

**KERALA GRAMIN BANK**  
**HEAD OFFICE: MALAPPURAM**  
**General administration Wing**

**Name Board and Interior Branding services Empanelment**

**Kerala Gramin Bank**, a Regional Rural bank in Kerala with head office in Malappuram having 634 branches & 12 Regional offices spread all over Kerala, (Please visit our website for more details) proposes to empanel Name board and interior branding workers in Kerala State for providing/repairing name boards and interior branding elements of branches, ATM, Administrative offices, etc. for the Bank.

**Details of Empanelment documents.**

This empanelment document consists of the following:

- Notice inviting applications for empanelment of Name board and interior branding workers.
- General rules and instructions to the intending applicants.
- Scope, cost wise sub-classification and eligibility criteria.
- Application formats for empanelment.
- Technical specifications of works involved

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Applications are invited in the prescribed format from reputed Firms /persons /companies etc engaged in making Name Boards and interior branding works for empanelling in the Bank's panel for providing Name Boards, side boards, stickers /other required branding works for the Bank.

**Mode of submission of application for empanelment.**

Prescribed application forms for empanelment and other details are available at Bank's web site. **[www.keralagbank.com](http://www.keralagbank.com)**.

Duly completed application forms in the prescribed format with required documents and EMD etc. should be submitted to Head office /GA wing of the Bank (Malappuram) in the address mentioned below on or before **03/04/2025 -5 p.m.**

Those who desirous of getting empanelment shall submit duly filled in Application form (**Application-I**) for new empanelment shall be sent to the address mentioned below along with all documents, details, proofs etc in a sealed, self addressed cover super scribed as "**Application for empanelment - Name Board and Interior Branding services**"

GST Registration No, TIN no PAN No.Full name and address of authorized person and contact numbers shall be invariably furnished in the application without fail. e-mail id and mobile /telephone nos. are also to be furnished without fail.

**The General Manager,**  
General Administration Wing  
Head office  
Kerala Gramin Bank  
A.K.Road, Malappuram  
Malappuram (Post) - 676 505  
Kerala

(Phone- 9400999099 )

**Special Note-**

**Bank reserves the right to accept or reject any application or all the applications without assigning any reasons whatsoever. Bank reserves right to eliminate any person/firms/contractors etc from the list at any time without assigning any reason whatsoever.**

**Empanelment is a routine exercise and not a eligibility criteria for getting work /supply order from the Bank. Same will be given only on the basis procurement and other policies of Bank.**

Please See General Rules and instructions for the empanelment also.

Place: Malappuram

Date: 19/03/2025

**General Manager**

**KERALA GRAMIN BANK**  
**HEAD OFFICE: MALAPPURAM**  
**General administration Wing**

**GENERAL RULES AND INSTRUCTIONS TO THE INTENDING APPLICANTS:**

1. Kerala Gramin Bank intend to prepare a panel of vendors to get the name board and interior branding in the Branches and Offices of the Bank. Period of this empanelment will be for 2 years from date of publication of the panel.
2. Generally, the routine works of the Bank are awarded /procurements are made on calling competitive tenders/ quotations from the empanelled contractors/suppliers. However, the Bank has the right to fix a specific rate for the works and award the work/procure & supply from any of the empanelled agencies, depending on the exigencies of the work and also opt for open tendering process for any particular work, depending on the nature & magnitude of the work.
3. Bank reserves the right for empanelling and de-empanelling any person/firm/dealer/supplier/vendor/contractor at any point of time without assigning any reason whatsoever.
4. Empanelment is a routine exercise and not a eligibility criteria for getting work order /supply order from the Bank. Same will be given only on the basis procurement and other policies of Bank.
5. The complete documents as detailed above, complete in all respects, should be submitted by the intending applicants within the stipulated date and as per the instructions given in the Notice inviting applications. The details of the applicants and their experience shall be furnished in the prescribed "Application Format" (category wise) only. Wherever required and if the space provided is not sufficient, particulars can be furnished in Annexures but such details shall be clearly mentioned in the respective columns of the Application Format. Applicant shall enclose latest copies of brochures and technical documentation giving additional information about the applicant. Each page of the document shall be duly signed by the Applicant or their authorized representative.
6. No costs incurred by the applicant in applying, in providing necessary clarifications or attending discussions, conferences or site visits will be reimbursed by the Bank.
7. Documentary proof with respect to the details furnished in the application form regarding eligibility criteria shall be furnished along with the application form. In this regard, copies of the work order and completion certificate and/or such documents shall be submitted. Incomplete applications or applications without proper proofs for establishing their credentials will be summarily rejected and **no** correspondence will be entertained in this regard.
8. If the application is made by a partnership firm, a certified copy of the partnership deed, current address of the firm and the full names and current addresses of all the partners of the firm shall also accompany the application.

9. If the application is made by a limited company, it shall be signed by a duly authorised person holding the power of attorney for signing the application in which case certified copies of the power of attorney and the certification of incorporation, Memorandum of Articles of Association shall accompany the application.
10. The evaluation will be based on the experience of the vendors and their financial capabilities and may also include inspecting the works furnished by them for which, necessary co-ordination shall be made by them. Based on the details furnished, inspection of works and eligibility criteria, they will be empanelled. Decision of the Bank regarding selection / rejection for empanelment will be final and binding and no further correspondence will be entertained. The empanelled contractors will only be informed by post / e-mail.
11. If, information and details furnished by applicants are found to be false at any time in future or any information withheld, which comes to the notice of the Bank at a later date, the empanelment of such applicant will be cancelled immediately.
12. Applications received after the due date and time is liable for rejection.
13. The vendors having their office in the geographical jurisdiction of the Bank will be preferred. The empanelment shall be valid for a minimum period of two years or till the finalization of next empanelment, whichever is later.
14. Kerala Gramin Bank reserves its right to reject any / or all the applications without assigning any reasons whatsoever.
15. The empanelled vendor needs to enter into a contract with the bank.
16. Before confirming empanelment, the vendor needs to provide a caution money for due fulfilment of his/her obligation under the contract by way of Performance Bank Guarantee of Term deposit for Rs 100000/- with validity upto 31/03/2030 which may be extended for further period if required.

## **SCOPE AND ELIGIBILITY CRITERIA FOR NAME BOARD WORKS AND INTERIOR BRANDING WORKS**

**SCOPE:** The scope for making following items as per requirement of the Bank, and as per specification.

### **Making of Name Boards**

Applications are invited in the prescribed format from reputed Firms /persons /companies persons who are having required background, engaged in making Name Boards /other items /art works /designing works etc for empanelling in the Bank's panel for providing Name Boards, side boards, stickers /other required art works etc for the various branches and offices of the Bank

#### **a. ELIGIBILITY CRITERIA:**

The applicants should have experience of 5 years in the field of undertaking the above works for Banks /Financial institutions/Govt offices .They should be established in this field for minimum 5 years. They should have service centers in the area of jurisdiction of the Bank.

They should:

- Submit GST registration certificate /PAN card /other Registration certificate.
- Have previous satisfactory records of supply of similar items to Banks / Govt. Departments / Public Sector undertakings / during last 5 years
- Have a cohesive team having adequate number of staff/artists etc
- Have excellent financial background
- Have a central office in Kerala with required machineries, computer systems and other environment.
- Ready to supply the item with in short notice
- Produce GST return for the past three financial years.
- Provide copies of work orders of sizeable amount for the past five years as a proof of experience.

The proof for establishing experience, expertise and ability to extent prompt after sales service should be enclosed with the application.

