INDIAN BANK, CORPORATE OFFICE,
NO: 254-260, AVVAI SHANMUGAM SALAI, CHENNAI – 600014.

e-TENDER FOR SELECTION OF CONTRACTOR FOR SETTING UP EXHIBITION BOOTH AT GFF 2026, MUMBAI-SEPTEMBER 09-11, 2026

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Bidder Sign and Seal

NOTICE INVITING TENDER

1) Indian Bank, Corporate Office, Chennai-14 invites online bids under ***Two Bid System*** containing ***Part-1: Technical Bid & Part-2: Financial Bid*** from Established Interior/civil contractors and event management agencies complying minimum qualification criteria for **"SETTING UP EXHIBITION BOOTH AT GFF 2026, MUMBAI–SEPTEMBER 09-11, 2026"** as per Bill of Quantities and specification for Proposed Works.

1.	Tender Ref No.	IB / GFF / 2026-27 dated 05.08.2026
2.	Name of work	Setting Up Exhibition Booth at GFF 2026, Mumbai–September 09-11, 2026
3.	Period of completion	On or before September 8th, and as per the time schedule permitted by the organizers of GFF 2026. Bidder should complete the work within 24 Hrs. or within the maximum time frame permitted by the organizers of GFF 2026.
4.	Estimated Cost	Rs.30,00,000 **(Rupees Thirty Lakh only)** plus GST
5.	Earnest Money Deposit (EMD)	**Rs.1,00,000 (Rupees One Lakh only)** by online transfer to the Bank account or through electronic Bank Guarantee valid for one month.
6.	Tender Processing Fee (Nonrefundable)	Nil
7.	Issue of Tender Documents	Documents shall be available online at Indian Bank Website: www.indianbank.in and e-procurement portal: https://www.tenderwizard.com/INDBANK
8.	Pre bid meeting	Pre-bid meeting to be held on 10.08.2026 at 3.PM AM through Webex Video Conferencing meet. The link for the Webex meeting will be uploaded in bank website one day before the pre bid meeting. The bidders having queries/clarification regarding the tender can submit their queries at e-tender portal/as well as email: jaseel.pc@indianbank.bank.in on or before 08.08.2026
9.	Last Date & time of Submission of Bids online (Bid due date)	21.08.2026 up-to 15.00 Hrs.
10	Date & time of opening of Technical Bids through e-tender portal	21.08.2026 up-to 15.30 Hrs.
11	Date & time of opening of Financial Bids through e-tender portal	Will be intimated only to the pre-qualified bidders
12	Bid Validity	30 Days from the date of opening of technical bid

13	Date of start of work	From the date of handing over the site. However, materials shall be arranged well in advance to start the work immediately after the site is handed over
14	Performance Guarantee	10% of tendered or quoted value. Performance Guarantee to be submitted by successful bidder (as per scheduled time) within 3 days from the date of issue of work order, in the form of DD or Bank Guarantee from a Scheduled Bank based in India (other than Indian Bank) and shall be valid for minimum three months.
16	In case of Contractor withdraw after accepting the contract / work order.	A successful bidder, after accepting the LOI / LOA / contract will ensure completion of work as per schedule and shall not be allowed to rescind/repudiate/withdraw the work / contract. In case of rescind/repudiation/withdrawal from work / contract, the bidder shall be liable to compensate the Bank with 10% of the estimated cost of the work with other liquidated and unliquidated damages, which the bidder accepts and undertake to comply.
17	Payment	Within 5 working days on completion of the work and submission of invoices.
18	Liquidated Damages	Performance guarantee will be invoked if the work is not completed as per the BOQ and approved design on or before 08.09.2026.
19	Recovery of Taxes	As per rules applicable from time to time
20	Bank account details for the purpose of preparation of Bank Guarantee / EMD/ Tender Cost only.	Account Name: HO Expenditure Bank A/c Number: 432438421, Current Account Bank Name: Indian Bank IFSC Code: IDIB000H003 Branch Name: Royapettah Branch, Chennai.

All bidders shall pay EMD online or in form of e-BG valid for one month.

1. The intending bidder must read the terms and conditions of Notice Inviting eTender and the Bid documents carefully. They should only submit the bid if they consider themselves eligible and they are in possession of all the documents required.

2. Information and Instructions for bidders posted on website shall form part of bid document.

3. The document consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents can be seen and downloaded from e-tender portal https://www.tenderwizard.com/indbank

4. Contractor must ensure to quote rate of each item. Therefore, if any cell is left blank and no rate is quoted by the bidder, rate of such item shall be treated as"0"(ZERO).

5. If a bidder quotes nil rates against each item in item rate tender, the tender shall be treated as invalid and will not be considered as lowest bidder.

6. The Technical bid shall be opened first on due date and time as mentioned above. The time and date of opening of financial bid of contractors qualifying the technical bid shall be communicated to them at a later date.

7. The Bank reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.

8. Bank reserves the right to accept or reject any application without assigning any reason or incurring any liability whatsoever.

9. EMD: Bidders shall remit the Bid Security / EMD amount to the Bank account in sl.no.19 of above. The transaction reference no. has to be specified in the covering letter.

10. The Tender Document is available on the Bank's website and Tender Wizard portal.

11. The interested applicants/ contractors/ bidders may attend the pre bid meeting over video conference, as per the details mentioned above.

12. Any corrigendum/addendum/errata in respect of the tender shall be made available only at our official web site http://www.indianbank.in/tender and https://www.tenderwizard.com/indbank. No press advertisement will be given. Hence prospective applicants are advised to visit Indian Bank web site regularly for above purpose.

13. EMD ARE NOT EXCEMPTED EVEN for companies / Firms who are registered with Micro, Small & Medium Enterprises / NSIC / MSME as per guidelines issued by Department of MSME, Govt. of India vide notification dated 27.01.2022 for work contract.

14. Bids without EMD will be summarily rejected.

(i) INSTRUCTIONS FOR ONLINE BID SUBMISSION

This tender is an e-Tender and is being published online. The tender is invited in Two cover system from the eligible bidders through e-tender portal. The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-tender Portal may be obtained at: https://www.tenderwizard.com/indbank

i. Tenderers are required to enroll on the e-tender module of the Bank.

ii. The bidders will be required to register their valid Digital Signature Certificate.

iii. Only one valid DSC should be registered by abider. Please note that the bidders are responsible to ensure that he/ she do not lend their DSC's to others which may lead to misuse.

iv. Bidders should check and take into account any corrigendum published on the tender document before submitting their bids.

v. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Any deviations from these may lead to rejection of the bid.

vi. Tenderer, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR /DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

vii. Bids shall be submitted online only at Indian Bank Website www.indianbank.in and e-procurement portal: https://www.tenderwizard.com/indbank

viii. Bidders should log in to the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. bidder will be responsible for any delay due to other issues.

ix. Bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document. Hence, it will take some time.

x. The agency shall download the pre bid clarification if any for the work and upload the same (scanned copy) duly signed by Authorized signatory. The revised documents (if any) shall be uploaded in e-tender portal only.

xi. Tenderers are requested to note that they should necessarily submit their financial bids in the format provided in the e-tender portal and no other format will be acceptable.

xii. Tenderers are advised to upload their documents well in advance, to avoid last minutes 'rush on the server or complications in uploading. Bank, in any case, shall not be held responsible for any type of difficulties during uploading the documents including server and technical problems whatsoever.

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xiii. The uploaded tender documents become readable only after the tender is opened by the authorized bid opener.

xiv. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid.

xv. Intending bidders are advised to visit this website regularly till closing date of submission to keep themselves updated as any change/modification in the tender will be intimated through this website only by corrigendum/addendum/amendment.

(ii) Assistance To Bidders

i. Contact details of e-tender service provider (Tender wizard) for any assistance:

Name: Mr. Ramu G.K. & Ms. Pooja M/s. Antares Systems Limited
137/3 , 'Honganasu' Kengeri, Bangalore Mysore Road, Bangalore – 560 060, India
Support Contact No. 9945266022/ 9686196751 Support Email: ramu.gk@antaressystems.com

From Bank:

Indian Bank Corporate Office, IT Department,
No.66, Rajaji Salai, Chennai – 600 001
Tel.: 044-25278841
e-mail: HP.MOHANTY@indianbank.bank.in

Assistant General Manager
Indian Bank
Corporate Office, Chennai - 600 014

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DISCLAIMER

This document has been prepared by Indian Bank to provide information to prospective Bidders, who are interested to Bid for the work of "**SETTING UP EXHIBITION BOOTH AT GFF 2026, MUMBAI–SEPTEMBER 09-11, 2026**".

This document is neither an agreement, nor an offer or invitation to perform work of any kind to any party.

The purpose of this document is to provide interested parties with information to assist the preparation of their Bid. While due care has been taken in the preparation of the information contained herein, and is believed to be complete and accurate, neither any of the authorities/ agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, expressed or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

Further, Indian Bank does not claim that the information is exhaustive. Respondents to this document are required to make their own inquiry/ survey and will be required to confirm, in writing, that they have done so and they did not rely solely on the information given herein.

Indian Bank reserves the right not to proceed with the Project or to change the configuration of the Project, to alter the timetable reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the Project further with any respondent.

No reimbursement of cost of any type or on any account will be made to persons or entities submitting their Bid.

DEFINITIONS

1. "Application" shall mean the response submitted by interested parties.
2. "BID/Tender" shall mean documents downloaded from the website by the prospective Bidder. The word "Tender" is synonymous with "Bid".
3. "Bid Security/ Earnest Money" shall mean the amount to be deposited by the Bidder with the Tender.
4. "Bid Validity" shall mean the period for which the Bids shall remain valid.
5. "Bidder" shall mean the party located in India who is participating in the Tendering process pursuant to and in accordance with the terms of this document. The word "Tenderer" is synonymous with "Bidder".
6. "Bank" shall mean INDIAN BANK having Corporate Office, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014, Tamil Nadu, India.
7. "Contract Agreement" shall mean the agreement to be signed between the Successful bidder and the Bank.
8. "Contract Price" shall mean the financial bid of the Successful bidder as accepted by the Bank.
9. "Evaluation Committee" shall mean the committee constituted by the Bank for the evaluation of the bids.
10. "GFF" shall mean the Global Fintech Fest 2026, to be held at Jio Convention Centre, Mumbai, from September 09-11, 2026.
11. "Letter of Acceptance" shall mean the letter issued by the Bank to the Successful bidder inviting him to sign the Contract Agreement.
12. "Performance Guarantee" shall mean the amount to be paid by the Successful bidder asper relevant clause mentioned elsewhere.
13. "Project / Work" shall mean Setting Up Exhibition Booth at GFF 2026, Mumbai–September 09-11, 2026.
14. "Site" shall mean the place where the works under the Project are to be carried out and the details of which are provided in this document.

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15. “Successful bidder” shall mean the bidder declared technically and financially successful for the Project and with whom, the Contract Agreement shall be signed.
16. “Similar Works” as defined in eligibility criteria.
17. “Scheduled banks” mean “Scheduled commercial Banks”
18. “NIT” means Notice Inviting Tender. The word “Notice Inviting Tenders” is synonymous with “Notice Inviting Bids”.
19. “ITB” means Instructions to Bidders

1.1. Eligibility Criteria

a. EXPERIENCE:

Bidders who fulfil all of the following requirements, supported with documentary proof, shall be eligible to apply.

i. Minimum of 3 years’ experience in setting up and furnishing exhibition booths / stalls at Information Technology / Digital Banking related events as on 30.06.2025.

ii. Satisfactorily completed the end-to-end construction and furnishing works of at least one exhibition booth with mezzanine floor and minimum floor area of 50 m^2 or above during the last 2 years as on 30.06.2026.

iii. Satisfactorily completed the end-to-end construction and furnishing works of:

(a) At least one exhibition booth with a cost of Rs.24 lakh plus taxes or above, or

(b) At least two exhibition booths with a cost of Rs.15 lakh plus taxes each or above, or

(c) At least three exhibition booths with a cost of Rs.12 lakh plus taxes each or above.

during the last 2 years as on 30.06.2026.

The Following documents shall be considered for evaluating the criteria of work experience:

Self-attested copies of work order, Abstract of BOQ along with completion certificate (**indicating the name of work, final amount, completion date etc.)** issued by the client on their letter head for completed work. **Works undertaken as a sub-contractor will not be considered. Work should have been executed directly by the bidder.**

b. TURNOVER:

Average annual turnover of the bidder for the last three financial years ending 31st March 2026 should not be less than Rs.1.00 Crores as per the audited balance sheet. Year in which no turnover is shown would also be considered for working out the average.

c. POSITIVE NETWORTH:

The Bidder should have a positive net worth during the last 3 financial years and the net worth should not have been eroded by more than 30% during the last 3 financial years. Net worth of FY 2023-24 and FY 2025-26 will be considered for calculating the erosion. Certificate(s) from Chartered Accountant/ Statutory auditors specifying the net worth of the Applicants, as at the close of the preceding financial year should be submitted.

1.2 . **Other conditions**

(i) Interested bidders meeting the above Tender criteria can download the tender document from banks website www.indianbank.co.in/tenders and submit their tenders along with experience profile, proof of meeting the above criteria, attested copies of completion / work in progress certificates from the clients, audited certified balanced sheet for the last 3 (three) FY years, and EPF/GST certificates.

(ii) Joint Venture: Joint Ventures or consortium of firms are not permitted.

(iii) Submission of Documents shall be through e-Mode (ONLINE) only. All the required documents duly signed by the person authorized to sign the bid shall be uploaded on http://tenderwizard.com/indbank. Bidders can upload document in the form of JPG format and/PDF format only, before the last date & Time of submission of Tender.

(iv) Indian Bank reserves the right to verify the authenticity of the documents submitted by the bidders. Indian Bank also reserves the right to reject any or all applications, split the works or cancel the process without assigning any reason whatsoever may be.

(v) The applicant must have adequate organizational set up as well as having enough experienced personnel, technical know-how and infrastructure to complete the project well within time frame.

OFFICE IN MUMBAI:

The bidder should have registered/branch/local office in Mumbai or Navi Mumbai.

1.3 The following shall also be considered while assessing the eligibility of the bidder:

a. The bidder should be an Indian firm or company.

b. Experience should be in the name of the bidding firm or company and not in subsidiary/associate company/ Group Company etc.

c. Bid submitted as Direct / indirect Joint Ventures (JV)/ Consortium/Special Purpose Vehicles of whatsoever kind are not accepted.

d. In case the work experience is of Private sector, the completion certificate shall be supported with copies of Corresponding TDS Certificates.

e. For the purpose of similar works, works executed in India only shall be considered.

1) The bidder shall have GST registration in Maharashtra. The copy of GST registration shall be submitted.

2) The bidder shall have ESI/ EPF registration. Copy of valid ESI/EPF registration shall be submitted.

The bidder shall submit the affidavit on a Rs.100/- non judicial stamp paper duly notarized, to this effect, as per prescribed format **(Form "F").**

2) Evaluation Criteria:

Bids satisfying the minimum eligibility requirement given at '1.1 Eligibility Criteria' above, will be evaluated for shortlisting for opening of part II of the tender. Eligible works / financial standing will be evaluated.

(ii) The successful bidder shall settle labor problems if any occurred at site during the construction stage.

1.6 The bid documents consisting of plans, specifications, the schedule of quantities of various types of items to be executed and the set of terms and conditions of the contract to be complied with and other necessary documents is available on line free of cost.

1.7 The bid submitted shall become invalid if:

(i) The bidder is found ineligible.

(ii) The bidder does not upload all the documents (including GST registration) as stipulated in the bid document. In case the bidder is not registered at the time of submission of bid, they will submit an undertaking that they will get themselves registered with the concerned authorities within 30 days of in case they are awarded the work. In such cases, the payment will be released only after the GST compliant invoice is submitted by the successful bidder.

(iii) If any discrepancy is noticed in the documents as uploaded at the time of submission of bid.

1.8 The Technical package and Financial Package as detailed in clause 2.3.6 and 2.3.7 of ITB shall be submitted online, each marked as per clause 2.3.11 of ITB up to 15:00 hours on 21.08.2026 will be opened online as per the stipulated date& time of submission of bid.

1.9 In case the contractor fails to deposit the said performance guarantee within the period as indicated in Notice Inviting Tender, including the extended period if any, the earnest money deposited by the contractor shall be forfeited automatically without any notice to the contractor.

1.10 **Evaluation of performance** :

Evaluation of the performance of contractors for eligibility shall be done by the Bank. If it is found that the performance of the bidder for the inspected works is not satisfactory in terms of quality/ time overrun/overall performance etc. the bidder may get disqualified even though the documents submitted by them will meet the eligibility criteria as laid down in clause.

1.11 The bidder shall be responsible for arranging and maintaining at its own cost all materials, tools, water, access, facilities for workers and all other services required for executing the work unless otherwise specifically provided for in the contract documents. Submission of a tender by a bidder implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of the work.

Bank shall not be liable for such costs, regardless the outcome of the selection process.

1.12 The Bank does not bind itself to accept the lowest or any other tender and reserves to itself the authority to reject any or all the tenders received without the assignment of any reason. All tenders in which any of the prescribed conditions are not fulfilled or any condition including that of conditional rebate is put forth by the bidder shall be summarily rejected.

1.13 Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.

1.14 Bank reserves the right to accept the whole or any part of the tender and the bidder shall be bound to perform the same at the rate quoted.

1.15 The contractor shall not be permitted to tender for works in case his near relative is Staff in the Bank or in the Managerial cadres of the Bank and is directly dealing with the Project. Any breach of this condition by the contractor would disqualify him from participation and consideration in the tender process.

1.16 The tender for the works shall remain open for acceptance for a period of **30 (Thirty)** days from the LAST date of submission of bid or any extension thereto. If any bidder withdraws his tender before the said period or issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to the Bank, then the Bank shall, without prejudice to any other right or remedy, be at liberty to forfeit 100% of the said earnest money as aforesaid. Further the bidder shall not be allowed to participate in the re–tendering process of the work.

1.17 **Bank reserves the right to Negotiate with the L1 bidder through the Bank's committee for finalizing the L1 bid price.**

1.18 This is a Time Bound Project.

1.19 The scope of work shall be as per Section III of this document.

1.20 The Bidder must associate with the other agencies working at the site.

1.21 The contractor/bidder will indemnify the Bank, as the case may be, against all penal action that may be levied/effected by any concerned authority for default in any labor regulation/PF/ESI and other statutory requirements of the relevant Acts/Laws related to the work of the contractor and will bear the legal charges, if any, and will pay the legal charges/dues directly to the concerned authority. An undertaking in this regard is required to be submitted by applicants along with the bid documents.

1.22 This Notice Inviting bid shall form a part of the contract document. The successful bidder/ contractor, on acceptance of his tender by the Accepting Authority, shall, **within 3 days** of the date of issue of the Letter of Acceptance, sign the contract consisting of :-

a) The Notice Inviting Bids, all the documents including General Conditions of the Contract, Specific Conditions of Contract, Specifications, Bill of Quantities and drawings, if any, forming the tender as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto including amendments, corrigendum etc. if any.

All amendments(s)/ corrigendum/ minutes of pre bid meeting, if any.

1.23 Bank reserves the right to accept or reject any or all the tenders without assigning any reason, No Bidder shall have any cause of action or claim against the Bank for rejection of his tender**.**

Assistant General Manager , Indian Bank

Corporate Office, Chennai - 600 014

SECTION-II : INSTRUCTIONS TO BIDDERS (ITB)

2.1 Eligibility Criteria : As per Notice Inviting e-Tender

2.2 Disqualification. Even if a Contractor/bidder meets the eligibility criteria as per clause 1.1, The Bank may, at their discretion and at any stage during the selection process or execution of the Project, order disqualification of the contractor if the Contractor / bidder:

2.2.1 Has made misleading or false representations in the forms, statements, affidavit and attachments submitted;

2.2.2 Has been under blacklisting or debarred or penalized from bidding by any government agency or public sector undertaking or judicial authority or Arbitration bodies as on last date of submission of bid for the last five years

2.2.3 Had suppressed actual facts will be sufficient cause for disqualification.

2.2.4 Have not submitted all the supporting documents or not furnished the relevant details as per the prescribed format

2.3 BID Documents:

2.3.1 **Contents of BID Documents**

BID Document shall consist of the documents listed in this document along with any schedules, addendum or corrigendum etc. issued by The Bank for the purpose.

2.3.2 **Pre-Bid Conference**

The bidders having queries/clarification regarding the tender can submit their queries at e- tender portal as mentioned in Notice Inviting Bid. The pre bid meeting will be held as per the details mentioned in Section-I (Notice Inviting Bids). No other queries shall be entertained or replied to, after the date of submission of queries. The Bank's response (including an explanation on the query but without identifying the source of the inquiry) will be uploaded on Indian Bank Website www.indianbank.in/tenders and e-tender website https://www.tenderwizard.com/indbank

2.3.3 **Clarifications**

Contractor requiring any clarification with regards to the BID document may utilize the forum of pre-bid to submit queries/clarification regarding the tender can submit their queries at e-tender portal or email to jaseel.pc@indianbank.bank.in. The Bank will respond to any request for clarification which is received within date specified in the NIT. The response(including an explanation on the query but without identifying the source of the inquiry) will be uploaded in the e-tender portal. Only written communication/ clarification can be considered as valid.

2.3.4 **Amendment to BID Document**

i. At any time prior to the deadline for the submission of Bids, The Bank, may, for any reason, whether at its own initiative or in response to a clarification or query raised by prospective Bidders, modify the BID document by an amendment.

ii. The said amendments in the form of the addendum/corrigendum will be made available on Indian Bank Website www.indianbank.in and e-tender website https://www.tenderwizard.com/INDBANK not later than 3 days to the original or extended deadline for the submission of the bids. The uploading of the said amendments shall be binding of the bidders. The Bidders are strongly advised to regularly visit above websites to ensure that they are aware of the amendments. The addendum (s) / corrigendum (s) issued will form part of the BID documents.

iii. In order to afford prospective Bidders reasonable time for preparing their Bids after taking into account such amendments, the Bank may, at its discretion, extend the deadline for the submission of Bids.

2.3.5 **Preparation of Bid:**

a) Bidder's responsibility**:**

i. The Bidder is solely responsible for the details of his Bid and the preparation of Bids.

ii. The Bidder is expected to examine carefully all the contents of BID document as mentioned in Notice Inviting Bids including instructions, conditions, forms, terms, etc. and take them fully into account before submitting his offer. Bids, which do not satisfy all the requirements, as detailed in these documents, are liable to be rejected as being unresponsive.

iii. The Bidder shall be deemed to have familiarized with the Site and its surroundings and taken into account all relevant factors pertaining to the Site, while preparing and submitting the Bid.

b) Documents Comprising the Bid

Bidder shall submit their Bids ONLINE. The contents of the Technical and Financial packages are as mentioned hereinafter i.e. Clause 2.3.6 & 2.3.7.

c) Alternative Proposal by bidders:

Bidders shall submit offers that comply with the requirement of the Tender, as indicated in the drawing and specifications. Alternatives will not be considered.

d) Method of Application:

i. If the bidder is an individual, the application shall be signed by him above his/her full type written name and current address.

ii. If the bidder is a proprietary firm; the application shall be signed by the proprietor above his/her full type written name and the full name of his firm with its current address.

iii. If the bidder is a firm in partnership, the application shall be signed by all the partners of the firm above their full type written names and current addresses or alternatively by a partner holding power of attorney for the firm. In the latter case, a certified copy of the Power of Attorney should accompany the application. In both the cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.

iv. If the bidder is a Limited company or a corporation, the bid shall be signed by a duly authorized person holding Power of Attorney for signing the application and certified copy of such power of attorney shall also be furnished. The bidder should also furnish a copy of memorandum of articles of association duly attested by a Public Notary.

e) Bid documentation

i. All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even, if no information is to be provided in a column, a 'Nil' or 'no such case' entry should be made in that column. If any particulars/query is not applicable in case of the bidder, it should be stated as 'Not applicable'. **The bidders are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms (or) deliberately suppressing the information may**

result in the bid being summarily disqualified. Bid made by other modes will not be entertained.

ii. The bid should be type written. The bidder should sign & seal each page of application, forms and documents before scanning & uploading.
iii. Over writing if any should be avoided. Corrections if any should be made by neatly crossing out, initialing, dating and rewriting. Pages of the eligibility criteria document are numbered. Additional Sheets if any added by the Bidder should also be numbered by him. They should be submitted as a package with signed letter of transmittal.
iv. The bidder may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete envisaged work. He is, however advised not to furnish superfluous information. No information shall be entertained after submission of eligibility criteria document unless it is called for by the Bank.

2.3.6 **Contents of Technical Package:**

The technical package has to be submitted in two parts. Technical Package Part - II shall be submitted online only duly digitally signed and sealed by authorized signatory and comprise the following

(A) Technical Package Part –I ; shall comprise the following :

I. Bid Security

a. The Bidder shall submit EMD for an amount, as mentioned in Notice Inviting e-tender.
b. The Bid securities of unsuccessful Bidders shall be discharged/ returned after expiry of the final bid validity and latest on or before the 30th day after the award of contract. However, in case of two packet or two stage bidding, bid securities of unsuccessful bidders during first stage, i.e., technical evaluation etc. should be returned within 30 days of declaration of result of first stage i.e. technical evaluation etc.
c. The Bid Security shall be forfeited if a bidder withdraws his bid during the period of bid validity or in the case of the successful bidder, if he fails to furnish the necessary performance security or enter into the Contract within the specified time limit.
d. The Bid Security of the successful bidder shall be returned after receipt of Performance Bank Guarantee.

(B) Technical Package Part -II

II. **Form of bid** along with Appendix to be typed on the letter head and duly signed and stamped by authorized person.

III. Format for Power of Attorney for signing of proposal. In case bid is signed by Managing Director/Partner/Proprietor himself, Power of Attorney is not required. It is mandatory to mention on letterhead that the bid is duly signed and stamped by Managing Director / Partner / Proprietor.

IV. Indemnity/ Undertaking/ Affidavits as per requirements

V. Original Affidavit as per format (L1 bidder shall submit the original affidavit within 15 days of award of work)

VI. Form “T-1” (Financial Information) — Annual Financial Statement for the last three years ending 2025-26

VII. Form “T-2” (List of all works of similar nature successfully completed during the last three years)

VIII. Copies of GST Registration or undertaking in this regard as per Clause 1.7 (iii).

IX. Certificate of Registration for ESI, EPF and acknowledgement of up-to- date file return.

X. All pages of the entire tender document, Corrigendum/ addendum (if any)/ pre bid clarifications (if any) signed by the authorized person of the bidder(s).

2.3.7 Contents of Financial Package

The financial package **(Annexure I–FINANCIAL BID/ PRICE BID)** should be submitted **ONLINE** only. Physical submission of financial bid will not be accepted and e- tender shall be rejected. The price quoted shall be excluding GST but include all applicable costs associated with the Project i.e. any out of pocket/ mobilization expenses, taxes & duties, Building and other Construction Workers welfare Cess and any other applicable statutory taxes, levies as per GCC applicable till the last stipulated date for the receipt of tender including extensions if any. In case Government levies/modifies any tax subsequently, the same will be adjusted plus/minus. In case Government levies/modifies any tax subsequently the same will be adjusted plus/minus. The Bidder must ensure to fill up price against each item of Price bid. If any cell is left blank then value of that cell shall be treated as “0” (ZERO).

However, in respect of GST, where ever legally applicable the same shall be paid by the contractor to the concerned Authorities as per the prevailing rules. The payment for any bills as per this contract shall be made for the total value of the works at the contract rate plus the GST @18% at the time of billing. Any variation in tax rate of GST (increase or decrease) after the last date of tender submission shall be adjusted at the time of settlement of bills. TDS and other deductions shall be made on payments excluding GST.

2.3.8 Language of Bid

The Bid and all related correspondence and documents relating to the Project shall be in English language.

2.3.9 Currency of Bid

Bid prices shall be quoted in Indian Rupees only. The amount mentioned elsewhere in the bid document will also be deemed to be in Indian Rupees unless otherwise mentioned.

2.3.10 Extension of Bid Validity

Prior to the expiry of the original Bid Validity Period, Bank may, at its discretion, request Bidders to extend the Bid Validity Period for a specified additional period and also correspondingly extend the period of validity of Bid Security submitted.

2.3.11 Format and Signing of Bid

a. Bid documents (technical package/ bid Part II and financial package/ bid) shall be digital signed by a person duly authorized to sign the Bid documents. The Bidder shall also submit a power of attorney authorizing the person signing the documents.

b. The complete Bid shall be without alterations, overwriting, interlineations or erasures except those to accord with instructions issued by The Bank, or as necessary to correct errors made by the Bidder. All amendments/corrections shall be initialed by the person or persons signing the Bid.

c. All witnesses and sureties shall be persons of status and probity and their full names, occupations and addresses shall be written below their signatures.

2.3.12 Sealing and Marking of Bids

a. The Bid shall be submitted along with documents and mode of submission mentioned above in this section and also mentioned in the Checklist at Annexure - II of this document.

Please note that the price should not be indicated in any of the documents enclosed in technical package. Non-compliance shall entail rejection of the Bid.

b. In the case of Item Rate Tenders, only rates quoted shall be considered. Any tender containing percentage below/above the rates quoted is liable to be rejected. Rates quoted by the contractor in item rate tender in figures shall be accurately filled. In e-tendering, the intending bidder can quote his rates in figures only. The rates in words, amount of each item and total is generated automatically. Therefore, the rate quoted by the bidder in figures shall be taken as correct. In event no rate has been quoted for any item (s), it will be presumed that the contractor has included the cost of this/these items(s)in other items and rate for such item(s) will be considered as zero and work will be required to be executed accordingly.

However, if a bidder quotes nil rates against every item in item rate tender, the tender shall be treated as invalid and will not be considered as lowest bidder.

Modifications/ Substitution/ Withdrawal of Bids

(a) No modification or substitution of the submitted Bid shall be allowed after last date of submission of bids.

(b) The bidder may read the instructions in 'Vendor guide' in the e-tender portal for submission/ modification/ withdrawal of bids.

2.3.13 **Power of Attorney:**

Bidders shall submit, along with Technical Package, a power of attorney, on a stamp paper of appropriate value, in favor of the person signing the Bid documents authorizing him to sign the Bid documents, make corrections/ modifications thereto and interacting with The Bank and act as the contact person. The format for the power of attorney shall be as per form E of Bid Document. In case bids are signed by Managing Director/Partner/Proprietor himself, Power of Attorney is not required.

In the event of tender being submitted by a firm, it must be signed separately by each partner thereof or in the vent of the absence of any partner, it must be signed on his behalf by a person holding a power of attorney authorizing him to do so, such power of attorney to be produced with the tender, and it must disclose that the firm is duly registered under the Indian Partnership Act 1932.

2.3.14 **Bid Opening and Evaluation:**

Bid Opening

i. The Bids will be opened in the presence of Bidders or their authorized representatives who may choose to attend on date & time as mentioned in Notice Inviting e-tender. If such nominated date for opening of Bid is subsequently declared as a public holiday, the next official working day shall be deemed as the date of opening of the Bid.

ii. Bids for which an acceptable notice of withdrawal has been submitted shall not be opened.
iii. Bids which have not complied with one or more of the foregoing instructions may not be considered.
iv. On opening of the e-Bid, it will be checked if they contain Technical & Financial Bids and EMD/ Bid Security & Tender Cost paid online, as detailed above.
v. The Bidders name, the presence or absence of the requisite details as required or their authorized representative, may consider appropriate will be announced at the time of Bid opening.
vi. Technical Package of the Bids will be opened first. These will be checked for completeness and confirmation of submission of the requisite EMD/Bid Security. If the documents do not meet the requirements of the e-Tender, a note will be recorded.

vii. Technical evaluation shall be as per section IV, Evaluation Process.

viii. Financial Package of all bidders whose bids are found responsive after technical evaluation will be opened at a later date.

2.3.15 Determination of Responsiveness

i. Prior to the detailed evaluation of Bids, The Bank will determine whether each Bid is responsive to the requirements of the tender.

ii. For the purpose of this clause, a responsive Bid is one which:

a. Have digital signature.

b. Is accompanied by the power(s) of attorney if required

c. Contains all the information as requested in the Bid Document

d. Contains information in formats same/similar as those specified in this Bid Document

e. Mentions the validity period of the offer

f. Is accompanied by the Bid Security/ EMD &Tender Cost

g. Conforms to all the terms, conditions and specifications of Tender without material deviation or reservation. "Deviation" may include exceptions and exclusions. A material deviation or reservation is one which affects, in any substantial way, the scope, quality, performance or administration of the works to be undertaken by the Bidder under the Contract, or which limits in any substantial way, The Bank's rights or the Bidder's obligations under the Contract as provided for in Bid and/or is of an essential condition, the rectification of which would affect unfairly the competitive position of other Bidders presenting substantially responsive Bids at reasonable price.

iii. If a Bid is not substantially responsive to the requirements of Bid, it will be rejected by The Bank. The decision of the Bank in this regard shall be final and binding. The financial Packages of non-responsive Bidders shall not be opened.

2.3.16 Evaluation of Bids

i. Bank would examine and evaluate responsive Bids, as per the criteria set out in this document at Section IV Evaluation Process

ii. The Bank reserves the right to reject any Bid if:

a. At any time, a material misrepresentation is made or uncovered; **or**

b. The Bidder does not respond within the stipulated time to requests for supplemental information/ clarifications required for the evaluation of the Bid; **or**

c. It is found that the information provided is not true or incorrect or facts/ material for the evaluation have been suppressed.

2.3.17 Clarification of Bids

i. Evaluation of technical Bids submitted by Bidders shall be undertaken based on details submitted therein only. Bidder shall not be allowed to submit on their own, additional information or material subsequent to the date of submission and such material/ information, if submitted, will be disregarded. It is therefore essential that all details are submitted by the Bidder comprehensively, accurately and specifically in their technical Bid, avoiding vague answers. However, Evaluation Committee, if it so desires, reserves the right to seek any clarification from the Bidders on the information provided in the technical package. The request for clarifications and the response shall be in writing. No change/ addition in the information or substance of the Bid shall be sought, offered or permitted.

ii. No change in the price or substance of the Bid shall be sought, offered or permitted except as required to confirm correction of arithmetical errors observed by the Evaluation Committee during the evaluation of Bids.

2.3.18 **Process to be Confidential**

i. Except the public opening of the Bids, information relating to the examination, clarification, evaluation and comparison of Bids and recommendations concerning the award of Contract shall not be disclosed to Bidders or other persons not officially concerned with such process.

ii. Any effort by a Bidder to influence The Bank's Evaluation Committee in the process of examination, clarification, evaluation and comparison of Bids and in decisions concerning award of Contract, shall result in the rejection of their Bid.

2.3.19 **Award of Contract**

i. **Award Criteria**

Bank will declare the Bidder ranked L1 as Successful Bidder and proceed to issue Letter of Acceptance (LOA) as per the procedure mentioned in the Bid Document and terms and conditions set out in this Bid document.

ii. Notification of Award

a. Prior to the expiry of the period of Bid Validity, The Bank will issue the Letter of Acceptance to the Successful Bidder, notifying him of being declared successful and the intent to sign the Contract Agreement with him. This letter (hereinafter and in the Conditions of Contract called 'the Letter of Acceptance') shall mention the sum which The Bank, will recommend to pay to the Contractor in consideration of the completion and guarantee of the work to be performed by them, as prescribed therein (hereinafter and in the conditions of Contract called 'the Contract Price'). No correspondence will be entertained by The Bank from the unsuccessful Bidders.

b. The Letter of Acceptance shall constitute a part of the Contract.

c. Upon submission of Performance Guarantee by the Successful Bidder, The Bank will promptly notify the other Bidders and discharge/ return their Bid securities.

iii. **Signing of Agreement**

a. Bank shall prepare the Contract Agreement in the Proforma (Form D) included in this document, duly incorporating all the terms of agreement between the two parties. Within **3 days** from the date of issue of the Letter of Acceptance. The Successful Bidder will be required to execute the Contract Agreement in stamp paper of value. The successful bidder has to bear the cost of stamp paper.

b. Prior to the signing of the Contract Agreement, the Successful Bidder shall submit Performance Guarantee.

c. The contractor whose bid is accepted will also be required to furnish either copy of applicable licenses/registrations or proof of applying for obtaining labor licenses, registration with EPFO, ESIC and BOCW Welfare Board and Programme Chart (Time and Progress) in MS project and manpower deployment schedule within the period specified in Notice Inviting Tender.

d. The Contractor shall have a valid licensed version of MS project for preparing the schedule / WBS.

e. The Contract Agreement shall be duly signed by the Bank and the Contractor through their authorized signatories.

f. In case the Successful Bidder does not sign the Contract Agreement, The Bank reserves the right to cancel the selection process, forfeit any EMD and/or Performance Guarantee, as the case may be, submitted by the Successful Bidder and either re-Bid or proceed in any manner that it may deem fit.

g. Contract agreement will be signed by the authorized signatories.

All amendments / addendums shall be made available at Website Address i.e. www.indianbank.in and e-procurement portal : https://www.tenderwizard.com/INDBANK: It will be the responsibility of the bidder to see the web site regularly and update.

SECTION-III : SCOPE OF WORK & TECHNICAL SPECIFICATIONS

3.1 General Scope of Work:

The bidder shall undertake the complete scope of work including:

- Design and Fabrication of the exhibition booth as per the approved design.*
- Obtaining structure stability certificate for the booth and other approvals required as per the rules and regulations.
- Transportation
- Installation
- Graphic Printing
- Electrical Installation
- Furniture
- Branding
- Onsite manpower support for housekeeping (including catering) for 3 days.
- Daily Maintenance
- Dismantling
- Removal of Waste Material

* **Note:** A reference image of indicative booth design will be provided to the interested bidders on request. Bidders may refer the same to understand the Bank's requirements. Bank reserves the right to make modifications to the design and change the positions of the movable and immovable items of the BOQ, before commencement of the work, without any material changes in the BOQ. Successful bidder should accept such changes in design and carry out the work at no additional cost to the Bank. However, additional payment will be made at mutually agreed rates for any additional items in the BOQ or increase in the dimensions. Layout plan is enclosed as Annexure 3 of the tender document.

3.1 Approvals Required: The contractor shall obtain all necessary approval from Agencies concerned with related to/ required for execution/Completion. All expenditure on this account will be borne by the contractor. Statutory payment on this account will be reimbursed by the Bank at actuals on production of payment receipts.

3.2 Successful bidder shall comply with the guidelines and rules of the Global Fintech Fest 2026 while carrying out the works and indemnify the Bank against any claims or disputes from the event organizers or other parties against the Bank.

3.3 After the event is over, the successful bidder shall dismantle and remove all the materials, equipment and debris and handover the site in its original condition within the timelines specified by the organizers of Global Fintech Fest 2026.

Technical Specifications

1. Facade & Entrance (Front Arch)

- Arch Structure: 16' x 14' [4.88 m x 4.27 m] per approved layout plan – continuous arch-form fascia header centered on the 6 m open frontage, in white finish, outlined with a continuous LED backlit channel (warm white, ~3000K, dimmable).
- Fascia to carry three individually backlit logo panels, left to right:
  - IndSmart – "Banking for All" logo
  - Indian Bank bilingual (Hindi + English) logo – centered, largest of the three
  - VBX – Indian Bank logo
- Logo panels: UV-printed / vinyl-applied graphics on backlit or edge-lit acrylic, colour-matched to approved brand guidelines. Brand guidelines and artwork (vector files) will be provided by the Bank.

2. Ground Floor Entry & Storage/Tech Room

- Storage/Tech Room: 11'-8" x 7' [3.56 m x 2.13 m], enclosed room along the closed rear wall, for exhibit storage and technical/AV equipment.
- Staff/service Entry door at the rear wall, top-left corner, giving back room access into the Storage/Tech Room without crossing the visitor floor.

3. Staircase & Passage Lighting

- Staircase: 4' wide, tread 1' [12"] wide, riser 6" high, located at the rear-right beside the Storage/Tech Room, connecting ground floor (UP) to the mezzanine (DN).
- Glass railing, 3'6" HT, guards the staircase opening at ground floor – see Section 17 for glazing spec.
- Under-staircase void treated as a lit passage/wayfinding feature – continuous LED strip along the step risers/underside, dimmable; not to be used as enclosed storage unless specifically permitted by the organizer.

4. LED Video Wall

- LED Screen: 2.5 m x 1.5 m, flush-mounted below the Storage/Tech Room wall, within a backlit navy-blue surround panel.
- A 1' high lowered ceiling/cove runs above the screen zone, housing cove lighting and screen-mounting services.
- Full HD display with 4K resolution; content playback device (media player/PC/panel for management of the creatives) and looping software to be included.
- Content (video/graphics) will be provided by the Bank; vendor will be responsible for mounting, structural support, power and signal cabling.

5. Branding Pylon (adjacent to video wall)

- Free-standing backlit vertical panel carrying the Bank's tagline on a navy background with white/gold text.
- Backlit navy panel listing the Bank's service lines with icons. Contents will be provided by the Bank.

6. **Raised Platform / Open Floor**

- Platform: 19'-8" x 29'-6" x 4" [6 m x 9 m x 100 mm] raised deck spanning the full ground-floor footprint.
- The platform area between the video-wall zone and the front arch is kept as open standing/circulation space for placing the touch screen kiosks and 4 sitting space for visitors.

7. **Wooden Plank Panel**

- Feature cladding panel, 5' x 12' [1.52 m x 3.66 m], in timber-plank finish, at the platform's front edge/entrance threshold adjoining the arch structure.

8. **Fintech Collaboration Counter (front-left)**

- Free-standing counter, 5' x 2' x 3' [1.52 m x 0.61 m x 0.91 m], white body, gold-lit base strip, backlit blue fascia signage reading "FINTECH COLLABORATION", with concealed storage below counter.

9. **Reception Desk – Indian Bank LED Logo (front-right, adjacent to staircase)**

- Free-standing counter matching the Fintech Collaboration counter in construction and size, 5' x 2' x 3' [1.52 m x 0.61 m x 0.91 m], gold-lit base strip.
- Fascia to carry a backlit Indian Bank LED logo, colour-matched to brand guidelines.
- To be paired with 2 no. high stools/chairs for staff.

10. **Corner Accent Wall**

- Illuminated vertical accent wall/pylon at one open flank, backlit with vinyl, carrying secondary brand signage/graphics.

11. **Side Wall LED Lighting**

- Continuous vertical LED strip lighting on the support column/side wall of one open flank running from ground level up to the underside of the mezzanine floor.
- Colour and control to match the front arch/mezzanine fascia lighting (warm white, dimmable, or brand-blue accent), on the same dimmer/DMX circuit as the rest of the accent lighting.

