



उत्तराखण्ड ग्रामीण बैंक
UTTARAKHAND GRAMIN BANK

Scheduled Bank owned by Government

**Uttarakhand Gramin Bank Quotation Call Document (For
Empaneled Agencies Only)**

APPLICATION FORM

To,
The General Manager
Uttarakhand Gramin Bank
Head Office, 8A IT Park,
Sahastradhara Road, Dehradun

Submission of Quotation for Uniform Rate – Glow Signage Work

Sir/Madam,

We hereby submit our quotation for supplying, fabricating, installing and maintaining Glow Sign Boards / Sign Boards for the branches and offices of Uttarakhand Gramin Bank, strictly in accordance with the Bank's approved Technical Specifications, General Terms & Conditions and other instructions contained in the quotation document.

We confirm that we have carefully read, understood and accepted all the terms, conditions and guidelines issued by the Bank and agree to abide by the same unconditionally.

The quotation shall be submitted in a **sealed envelope**, duly superscribed as:

“Quotation for Fixation of Uniform Rates for Supply and Installation of Glow Sign Boards / Sign Boards for Uttarakhand Gramin Bank (For Empanelled Agencies Only)”

The sealed envelope shall be addressed to the **General Manager, Uttarakhand Gramin Bank, Head Office, Dehradun**, and must be **submitted on or before 24.12.2025 up to 05:00 PM**.

Quotations received **without proper superscription or after the due date and time** shall not be considered. The Bank shall not be responsible for any delay or loss of quotation submitted through post/courier.

Agency Details

- Name of Agency:
- Registered Office Address:
- Contact Person Name:
- Mobile Number:
- Email ID:



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Head Office,
8A, IT Park, Sahastradhara Road,
Dehradun, 248013.

प्रधान कार्यालय,
8ए, आई टी पार्क, सहस्रधारा रोड,
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Documents Attached (Tick ✓)

1. GST Certificate
2. PAN Card
3. UGB Empanelment Letter
4. OEM Warranty Certificates
5. Technical Specification (Annexure-I)
6. Financial Bid (Annexure-II)
7. General Terms & Condition (Annexure-III)
8. Declaration Form (Annexure-IV)

We further confirm that the rates quoted by us are strictly as per **Annexure-II (Financial Bid)** and that we agree to execute the work at the **Bank-approved uniform (L1) rates**, subject to the terms and conditions of the quotation document.

Authorized Signatory:

Name:

Designation:

Date:

Signature & Seal:



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Annexure -1

Technical Specification of Glow Sign Board /Sign Board for branches & Offices

Sl. NO	Parts	Element	Particular
1	Flex GSB with LED Light	Flex	Korean Star Flex Backlit Min. 460 GSM (UV-resistant, Tear Strength ≥ 75 N/25mm, Cold Crack Resistant -10°C)
		Box Frame	1 inch 04 KG Pipe (ISI Marked, CO ₂ Welding, Anti-rust treatment)
		Side Cover	Powder coated sheet 26 gauge
		Back Cover	26 gauge GI Sheet with moisture drainage holes
		LED	1.2 watt, Made in INDIA/KOREA, 03 Modules, Waterproof (IP67), Samsung Lens, Aluminum PCB, Minimum 18–20 lumens/module, 3 Year Warranty (05 Modules Per Sq. Ft.)
		SMPS	Star Tack / Union / Hi-Sign or Equivalent, 12V Output, Input Range 100–300V AC, Overload Protection, Overheat Protection, Short-Circuit Protection, Rain Proof (IP65), 3 Years Warranty
		Printing	UV Print with 03 Year Color Warranty (Minimum 1200 DPI Resolution, Eco-solvent Ink)
		Wiring	1.5 mm Havells Brand FR (Fire Retardant) Wire as per IS 694 Standard
		Electrical Safety	Mandatory Spike Guard / MCB, All joints insulated with 3M / Havells tape
2	Flex Change and Installation in existing Glow Sign Boards of Banks	Flex	Korean Star Flex Backlit Min 460 GSM (or Equivalent Approved Brand: Star Flex, LG Flex, Sunpack Korea, Viva Premium)
		Printing	UV Print with 03 Year Warranty (1200 DPI Minimum)
		Installation	Existing board cleaning, old flex removal, fitting with proper tension, sealing with silicon sealant, compliance photos before & after installation

Note:

- Sizes: 8×3, 10×3, 12×4, 15×4 OR as per site requirement.
- OEM Warranty Certificate for **Flex, LED & SMPS** is mandatory.
- Preferred Flex Brand: **Korean Star** (or Equivalent Premium Brands).
- All components must comply with **Bank Branding Guidelines** (color, logo, font, artwork).
- Installation must follow **safety compliance**, including use of L-angle/J-hooks for mounting.

(Seal & Signature of authorized Signatory)



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Annexure - II

Financial Bid

S. No	Particular	Unit	Basic Price	GST 18%	Total Unit Price (Inclusive of all)
1	Flex GSB with LED Light	Sq. Ft.			
2	Flex Change and Installation in existing Glow Sign Boards of Banks (Inclusive all charges) Other material if required extra	Sq. Ft.			
3	LED lights (For Replacement)	Per Piece			
4	SMPS (For replacement)	Per Piece			

Notes:

1. Specifications strictly as per "Annexure-1 Updated Technical Specification".
2. Rate must include **Material + Fabrication + Installation** only.
3. **Transportation cost excluded.**
4. Quantity may vary as per branch requirement.
5. Vendor must attach **repair/replacement rate sheet** for future servicing.

(Seal & Signature of authorized Signatory)



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Annexure – III

GENERAL TERMS & CONDITIONS

1. This quotation is invited only for **Flex GSB with LED Light and Flex Change and Installation in existing Glow Sign Boards of Banks** and other items, if any, as mentioned in **Annexure-II (Financial Bid)**.
2. The objective of this quotation call is to **finalize uniform rates (L1 rates)** for the items mentioned in Annexure-II, so that the same rates remain **uniform across the Bank**.
3. The Bank shall finalize a **uniform (L1) rate** for all items mentioned in Annexure-II, which shall be applicable throughout the Bank.
4. At present, approximately **200 branches require complete Glow Sign Board replacement and 100 branches require Flex Change and Installation in existing Glow Sign Boards**. The quantities mentioned are indicative and may increase or decrease at the discretion of the Bank.
5. This quotation call is limited to **empanelled agencies only**. Participation by non-empanelled agencies shall not be considered.
6. The Bank is only fixing the **uniform rate** through this quotation process. **Actual execution of work and issuance of Purchase Orders shall be done by the respective Regional Offices** as per Bank guidelines.
7. Transportation cost **shall not be included in the uniform (L1) rate** and shall be paid separately based on branch/office location.
8. Regional Offices shall get the work executed **only through the empanelled agency whose total effective rate (Uniform L1 Rate + applicable transportation cost) is the lowest in that particular region**.
9. Purchase Orders shall be issued by the Regional Offices by adding applicable transportation charges to the Bank-approved uniform rate.
10. All materials, fabrication, installation and workmanship **must strictly comply with the Bank-approved Technical Specifications**. No deviation shall be permitted without prior written approval of the Bank.
11. Any deviation in quality, specifications, branding, design, workmanship or delay in execution may lead to **rejection of work, withholding of payment and/or cancellation of empanelment**.
12. The rates finalized through this quotation process shall remain valid for a period of twelve (12) months from the date of approval by Uttarakhand Gramin Bank. However, the Bank reserves the right to call for fresh quotations during the validity period, if considered necessary, or to extend the validity of the existing rates with the consent of the L1 vendor, as per Bank requirements.
13. The Bank reserves the right to accept or reject any or all quotations, modify quantities, split work, or cancel the quotation process without assigning any reason. The decision of the Bank shall be final and binding.
14. The vendor shall comply with all statutory requirements, safety norms and instructions issued by the Bank/Regional Office from time to time.



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PAYMENT TERMS & CONDITIONS

15. No advance payment shall be made against any Purchase Order issued by the Bank.
16. The successful bidder should submit a Security Deposit of 5% of the value of the work order within fifteen days from the date of work order. The Security Deposit shall be by way of STDR/Bank Guarantee issued by a Scheduled Bank in India favoring of General Manager, Uttarakhand Gramin Bank, Head office- 8A, IT Park, Sahastradhara Road Dehradun.
17. **Ninety percent (90%)** of the invoice value shall be released after satisfactory supply and installation of Glow Sign Boards, duly certified by the concerned branch/office.
18. The balance **Ten percent (10%)** shall be released only after completion of the **three (03) years onsite warranty period**.
19. No payment shall be made in case of short supply of material, incomplete installation or delay in execution of work.
20. All payments shall be subject to **TDS and other statutory deductions** as per prevailing Government and Bank norms.
21. In case the vendor fails to provide warranty support, repair or maintenance services during the warranty period, the Bank reserves the right to withhold payment, terminate the engagement and/or get the work executed through another agency at the **risk and cost of the defaulting vendor**.
22. All invoices must be item-wise and shall clearly mention **HSN codes and GST separately**. Quoted prices shall be treated as inclusive of all applicable taxes.
23. Any material damaged during transportation or supply shall not be accepted and must be replaced **within fifteen (15) days** at no additional cost. Payment shall be released only after replacement.
24. All complaints related to malfunctioning or defects shall be attended to and resolved **within forty-eight (48) hours** of receipt of complaint, including travel time of service personnel.

ACCEPTED THE ABOVE TERMS & CONDITIONS

Authorized Signatory:

Name:

Designation:

Date:

Signature & Seal:



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Annexure – IV

DECLARATION FORM

We, the undersigned, hereby solemnly declare and confirm that:

1. We have carefully read and fully understood all the terms, conditions, instructions and technical specifications issued by **Uttarakhand Gramin Bank** for the subject quotation and we unconditionally agree to abide by the same.
2. We hereby accept the **Bank-approved uniform L1 rates** finalized through this quotation process and undertake to execute the work strictly in accordance with the **Bank's Technical Specifications (Annexure-I)** and other applicable guidelines.
3. We clearly understand and accept that **transportation cost is not included** in the uniform rate and shall be **added separately by the respective Regional Office** based on the location of the branch/office at the time of issuance of the Purchase Order.
4. We further agree that the execution of work shall be carried out by us **only in those regions where our total effective rate (uniform L1 rate plus applicable transportation cost) is the lowest**, as determined by the concerned Regional Office.
5. We hereby commit to provide a **minimum three (03) years onsite warranty** on all components including **LED modules, SMPS, Flex printing, wiring and installation**, from the date of successful installation.
6. We undertake to attend to and replace any defective or malfunctioning component **within forty-eight (48) hours** of receipt of complaint from the Bank, without any additional cost to the Bank, during the warranty period.
7. We confirm that all materials supplied, installation work carried out and services provided by us shall be of approved quality and strictly in compliance with the standards, specifications and norms prescribed by the Bank.
8. We understand that any deviation from the Bank's specifications, quality standards or service obligations may result in rejection of work, withholding of payment, cancellation of empanelment and/or any other action as deemed appropriate by the Bank.
9. We certify that the information furnished by us in the quotation and supporting documents is true, correct and complete to the best of our knowledge and belief.

Authorized Signatory

Name:
Designation:
Name of Agency:
Date:
Signature & Seal:



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