#### **IMPORTANT:**

- i. Application shall be sent for empanelment in this category and the envelope containing the application to be super-scribed as

**"Application for empanelment - Name Board and Interior Branding services"**

**APPLICATION FOR EMPANELMENT**  
**(Name Board and Interior Branding services )**

Nature of application	Fresh	Renewal

1	NAME OF THE PERSON/ FIRM/ UNIT/DEALER/MANUFACTURE/VENDOR WITH THE FULL POSTAL ADDRESS: (If location of the Firm/Unit is different from that of Office, Please provide both the addresses)				
2	CONSTITUTION	Proprietorship	Partnership	Private Ltd.co.,	Public Ltd Co.
3	NAME/S AND ADDRESSES OF CHIEF OWNER & CONTACT Nos.(DETAILS MAY BE ANNEXED SEPERATELY				
4	TELEPHONE NOS / EMAIL ID FOR COMMUNICATION				
	OFFICE RESIDENCE MOBILE NUMBER e-mail ID				
5	Line of Business				
6	Type of unit/Sector	SME:MICRO/ SMALL / MEDIUM ENTERPRISE			
7	Year of establishment:	8. Capital invested: `			
9	Details of activities of firm				

10. DETAILS OF MAJOR CLIENTS (Public Sector Undertakings / Banks etc) - Enclose Photocopies of the latest orders.

Sl.No.	Name & Address	Nature of dealings handled
1		
2		
3		

4		
5		
6		
7		
8		
9		
10		

**11. WORK ORDER DETAILS**

(Details of recent work order received by the firm/company)

Sl.No.	Name & Address of client	Name of item and Order value
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

GIVE DETAILS:

12	PAN NUMBER GST NUMBER TIN NUMBER	
13	NUMBER OF EMPLOYEES ENGAGED IN THE COMPANY/FIRM	SKILLED( ) UNSKILLED( ) OFFICE STAFF( ) TOTAL( )
14	a) DETAILS OF SEPARATE GODOWN / SPACE FOR ITEMS, IF ANY  b) DETAILS OF INSURANCE OVERAGE	

15. WE FURNISH HERE BELOW THE GIST OF FINANCIAL POSITION OF THE COMPANY/FIRM FOR THE PAST 3 YEARS

	31 <sup>st</sup> March 2022	31 <sup>st</sup> March 2023	31 <sup>st</sup> March 2024
Turnover for the year			
Profit/loss for the year			
Capital			



16. SPECIAL FEATURE OF FIRM /ACHIEVEMENTS OF FIRM/COMPANY

SI No	Details

17. FOR OTHER RELEVANT DETAILS ( Use separate sheets if necessary)

**DECLARATION:**

We understand that Empanelment will be at the sole discretion of the Bank and we do not have any objection, even if our application for empanelment is rejected for whatsoever reason.

You may rely on the information provided by us and include our Unit in your approved list of Name Board / Interior branding service providers. You are free to call for confidential opinion from any one or all our clients and also from our Bankers.

We UNDERSTAND that Empanelment / Application for Empanelment will not by itself confer any right to receive orders from the Bank, as placing orders is subject to the requirements and as per laid down procedure of the Bank.

Thanking you

Yours faithfully

**Authorised signatory**

**Seal**

Place :

Date :

## TECHNICAL SPECIFICATIONS FOR NAME BOARD WORKS

### 1. SPECIFICATIONS FOR FLEX SUBSTRATE AND VINYL TO BE USED FOR SIGNAGE

1.1.FASCIA-FLEXIBLE SUBSTRATE: The properties are given in Table 1. It shall have UV resistors added while manufacturing to prevent the whiteners turning yellow due to constant exposure to UV rays. The flexible substrate shall be warranted for 3 years to retain the white Color (i.e yellowing), plasticizer migration, wicking for a period of at least 3 years and similarly the vinyl shall be warranted against peel off, fading, shrinkage, cracking and crazing.

