guidelines.\*\*

**Flex Board:-** High-quality flex printing / Eco-solvent/latex printing / MS frame or aluminium frame Installation at branch premises as required.

**Digital Boards:-**Digital LED/LCD display boards / Indoor/outdoor screens / Content integration and testing / Mounting, electrical connections & controller setup.

**3. Deliverables**

Design layouts as per Bank’s brand guidelines

Fabrication and supply of signage materials

On-site installation and testing

Warranty/service support for installed boards

Safety compliance and adherence to local regulations

Name of Authorized Signatory

Sign & seal of the applicant

Date:

Place:



**ANNEXURE "O"**

Declaration-Cum- Certificate on the Letter Head of Bidder Regarding Restrictions on Procurement From Bidders From A Country Or Countries, On Grounds Of Defence In India, Or Matters Directly Related Thereto, Including National Security.

**Restrictions under Rule 144 (XI) of General Financial Rules 2017 of Ministry of Finance, India order no. F. No 6/18/2019/PPD dated 23<sup>rd</sup> July 2020**

I/We have read the clause regarding restrictions on procurement from a bidder of a country which shares a land border with India;

I/We, the bidder (Specify full name .....  
-- ) certify that we are NOT from such a country OR, if from such a country, has been registered with Competent Authority.

I/We hereby certify that we fulfil all requirements in this regard and is eligible to be considered.

(Signature of Authorised Signatory along with Seal)

Name of authorised signatory:

Designation of Authorised signatory:

List of Evidences enclosed:

1. Copy of certificate of valid registration with the Competent Authority (Score out if not applicable)
2. ....
3. ....
4. ....

Date:

Place:

