

CORPORATE OFFICE, ESTATE DEPARTMENT,
No. 254 - 260, Avvai Shanmugam Salai, Royapettah, Chennai - 600 014.
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REQUEST FOR QUOTATION (RFQ)

Name of Work: “Shifting of Records, Steel Racks, Cabinets & Almirahs from 5th & 6th Floors at Dewa Towers, Anna Salai, Chennai to 1st & 2nd floors of the Indian Bank premises at No.69, First Avenue, Ashok Nagar, Chennai – 600083”

- The period of completion of the work is **15 days**.
- The successful Bidder has to submit Security Deposit of **Rs.10,000/-** in form of DD in favour of Indian Bank, payable at Chennai. The DD should be submitted within 2 working days. Failure to comply shall result in the rejection of the bid.
- The Contractor will be liable to pay damages to Bank in case of delay in completion of the work beyond the time limit stipulated in the Quotation Document at **1%** per week of the Contract Value for the delay subject to a maximum total of **10%** of Contract value.
- No advance payment would be made. Payment will be made only after successful completion of the work.

A. Eligibility Criteria

For the pre-qualification of Contractor, proof of the following minimum eligibility criteria to be submitted:

1. Should have satisfactorily completed at least **One similar** work, during the last (5) Five year ending March 2026.

Similar work means any kind of Office Documents/Furniture shifting work in any office building.

2. Bidders to submit Self-Attested Copy of GST Certificate / PAN card.
3. 24 x 7 local service set up in Chennai (address proof to be furnished).

To get Quotation Document, the ‘Contractors’ from Chennai region, are Requested to send a request mail along with the proof copies of the above mentioned Eligibility Criteria through email ID to hoestate@indianbank.bank.in & pratheesh.g@indianbank.bank.in from 24.07.2026 to 29.07.2026. Site Visit date on 27.07.2026

Start date of RFQ/Quotation document Issue : 24.07.2026
Last date of Quotation Submission : 29.07.2026 upto 15:00 hrs

Deputy General Manager (Estate)