1.2.GRAPHICS: Graphics shall be computer-cut with translucent cast vinyl matching the KGB Green and KGB yellow, orange and blue. The Colour specification for the signage:

The Colour specification for the signage :

Colour	Pantone number
Green	357C
Blue	2985c
Yellow	116C
Orange	151C

1.3.TABLE 1- PHYSICAL PROPERTIES OF FLEXIBLE SUBSTRATE

<u>Property</u> <u>Metric Units (Range)</u>	
Service Temperature range	-20* Cto + 70 * C
Light Transmission (opacity)	Minimum 21% +/- 2%
Tensile strength Range Tear weft (Cross Direction) Tear Warp (Machine Direction) Tensile Weft (Cross Direction) Tensile Wrap (Machine Direction)	Minimum 15.00 kg / cm Minimum 17.00 kg / cm Minimum 20.00 kg / cm  Minimum 26.00 kg / cm
Characteristics Substrate	Polyester scrim embedded in a white pigmented vinyl
Thickness and weight	0.050 cm +/- 0.070 cm – weight minimum 440 GSM

1.4.TABLE 2 - PHYSICAL PROPERTIES OF TRANSLUCENT VINYL

Property	Metric Units (Range)
Tensile strength	0.8 - 0.9 kg / cm at 23°C
Applied Shrinkage	Shall not exceed 2 %
Service temperature range	- 30°C to +75°C
Adhesion Strength (acrylic and uncoated, clear Poly carbonate)	Minimum 0.7 kg / cm
Film Characteristics	
Film Thickness (film & adhesive)	0.050 mm, translucent vinyl 3 to 4 mil (0.08 to 0.105 mm)
Adhesive type and color	Permanent Clear Pressure Sensitive Adhesive Synthetic / Poly coated Liner
Liner Application surfaces	or equivalent subject to submission of certificate in this regard from reputed testing centre Flat, without rivets
Minimum application temperature	16°C

The testing of the Flexible Substrate and Translucent Vinyl for the above physical properties shall be carried out as per the relevant ASTM Specifications.

#### 1 (A)- SIGN BOARD BOX SPECIFICATIONS

- I. SIGN BOARD CABINET STRUCTURE–FRAME WORK: The Box (structure) should be fabricated using square GI tube 1" x 1" of 18 gauge with primer and enamel painted. GI Sheet of 24 gauge duly powder coated for sides, top and bottom and 26 gauge for back should be used. Thickness of back-lit sign board should be minimum 5". 1" Aluminum Angle Channel for Edge to Edge illumination. Bird-proof vent holes to be provided on the GI sheets provided on the sides of the board to dissipate hot air.
  - II. SIGN BOARD CABINET SUPPORT: The sign cabinet should be provided with suitable arrangements for fixing to existing wall surface or existing supporting structures available with suitable clamps, brackets, anchor bolts etc. The arrangements should be adequate to support the weight of the cabinet and to keep it firmly in position. The minimum requirement is that the signage frame work shall be anchored to the sunshade below using 'L' angle of 25mmx25mmx5mm thick equal angle in L shape at an interval of every 10 feet. Further the board should be anchored from top to the back wall using suitable steel/GI wire of minimum 8mm thick. All exposed clamps, brackets etc shall be painted with two coats of synthetic enamel paint over a coat of primer. Nothing extra will be paid for fixing the cabinet in position.
  - III. WELDING SPECIFICATIONS: Branded welding rods should be used for welding the joints. Welding rod should be preheated prior to welding. Preheating the welding rods enables uniform & smooth flow of the welding material in the joints. If welding is done with preheated rod there will be no formation of open fissures in the joint due to smooth flow of welding material. Open fissures cause weakening of joints. Welding has to be done across the full cross section of the GI pipe.
  - IV. PROTECTION OF THE FRAME: The entire frame of the sign board cabinet post welding has to be grinded around the welding joints to remove spurs and undulations if any created during welding. Post grinding the joints, the GI pipe has to be painted with zinc chromate primer.
  - V. FASTENERS: The fasteners used shall be uniform and at such spacing that it does not spoil the appearance of the signage looking from the bottom or the sides. The head of the screw shall have capping of stainless steel.
2. PROCESS OF PASTING VINYL STICKERS OVER THE FLEX SUBSTRATE: The pasting vinyl stickers over the flex substrate shall be undertaken with all care and techniques such as using pre mask tapes to the vinyl before initiating the fixing of