12. **Touch Screen Kiosks**

- 3 no. free-standing interactive touch screen kiosks, indicative screen size 32 - 43 inch, portrait orientation, in white/navy finish matching the stall's furniture and counter palette.
- Each kiosk to include: touch-enabled commercial display, floor-standing enclosure with concealed PC/media player, concealed wiring and power point, and base LED accent lighting consistent with the counters.
- Content/software (product showcase, digital forms, etc.) will be provided by the Bank; vendor scope is limited to kiosk fabrication, hardware mounting, and power/data cabling unless otherwise specified in the BOQ.

13. **Kinetic DNA LED Tower**

- Freestanding kinetic LED sculpture, round/cylindrical form, 6–7 modular LED panels arranged in a curved spiral/DNA-helix configuration around the circumference, indoor-grade full-colour SMD LED, minimum pixel pitch P3–P4, minimum brightness 800–1000 nits, 360° viewing.

- Each panel individually motorised (rotating/oscillating kinetic drive) around the round tower axis, synchronised to the lighting/content sequence; vendor to specify the make/model of the kinetic drive system offered.
- Indicative height 3–4 m, round base diameter to be proposed by vendor, on an engineered, vibration-isolated circular base plinth with concealed motor housing; base and drive mechanism to carry a structural/kinetic-load certificate.
- Scope includes complete installation: structural erection, LED panel calibration, motor synchronisation, content mapping, and full functional testing prior to handover – not fabrication/supply alone.
- Playback: continuous looped content synced to the kinetic motion via a dedicated media server/kinetic control software (DMX/Art-Net or proprietary), with a backup/redundant player; content to be supplied by Indian Bank for vendor configuration, single point of control integrated with the main lighting control panel.
- Vendor to provide on-site technical support for the show duration (3 days) to ensure uninterrupted playback and address any kinetic/AV faults..

14. Spin-the-Wheel LED Gamification Unit

- Interactive Spin-the-Wheel unit for visitor gamification, printed/vinyl graphic wheel face divided into prize/offer segments, outlined with a glowing LED rim strip, wall-mounted or on a branded freestanding plinth.
- Indicative wheel diameter 1.00 m approx.; vendor to confirm ergonomic size and placement (indicative location: near Fintech Collaboration counter).
- Mechanism: motorized spin, push-button/touch-trigger activated, with decelerating rotation and a fixed pointer/flapper indicator (a touchscreen-simulated spin wheel is acceptable as an alternative, subject to approval).
- LED treatment: single continuous glowing LED strip (chase/sequential effect) around the wheel's outer rim only, not individually backlit segments, segment graphics printed/vinyl-applied on the wheel face; LED strip brightens/flashes as a celebratory effect on stop.

15. Upper Deck (Mezzanine) – Specifications

- Access: via the staircase described in Section 3 (UP from ground floor, DN from mezzanine).
- Enclosed lounge area: approx. 6 m wide x 3.5 m deep [11'-6"],– function: private lounge/networking area for hosted meetings, screened from the general show floor by the glass railing.
- Furniture: 2 round tables with 4 chairs each, cream/white upholstery matching the ground-floor furniture family.
- Coffee Counter: 4' x 2' x 3' [1.22 m x 0.61 m x 0.91 m], within the mezzanine lounge.
- Open edge (facing frontage, over the ground-floor platform void) fitted with a glass railing, 3'6" HT, in an aluminium/steel channel frame – see Section 3.
- Fascia band at the mezzanine floor edge lit with a continuous LED strip matching the ground-floor arch lighting.
- Planters positioned at railing corners.
- Commercial-Grade Carpet: Minimum 3 mm to 5 mm thick fire-rated loop pile carpet tiles.

- Ceiling treatment (open/exposed vs. false ceiling with recessed spot lighting) to be proposed by vendor, subject to venue ceiling-height restrictions for double-deck stalls (4.5 metre).
- Upper-deck floor loading: vendor to confirm live load rating (assembly + furniture + foot traffic) with the structural stability certificate.
- Small locked storage nook indicative 1 meter x 1 meter within the mezzanine lounge

16. Glass & Railing Specifications

- Frosted glass (acid-etched or frosted-film-applied), toughened safety glass, minimum 10–12 mm thickness as per applicable structural/safety norms.
- Fixing: aluminum/stainless-steel channel frame or spigot-fixed frameless system.
- Application: mezzanine floor-edge railing and ground-floor staircase railing.
- Railing height: 3'6" [1.07 m] finished height.
- All glass to carry toughening/safety certification; vendor to submit railing load calculations for approval.
- Load Bearing Capacity: 350 kg/m² to 500 kg/m²

17. Flooring Specifications

- Ground floor: raised platform flooring, minimum 100–150 mm deck height, finished in light oak-tone wooden laminate/vinyl plank, non-slip rated.
- Upper deck: matching or complementary flooring finish, structurally rated for combined dead and live load.

18. Lighting Schedule

Zone / Element	Fixture Type	Notes
Front arch outline	Continuous LED strip	Warm white ~3000K, dimmable
Fascia logo panels (x3)	Backlit acrylic / LED module	Even, shadow-free illumination
General ceiling	Recessed spot / track lights	3000–4000K, focused on branding panels, screen, counters
Under-staircase passage	Continuous LED strip	Accent / wayfinding lighting
Reception desk & Fintech counter	LED strip, counter base	Warm white / gold tone, continuous
Mezzanine fascia edge	Continuous LED strip	Matching arch lighting
Corner accent wall	Backlit LED	Blue accent tone
Side wall, one flank	Vertical LED strip	Ground level up to mezzanine floor support height

- All lighting circuits on dimmer control, single point of control at a back-of-house distribution panel.

19. Furniture Schedule

Item	Description	Indicative Qty
Lounge table, round	Upper deck only – no round tables on ground floor	2 nos.
Lounge chair	Cream/white upholstery, upper deck	8 nos.
Coffee Counter	4' x 2' x 3', mezzanine lounge	1 no.
Fintech Collaboration counter	5' x 2' x 3', white body, backlit fascia, gold base light	1 no.
Reception desk – Indian Bank LED Logo	5' x 2' x 3', white body, backlit Indian Bank LED logo, gold base light	1 no.
High stool	For reception desk / Fintech counter	4 nos.
Storage cabinet (concealed)	Within counters / back-of-house	As required
Small locked storage nook indicative	1 meter x 1 meter within the mezzanine lounge	1 no
Touch screen kiosk (32–43″)	Floor-standing, interactive display, white/navy finish	3 nos.
Dustbin	Premium quality, metallic body	2 nos.

20. Signage Schedule

Signage	Type	Location
IndSmart logo	Backlit acrylic	Front fascia, left
Indian Bank logo (bilingual)	Backlit acrylic	Front fascia, centre
VBX – Indian Bank logo	Backlit acrylic	Front fascia, right
Branding pylon	Backlit, line items with icons	Beside video wall
Indian Bank LED logo	Backlit LED logo	Reception desk, front-right
Fintech Collaboration signage	Backlit fascia	Fintech counter, front-left
Video wall surround branding	Backlit navy panel + logo	Around LFD screen

21. AV & Interactive Elements Schedule

Item	Specification	Qty
LED Video Wall	2.5 m x 1.5 m, indoor LED/LFD, looped content	1 no.
Touch screen kiosk	32–43″, floor-standing, interactive	3 nos.
Kinetic DNA LED Tower	6 panel kinetic LED sculpture, installation + synced playback	1 no.
Spin-the-Wheel LED unit	LED-backlit gamification wheel, motorized spin	1 no.

Item	Specification	Qty
Wireless Loud Speaker (Bluetooth 5.0) with compact active design, controlled dispersion angles, and an optimal sound pressure level (SPL) of 75 to 100 dB (1 No.) and wireless mics (3 Nos.)	Wireless mic for product launch	1 no & 3 nos.

22. Greenery / Soft Furnishing

- Potted palm planters (areca/kentia or approved equivalent), (8 nos.), positioned at entrances, counters and mezzanine balustrade corners.
- Planter pots in white/neutral finish matching the overall palette.

23. Electrical Specifications

- Vendor to submit a connected-load calculation covering: LFD screen, touch screen kiosks (3 nos.), Kinetic DNA LED Tower (drive motors + LED panels), Spin-the-Wheel unit (motor + controller + LED), all LED lighting circuits (including side-wall and arch lighting), counter equipment, AV equipment (speaker and wireless mics (3 Nos.) for product launch, general power sockets and 20% contingency.
- All wiring concealed within structure; no exposed cabling on show surfaces.
- Distribution board with MCB protection located in the backroom area (rear closed side).
- Power drawn from a single vendor-terminated point off the organizer's supply, per venue norms.
- Emergency/exit lighting provided as mandated by venue fire norms for double-deck structures.

24. General Fabrication Requirements

- Structure system: modular, bolted/knock-down aluminium or engineered steel truss system (e.g. Octanorm/Maxima-type or equivalent) – vendor to specify system offered.
- All structural members, fixings and cladding to be new, free of visible damage, and finished with no exposed screws, joints or raw edges on any show surface.
- Facade and internal panelling finish: matte/satin white PU-coated MDF or laminate on ply/MDF substrate, true-white or off-white as per approved sample.
- Entire structure to be modular and knock-down for transport, on-site assembly within the organizer's move-in window, and full dismantling/removal within the move-out window.
- All fabrication materials (ply, fabric, carpet, acrylic) to be fire-retardant / Class B1 or better, and to comply with the venue's exhibitor manual and local fire authority norms.
- Double-deck structure mandatorily supported by a structural stability certificate and load-test certificate from a licensed structural engineer, submitted for organizer approval prior to construction.
- Material quality: all panelling, laminate, acrylic, glass, hardware and fittings to be premium/branded grade, free of visible defects; vendor to submit material samples and brand catalogue for Indian Bank's approval prior to fabrication.
- LED quality: all LED products used across the stall (arch/fascia outline, logo panels, counter/kiosk lighting, side wall, Kinetic DNA LED Tower, Spin-the-Wheel unit) to be of reputed/branded make, high

CRI (≥80), minimum IP20 indoor rating, vendor to submit LED brand and datasheet for approval before procurement.

25. Structural & Safety Compliance

- Structural drawings, load calculations and fire safety certification for the double-deck structure to be submitted by the vendor for organizer/venue approval prior to construction.
- Full compliance with local fire department norms, the venue exhibitor manual, and applicable safety codes for temporary double-storey structures is mandatory.
- Vendor is solely responsible for structural safety. Vendor is free to have a public liability insurance covering build-up, show days and dismantling.

26. Vendor Submission Requirements (Tender Deliverables)

- Detailed 3D design proposal (front, side and top/plan views) developed from this brief and the reference visual.
- Itemized Bill of Quantities (BOQ) with material specifications, LED brand/datasheet, and unit rates.
- Structural stability and fire safety certification for the double-deck structure, including the Kinetic DNA LED Tower base/drive mechanism.
- Project timeline covering fabrication, on-site build-up (move-in), on-show support, and dismantling (move-out).
- Defect liability / warranty period for fabrication, electrical, and AV/kinetic/interactive equipment.
- Functional demonstration and written sign-off of the Kinetic DNA LED Tower's synced playback and the Spin-the-Wheel gamification unit prior to handover.
- Any deviation from the approved layout plan or concept requires prior written approval from the Indian Bank/VBX design team.

SECTION IV EVALUATION PROCESS

4.1 Evaluation Process:

The Bids will be evaluated in the following stages:

i. Stage 1- Preliminary &Technical Evaluation

ii. Stage 2- Financial Evaluation.

4.2 Stage 1-Preliminary &Technical Evaluation

i. In Preliminary Stage, EMD / Bid security will be checked online. EMD will be checked for veracity of Amount and Form as required by e-tender terms and conditions. No exemption allowed for MSME Registered Vendors. If EMD submitted by any bidder is not as per e-tender terms and conditions, his bid will be rejected and will not be considered for further stages of evaluation.

ii. Technical Evaluation

a. Technical Bid – Eligibility Criteria

Bidders qualifying in Stage 1 will be considered for further evaluation and the Technical Bids shall be evaluated as per eligibility criteria detailed in Clause 1.1 and bidder's eligibility for the work shall be determined. If bidder is not meeting with the minimum eligibility criteria as detailed in Clause

1.1, his bid will be rejected and will not be considered for further stages of evaluation. The bidder shall also comply with the technical specification as per the tender document.

However, the Bank reserves the rights to restrict the list of such qualified bidders to any number deemed suitable by it.

i. The financial Bid of only those Bidders who are technically qualified shall be opened.
ii. The financial Bids of Bidders whose technical Bids are found unacceptable shall not be opened.
iii. The Bank shall notify all the technically qualified Bidders of their technical qualification indicating the date, time and venue for opening of financial Bids.

4.3 Stage II-Financial Evaluation

i. Evaluation Committee shall open the financial Bid of the technically qualified Bidders in the presence of the Bidders/their authorized representative, who choose to attend, at the scheduled date and time.
ii. On opening the financial Bids, the Evaluation Committee shall read out the financial Bid to all the Bidders and record the same.
iii. The Evaluation Committee shall correct arithmetic errors, if any and sign the same. If any discrepancy is found between the amount in figures shall prevail, as in e-tender figures in words are system generated
iv. If a bidder quotes nil or no rate against every item in item rate tender, it is presumed that the bidder is ready to carry out the job at the quoted rate (at Zero cost)
v. All the financial Bids shall then be ranked according to the financial Bid in increasing order with the Bidder quoting the least amount ranked L1, Bidder quoting next higher figure as L2 and so on.
vi. L1 will be declared as Successful Bidder and his offer will be processed further.
vii. (a) The financial bid of all eligible bidders as decided by THE BANK shall be opened and the decision of Bank will be final and binding.
(b)The date and time of opening of financial bids shall be decided by the Bank which will be intimated at an appropriate time.

4.4 Letter of Acceptance:

The Successful Bidder would be notified in writing by THE BANK by issuing the Letter of Acceptance (LOA) in favor of the Bidder.

Form A - Form of Bid

NAME OF THE WORK: "Setting Up Exhibition Booth at GFF 2026, Mumbai–September 09-11, 2026"

From
…………………………..
…………………………..
…………………………..

To

…………………………..
…………………………..
…………………………..

Sir,

<u>Sub</u> : **<u>Submission of Proposal</u>**

Having examined the plans, specifications, the General Conditions of Contract as well as Specific Conditions of Contract, Notice Inviting Bids, Instructions to Bidders etc. and addenda for the above project, visited the Site, ascertained the Site conditions, we the undersigned, are pleased to submit our technical and financial Bid along with relevant documents.

1. We acknowledge that the Appendix forms an integral part of the Bid.
2. While preparing this Bid, we have gathered our own information and conducted our own inquiry/survey to our satisfaction and we did not rely solely on the information provided in the Bid Documents. We shall not hold THE BANK responsible on any account in this regard.
3. We hereby certify that all the statements made and information supplied in the enclosed forms and accompanying statements are true and correct.
4. We have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
5. I/We authorize ……………………………………, The Bank or his/her representative to approach individuals, employers, firms and corporation to verify our solvency with the banker, competence, work experience, credibility and general reputation.
6. We undertake, if our Bid is accepted, to commence the works within the stipulated time and to complete the whole of the works comprised in the Contract within the stipulated time calculated from the start date.
7. If our Bid is accepted, we will furnish a bank guarantee as Performance Guarantee for the due performance of the Contract. The amount and form of such guarantee or bond will be in accordance with as given in the General Conditions of the Contract.
8. We are aware that in the event of delay in execution of the Project, beyond the agreed timelines due to reasons attributable to us, liquidated damages shall be recovered from us.
9. Our Bid is valid for your acceptance for a period of (30) THIRTY DAYS from the last date of opening of the Technical Bid as per the Bid Documents or any extension thereto.
10. We agree to the General Conditions of the Contract and the Technical specifications and the

other terms and conditions mentioned in the tender document.

11. We hereby agree to provide all the items specified in the tender document as per the specifications mentioned in the tender document and work order, if our bid is accepted.
12. We declare that we have not made any suppression of facts for meeting the requirement of eligibility to bid.
13. We declare that the submission of this Bid confirms that no agent, middleman or any intermediary has been, or will be engaged to provide any services, or any other item of work related to the award of this Contract. We further confirm and declare that no agency commission or any payment, which may be construed as an agency, commission has been, or will be, paid and that the Bid price does not include any such amount. We acknowledge the right of THE BANK, if it finds anything to the contrary, to declare our Bid to be non-compliant and if the Contract has been awarded to declare the Contract null and void.
14. We understand that you are not bound to accept the lowest or any Bid you may receive.
15. I/We hereby deposit Rs.1,00,000 as EMD as per the details given in the bid document.
16. If our Bid is accepted, we understand that we are to be held solely responsible for the due performance of the Contract.
17. We enclose;
    a. All documents as per the checklist

Note: i. The Appendix forms part of the Bid

ii. Bidders are required to fill up all the blank spaces in this form of Bid and Appendix.

Dated this…………day of 2026

Signature ………………………………… Name……………….………………

in the capacity of …………………………..

duly authorized to sign Bids for and on behalf of……………..…………………
Address ……………………………………………………………………..………..

Witness – Signature ……………………………. Name ……………………………………………..
Address ……………………………………………………………………………

Certificate

It is certified that the information given by us towards meeting the requirement of the eligibility to bid are correct. It is also certified that I/We shall be liable to be debarred, disqualified/ cancellation of enlistment in case any information furnished by me/us is found to be incorrect.

Date Seal of bidder **Signature of bidder**

FORM 'T-1'

FINANCIAL INFORMATION

Name of bidder:……………………….

1. **Financial Analysis**-Details to be furnished duly supported by figures in balance sheet/ profit & loss account for the last three years duly as submitted by the applicant to the Income Tax Department (Copies to be attached) and duly certified by the Chartered Accountant mentioning the membership number issued by ICAI along with the full address.

i) Gross Annual Turnover for last three years ending 31.03.2026

Financial Year	Annual Turn Over in Indian Rupees (or equivalent to Indian Rupees) as per Audited Balance Sheet
2023-24	Rs.
2024-25	Rs.
2025-26	Rs.
Average Annual Turnover over the past three years	Rs.

ii) Net worth for last three years ending 31.03.2026

Financial Information in Rs.	For year 2023-24	For year 2024-25	For year 2025-26
Net Worth			

Note: Copies of relevant balance sheets, P&L statements, notes to accounts shall be submitted along with the bid.

Signature of Chartered Accountant with Seal

FRN Number-----

Signature of Bidder.

UDIN Number----

FORM - 'T-2'

DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED DURING THE LAST THREE YEARS AS ON 30.06.2026

No.	Name of the event & location	Client Name	Cost of Work (In Lak h)	Area of Booth in Sq. Metre	Work Start Date	Date of Completion	Name & address/Telephone No. of officer to whom reference may be made
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)

Copy of work Orders, Completion Certificates, Photographs and relevant TDS certificates (as per FORM T-4) of the above works should also be submitted with date of start and completion of project and quality of work.

Signature of Applicant

FORM B: EMD e-Bank Guarantee format

Ref:
Bank Guarantee No. ……………………
Dated: ………………………………………….

To:

Dear Sir,

1. WHEREAS Indian Bank, having its Corporate Office at 254-260, Avvai Shanmugam Salai, Royapettah, Chennai-14, has invited tender for “selection of Contractor for setting up the exhibition booth at GFF 2026 from September 9 to 11th, 2026 as are set out in the e-tender with ref. NO. IB/GFF/001/2026-27 dated 28/07/2026.

2. It is one of the terms of said tender that the Bidder shall furnish a Bank Guarantee for a sum of Rs.1,00,000/- (Rupees One Lakh only) as Earnest Money Deposit.

3. M/s. _ (hereinafter called as Bidder, who are our constituents intends to submit their Bid for the said work and have requested us to furnish guarantee in respect of the said sum of Rs.1,00,000/- (Rupees One Lakh only)

4. NOW THIS GUARANTEE WITNESSETH THAT

We (Name of Bank), a company incorporated under the Companies Act, 1956 and also a banking company within the meaning of Section 5(c) of the Banking Regulation Act 1949, having its registered office at ____and one of the branches at ____ (hereinafter referred to as the “BANK”) do hereby agree with and undertake to the Indian Bank, that in the event of the Indian Bank coming to the conclusion that the Bidder has not performed their obligations under the said conditions of the RFP or have committed a breach thereof, which conclusion shall be binding on us as well as the said Bidder, we shall on demand by the Indian Bank, pay without demur to the Indian Bank, a sum of Rs.1,00,000/- (Rupees One Lakh only) that may be demanded by Indian Bank. Our guarantee shall be treated as equivalent to the Earnest Money Deposit for the due performance of the obligations of the Bidder under the said conditions, provided, however, that our liability against such sum shall not exceed the sum of Rs.1,00,000/- (Rupees One Lakh only) and claims if any should reach to us on or before 30 days plus 12 months claim period from 12/08/2026.

5. We also agree to undertake to and confirm that the sum not exceeding Rs.1,00,000/- (Rupees One Lakh only) as aforesaid shall be paid by us without any demur or protest, merely on demand received during the validity period of the Bank Guarantee from the Indian Bank on receipt of a notice in writing stating the amount is due to them and we shall not ask for any further proof or evidence and the notice from the Indian Bank shall be conclusive and binding on us and shall not be questioned by us in any respect or manner whatsoever. We undertake to pay the amount claimed by the Indian Bank, without protest or demur or without reference to Bidder and not-withstanding any contestation or existence of any dispute whatsoever between Bidder and Indian Bank, pay Indian Bank forthwith from the date of receipt of the notice as aforesaid. We confirm that our obligation to the Indian Bank under this guarantee shall be independent of the agreement or agreements or other understandings between the Indian Bank and the Bidder. This guarantee shall not be revoked by us during its currency without prior consent in writing of the Indian Bank.

5. We hereby further agree that:

a) Any forbearance or commission on the part of the Indian Bank in enforcing the conditions of the said agreement or in compliance with any of the terms and conditions stipulated in the said Bid and/or hereunder or granting of any time or showing of any indulgence by the Indian Bank to the Bidder or any other matter in connection therewith shall not discharge us in any way our obligation under this guarantee. This guarantee shall be discharged only by the performance of the Bidder of their obligations and in the event of their failure to do so, by payment by us of the sum not exceeding Rs.1,00,000/- (Rupees One Lakh only).
b) Our liability under these presents shall not exceed the sum of Rs.1,00,000/- (Rupees One Lakh only)
c) Our liability under this agreement shall not be affected by any infirmity or irregularity on the part of our said constituents in tendering for the said work or their obligations there under or by dissolution or change in the constitution of our said constituents.
d) This guarantee shall remain in force up to 180 days from 12/08/2026 as contained herein. If any further extension of this guarantee is required, the same may be extended at our sole discretion to such required period on receiving instruction from M/s. whose behalf this guarantee is issued
e) Our liability under this presents will terminate unless these presents are renewed as provided herein up to 30 days plus 12 months claim period from 21.08.2026 or on the day when our said constituents comply with their obligations, as to which a certificate in writing by the Indian Bank alone is the conclusive proof, whichever date is earlier.
f) Unless a claim or suit or action is filed against us on or before 180 days plus further 12 months from 21.08.2026, all the rights of the Indian Bank against us under this guarantee shall be forfeited and we shall be released and discharged from all our obligations and liabilities hereunder.
g) The validity of the Bank Guarantee shall be up to 180 days from 1 2 .07.2026 with the claim period of further 12 months from the date of expiring of BG.
h) This guarantee shall be governed by Indian Laws and the Courts in Chennai India alone shall have the jurisdiction to try & entertain any dispute arising out of this guarantee.

6. Notwithstanding anything contained hereinabove:

a) Our liability under this Bank Guarantee shall not exceed Rs.1,00,000/- (Rupees One Lakh only) This Bank Guarantee shall be valid up to 30 days from 21.08.2026.
b) The claim period shall be valid 30 days + 365 days (i.e. tender validity period plus 12 months claim period).
c) We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before 30 days plus 12 months claim period from 21.08.2026. All your rights as well as our liability under this bank guarantee shall stand extinguished unless a written claim or demand is made under this guarantee not later than 30 days plus 12 months claim period from 21.08.2026.

Yours faithfully, Bankers (EXECUTANT) Witness:-

1.

2.

 Bidder Sign and Seal

FORM C: FORM OF PERFORMANCE BANK GUARANTEE
(On a stamp paper of appropriate value from any Nationalized Bank or Scheduled Bank)

To,

…………………………………

……………………………..

………………………

Dear Sir,

In consideration of the INDIAN BANK for Setting up exhibition booth at GFF 2026, Mumbai from September 9 to 11, 2026 (name of work) which expression shall include his successor and assignees, (herein after called CLIENT) having awarded to_____

____having its Office at_______________ and

Registered Office at____ (herein after referred to as "the said Contractor (s)", which expression shall

include his successor and assignees) for the work of

Contract No. / LOA No.______________________

__________________________in terms inter alia, of the and the General Conditions of Contract and upon the condition of the Contractor's furnishing Security for the performance of the Contractor's obligations and discharge of the Contractor's liability under and in connection with the said Contract up to a sum of Rs. ___________ amounting to 10% of the total Contract value.

We, ……………………………….(hereinafter called `The Bank' which expression shall include its successors and assignees) hereby jointly and severally undertake to guarantee the payment to the CLIENT in rupees forthwith on demand in writing and without protest or demur or any and all moneys payable by the Contractor to the CLIENT in respect of or in connection with the said Contract inclusive of all the CLIENT's losses and damages and costs, (inclusive between attorney and CLIENT) charges and expenses and other moneys payable in respect of the above as specified in any notice of demand made by the CLIENT to the Bank with reference to this guarantee up to an aggregate limit of Rs.________________/-(Rupees______________________only).

We ………………………………Bank Ltd. further agree that the CLIENT shall be sole judge of and as to whether the said Contractor has committed any breach or breaches of any of the terms and conditions of the said Contract and the extent of loss, damage, cost, charges and expenses caused to or suffered by or that may be caused to or suffered by the CLIENT on account thereof and the decision of the CLIENT that the said Contractor has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by the CLIENT from time to time shall be final and binding on us.

The CLIENT shall be at liberty without reference to the Bank and without affecting the full liability of the Bank hereunder to take any other Security in respect of the Contractor's obligations and liabilities hereunder or to vary the Contract or the work to be done there under vis-a-vis the Contractor or to grant time or indulgence to the Contractor or to reduce or to increase or otherwise vary the prices of the total Contract value or to release or to forbear from enforcement of all or any of the Security and/or any other Security(ies) now or hereafter held by The CLIENT and no such dealing(s) reduction(s) increase(s) or other indulgence(s) or arrangements with the Contractor or release or forbearance whatsoever shall absolve the bank of the full liability to the CLIENT hereunder or prejudice the rights of the Employer against the bank.

This guarantee shall not be determined or affected by the liquidation or winding up, dissolution, or change of constitution or insolvency of the Contractor but shall in all respects and for all purposes be binding and operative until payment of all monies payable to the CLIENT in terms thereof.

The bank hereby waives all rights at any time inconsistent with the terms of this guarantee and the obligations of the Bank in terms hereof shall not be anywise affected or suspended by reason of any dispute or disputes having been raised by the Contractor stopping or preventing or purporting to stop or prevent any payment by the Bank to the CLIENT in terms hereof.

The amount stated in any notice of demand addressed by the CLIENT to the Bank as liable to be paid to the CLIENT by the Contractor or as suffered or incurred by the CLIENT on account of any losses or damages or costs, charges and/or expenses shall be conclusive evidence of the amount so liable to be paid to the CLIENT or suffered or incurred by the CLIENT as the case may be and shall be payable by the Bank to The Employer in terms hereof.

This guarantee shall be a continuing guarantee and shall remain valid and irrevocable for all claims of the CLIENT and liabilities of the Contractor arising up to and until midnight of

This guarantee is valid till (date to be mentioned)

This guarantee shall be in addition to any other guarantee or Security whatsoever that the CLIENT may now or at any time anywise may have in relation to the Contractor's obligations/or liabilities under and/or in connection with the said Contract, and the CLIENT shall have full authority to have recourse to or enforce this Security in preference to any other guarantee or Security which the CLIENT may have or obtain and no forbearance on the part of the CLIENT in enforcing or requiring enforcement of any other Security shall have the effect of releasing the Bank from its full liability hereunder.

It shall not be necessary for the CLIENT to proceed against the said Contractor before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank notwithstanding that any Security which The CLIENT may have obtained or obtain from the Contractor shall at the time when proceedings are taken against the said bank hereunder be outstanding or unrealized.

We, the said Bank undertake not to revoke this guarantee during its currency except with the consent of the CLIENT in writing and agree that any change in the constitution of the said Contractor or the said bank shall not discharge our liability hereunder.

Notwithstanding anything contained herein above, our liability under this guarantee shall be restricted to Rs.__________________________________/-(Rupees__________________only) and this guarantee shall remain in force till and unless a claim is made on us within 3 months from that date, that is before ……………….. all the claims under this guarantee shall be forfeited and we shall be relieved of and discharged from our liabilities there under.

Notwithstanding anything contained herein above:

Our liability under this Bank Guarantee shall not exceed Rs. _______________/-(Rupees__only)

This Bank Guarantee shall be valid up to ________________

We are liable to pay the guaranteed amount or any part thereof under this Bank Guarantee only and only if you serve upon us a written claim or demand on or before date (3 months from the issuance) at (bank address) otherwise, all your rights under this guarantee shall be forfeited and bank shall be relieved and discharged from all the liabilities there under irrespective of whether or not the original bank guarantee returned to us or not

Dated day of 2026 for and on behalf of Bank. Issued under seal:

Form D: FORM OF AGREEMENT

(On a stamp paper of appropriate value as per the prevailing stamp duty act as prescribed in Tamil Nadu)

Agreement No………………………………………………….

This agreement is made at **…………………..** on the ……… day of .... 2026 between M/s. INDIAN BANK, **(THE BANK)** having its office at Corporate Office, 254-260, Avvai Shanmugam Salai, Royapettah, Chennai – 600 014, Tamil Nadu which expression shall, unless repugnant to the context or meaning thereof be deemed to mean and include its successors, legal representatives and assigns of the **First Part.**

AND

M/s ------------------------------------- a Company incorporated under the Companies Act 1956 having Registered Office -- -------------------- and Office at ------------------------------------, (hereinafter called the "Contractor" which expression unless repugnant to the context shall mean and include its successors-in-interest assigns etc.) of the **Second Part.**

whereas the bank is desirous that certain works should be executed, for setting up exhibition booth at GFF 2026, Mumbai–September 09-11, 2026 , hereinafter called the "the project" and has accepted a tender submitted by the contractor for the execution and completion of such works as well as guarantee of such works and the remedying of defects therein.

NOW THIS AGREEMENT WITHNESSTH as follows:

1. In this agreement words and expression shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and constructed as part of this agreement Viz.
   - Tender document
   - All the correspondence till award of contract i.e. addendum, pre bid meeting, minutes, LOA etc.
   - Technical and Financial bids submitted by bidder.
3. In consideration of the payment to be made to the Contractor as hereinafter mentioned, the Contractor hereby covenants with THE BANK to executed and complete the Project by -------- ----------------- and remedy and defects therein in conformity in all respects with the provisions of the Contract.
4. Whereas THE BANK has accepted bid/ negotiated Bid for the above-mentioned work for an amount of Rs._______………………./- (Rupees…………………………………Only). The above bid/ negotiated bid amount is inclusive of all prevailing taxes including, Building and other Construction Workers welfare Cess and any other applicable statutory taxes, levies and excluding Goods and Services Taxes per terms & conditions of Bid document.
5. The payment to the contractor will be made by The Bank based on the recommendation of Architect in consideration of the execution and completion of the Project and the remedying of defects therein, the total Contract Price of Rs. --- -----only) being the sum stated in the letter of Acceptance(LOA) subject to such additions thereto or deductions there from as may be made under the provisions of the Contract at the times and in the manner prescribed by the Contract.

6. **OBLIGATION OF THE CONTRACTOR**

The Contractor shall ensure full compliance with tax laws of India with regard to this Contract and shall be solely responsible for the same.

IN WITHNESS OF WHEREOF the parties hereto have caused their respective common seals to be hereunto affixed / (or have hereunto set their respective hands and seals) the day and year first above written.

7. **TERMINATION OF CONTRACT AND EXCLUSION FROM FUTURE CONTRACTS**

If the Bidder(s), before award or during execution, has committed a transgression through a violation of the agreement, or any other form such as to put his reliability or credibility in question, the Bank is entitled to terminate the agreement, disqualify the bidder(s) from the tender process and future agreements.

8. **SETTLEMENTS OF DISPUTES**

Arbitration shall not be a means of settlement of any dispute or claim out of this contract. All disputes and differences arising out of the contract may be resolved through discussions between the CLIENT and the Contractor within the purview of the contract agreement. If such discussions are not fruitful, the disputes shall be settled only by the Court of law. Jurisdiction shall be Courts at Chennai, Tamil Nadu.

For and on behalf of the Contractor SIGNED, SEALED and DELIVERED	For and on behalf of the BANK SIGNED, SEALED AND DELIVERED
Signature of the authorized official	Signature of the authorized official
Name of the Contractor Stamp / Seal of the Contractor	Name of the official Stamp / Seal
in the presence of: Witness______________Name_____	in the presence of: Witness______________Name_____

Form E

FORMAT FOR POWER OF ATTORNEY FOR SIGNING OF PROPOSAL FOR AUTHORIZED SIGNATORY (in stamp paper of appropriate value)

Know all men by these presents, we .... (Name of the Tenderer and address of their registered office) do hereby constitute, appoint and authorize Mr. / MS .... ……………..(name and residential address of Power of Attorney holder) who is presently employed with us and holding.. the position of .... as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our Bid for the Project and submission of all documents and providing information / responses to .... , representing us in all matters before .... , and generally dealing with.. in all matters in connection with our proposal for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For .... (name of authorized representative of bidder)

Witness:…………………..

Accepted ....(signature & details of POA holder)

<u>Form F</u> AFFIDAVIT

(To be prepared in a 100-rupee non-judicial stamp notarized, duly signed and sealed by the authorized signatory)

1. I, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct.
2. The undersigned also herby certifies our firm or company M/s __________________ have neither abandoned any contract awarded to us nor such works have been rescinded, during the last five years prior to the date of this application.
3. The undersigned also hereby confirm that M/s ________________________________ have not been under blacklisting or debarred or penalized from bidding by any government agency or public sector undertaking or judicial authority/arbitration body as on last date of submission of bid
4. The undersigned hereby authorize (s) and request (s) any bank, person, form or corporation to furnish pertinent information deemed necessary and requested by the Department to verify this statement or regarding my (our) competence and general reputation.
5. The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the BANK.
6. The undersigned hereby confirmed that if the work is awarded to us, the work will be executed with utmost quality and in case of any rectification suggested by The Bank any stage of work due to poor quality, the same will be re executed by us at free of cost.
7. The undersigned undertake that 'I/We have not altered/ modified the financial bid attached in the e-tender portal. If it is found during the tender stage or later that the BOQ is modified by us, the Bank shall have the right to reject our bid'.
8. The undersigned hereby confirmed that 'The work if awarded to us will be directly executed by us and subcontractors will be employed only for specialized works after getting the concurrence of The Bank/ Architect'.
9. The Undersigned hereby confirm that we will provide required services during the Defect Liability Period and will provide warranty to the system as per tender requirement.
10. The Undersigned hereby confirmed that we have not suppressed any fact for being eligible to bid.

Signed by an Authorized Officer of the Firm or Company

Form-G UNDERTAKING

(On a Rs 100/- non judicial stamp paper duly notarized)

We do hereby indemnify Indian Bank, against all penal action that may be levied/affected by any concerned authority for default in any labor regulation/PF/ESI and other statutory requirements of the relevant Acts/Laws related to the work of the contractor and will bear the legal charges, if any, and will pay the legal charges/dues directly to the concerned authority.

Signed by an Authorized Signatory of the Bidder

Annexure I – Commercial Bid (To be submitted online as a separate document)

(All amounts should be quoted exclusive of taxes)

PROVIDING, FIXING, CONNECTING, CABLING AND REMOVAL OF:	QTY (NOs)	UNIT RATE (Excl. of Taxes)	TOTAL COST (Excl. of Taxes)
Complete structure as per the specifications, including supply, installation, cabling, testing, earthing and commissioning of the complete Ground and Mezzanine structure, including all labour, materials, equipment, tools, accessories and consumables necessary for the successful execution of the work. The works shall include the complete platform, ceiling, partitions, staircase, handrailing, glass works, paneling, back partition, sound system, flooring with lamination, wall and floor finishing, painting, electrical works, AV works, LED lighting, profile lighting, and all associated cabling, connections and accessories etc. The work shall be executed strictly in accordance with the approved drawings, technical specifications, quality standards and all compliance requirements stipulated in the tender documents. The quoted rate shall be deemed to include the structural design, stability certification of the complete structure, obtaining all necessary statutory approvals, and all incidental works required for the satisfactory completion, testing and commissioning of the installation. **This does not include the cost of below items specified in the tender document. These items shall be quoted separately.**	1		
LED Video Wall	1		
Fintech Collaboration Counter (front-left)	1		
Reception Desk – Indian Bank LED Logo	1		
Corner Accent Wall	1		
Touch Screen Kiosks	3		
Kinetic DNA LED Tower	1		
Spin-the-Wheel LED Gamification Unit	1		
Lounge table, round	2		
Lounge chair	8		
Coffee Counter	1		
Fintech Collaboration counter	1		
Reception desk – Indian Bank LED Logo	1		
High stool	4		

Bidder Sign and Seal

PROVIDING, FIXING, CONNECTING, CABLING AND REMOVAL OF:	QTY (NOs)	UNIT RATE (Excl. of Taxes)	TOTAL COST (Excl. of Taxes)
Wire-less loudspeaker	1		
Wire-less Mic	3		
Small locked storage nook indicative for mezzanine	1		
Dustbin	2		
MANPOWER Supervisor	1		
MANPOWER Technical & Electrical support for items of the BOQ	1		
MANPOWER Catering / Guest Engagement	2		
Fees for Preparation of design & Drawings	1		
Labor & Transport Charges	1		
Grand Total			

Note:

1. The amount quoted above shall include all expenditure including warranty, AMC, insurance and exclusive of GST.
2. The quantity mentioned above are indicative and the Bank reserves the rights to alter the quantity or remove items while issuing the work order.
3. Payment will be made for the actual number of items delivered and installed at the venue.
4. Bidders are advised to quote the price against each respective item after carefully referring to the relevant technical specifications, approved drawings, images, and other tender documents. The quoted rates shall be deemed to include all materials, labour, equipment, accessories, installation, earthing, testing, commissioning, and all incidental works necessary for the complete and satisfactory execution of the work in accordance with the tender requirements.
5. **Bidders shall not specify any commercial details as part of the technical bid. Technical bids containing commercial details will be rejected.**

ANNEXURE -2 : CHECK LIST OF DOCUMENTS TO BE SUBMITTED WITH THE BID

TECHNICAL PACKAGE - PART I

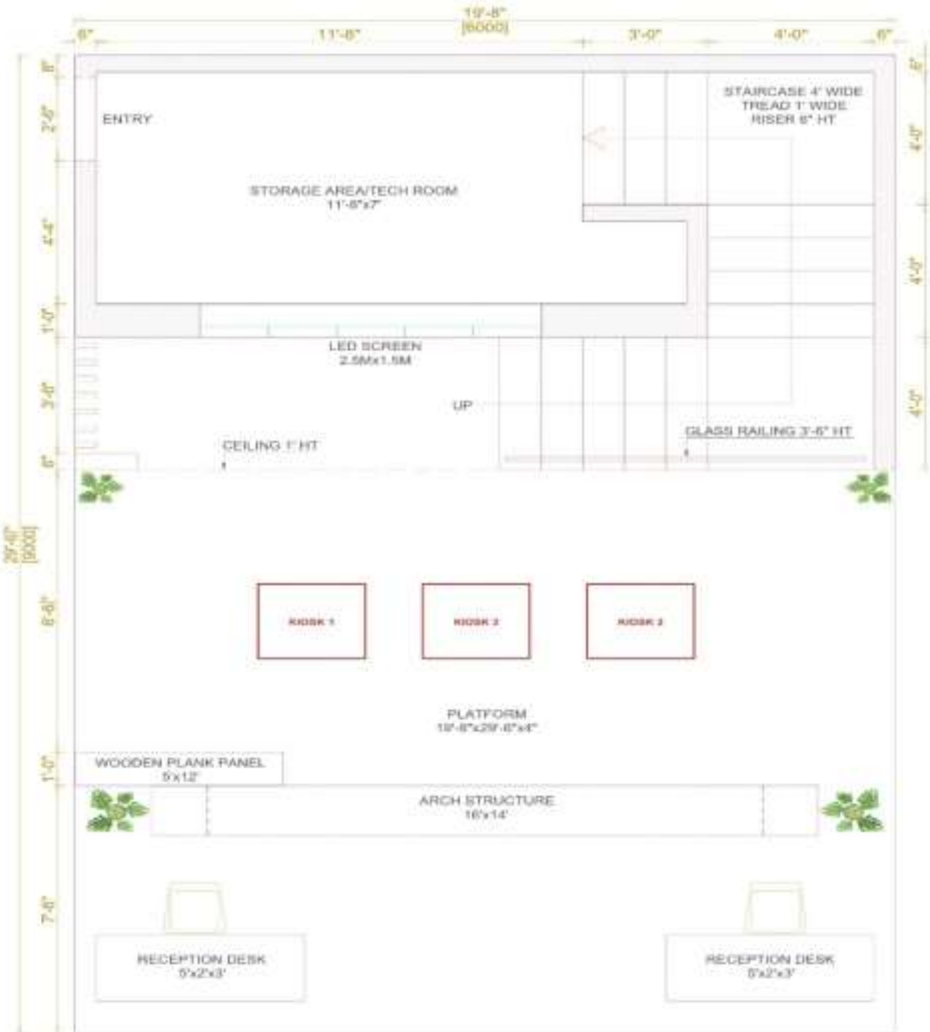
S.No	Name of Document	Mode of submission	Page No.
1	Bid Security/EMD of Rs.1,00,000/-	Online	
2	Form of bid		
3	Power of Attorney in favor of the person signing the Bid		
4	Affidavit by Bidder on a Rs.100/- non judicial stamp paper duly notarized, to this effect, as per prescribed format		
5	Undertaking in stamp paper duly notarized		
6	Form "T-1" (Financial Information)		
7	Form "T-2" (Details of works)		
8	Copies of GST Registration/ ESI/EPF registration		
9	All pages of the entire tender document/ Corrigendum/ addendum (if any)/ pre bid clarifications (if any) signed by the authorized person of the bidder/bidder.		
10	Any other document as specified in the tender document		

FINANCIAL PACKAGE COMPRISING OF PART 2

S.No	Name of Document	Mode of submission
1	Commercial Bid (Annexure 1)	Online

Bidder Sign and Seal

Annexure -3 Layout Plan



GROUND FLOOR

MEZZANINE FLOOR