the same over the flex, it shall be ensured that vinyl is properly aligned to the flex without any gaps at the outer edges, there are no air bubbles, etc., The workmanship shall be of high standards and engineering.

#### Physical properties of Overlamine –

Characteristic :Vinyl Cast

Thickness 2 mils

Gloss: Luster

Liner : Kraft paper

Lamination Temperature:60 to +100 °F (15 to +38 °C) In Use

Temperature Range -65 to +225 °F (-54 to +107 °C)

Chemical Resistance • Resists mild alkalis, mild acids, and salt • Excellent resistance to water (does not include immersion) • Resists occasional fuel spills.

### 3. TECHNICAL SPECIFICATIONS OF BIODEGRADABLE UV SIGN BOARD: FRONTLIT SIGN BOARD:

· Base: Star Flex Black Back Coated fabric

· Weight: minimum 300 GSM  $\pm$  15 %

· Surface Finish: White High-Glossy with black back

· Ink for printing: Ultraviolet (UV) Wide Format Digital Printer with ISO Certifications Inks only

· Print Head: 7 to 12pl and above

· Number of print Heads: minimum 4 and above

· Warranty Period: minimum period of 3 year from the date of installation of sign boards.

· Features & Benefits:

Biodegradable & Eco-friendly

Good water resistance for outdoor purpose

High physical strength to withstand stretching and stapling during framing Black back to resist light passing through material.

Outer edge to edge 1” aluminium channel for board neatness.

·Warranty for the board: 3 years

4. TECHNICAL SPECIFICATIONS OF SINGLE SIDED LED SCALE/ LED DRIVER:

1	Make of LED module/ LED Driver	specific make approved by the Bank.
2	Colour	6500 Kelvin
3	Watt/ Module	18 W/ 20 W
4	LED Module per sft in signage	Maximum 2 Module 2 Sft
5	System Efficiency (Lm/W)	>95-100 Lm/W
6	Operating temperature	-40 degree C to +65 degree C
7	LED Module Life	Minimum 30000 hours Burning life
8	Protection Class Certifications and standard	IP66 BIS/LM79/LM80
9	Warranty	With minimum period of 3 Years Warranty
	LED Driver Specifications	

1	LED Driver Wattage	100W/ 200W/300W/400W
2	Surge Protection	Inbuilt Min 6KV L to E and 10KV L to N
3	Supply Voltage for drivers	90V – 300V
4	LED Driver Life	Minimum 30000 burning hours life
5	Protection Class	IP67 rating
6	Short Circuit Protection/ Overload Protection/ Over temperature protection	

5.ELECTRICAL COMPONENTS:

- Low loss, slim type, Electronic Driver/ Electronic Ballast of reputed make such as Wipro/ Philips/ Crompton greaves.
- Good quality insulated copper wires of ISI mark such as Poylcab/ Finolex/ V Guard or other specific make as approved by the Bank should be used for all electrical connections.
- Connectors made from molded plastic should be used to connect wires. No wire should be connected by tape or left open.
- Circuit wiring by way of 2 runs of 7/20 copper wire + 1 run of 3/20 copper wire for earthing of 660/1100 Volts grade of ISI approved make through 19mm dia PVC conduit using required saddles/joint/elbows as required at site. The number of circuits should be based on the number of tubes connected to each circuit and as per the direction of bank.

6.FIXING OF THE SIGNAGES AND SAFETY AT SITE: The signage providers shall duly assess the site condition for fixing securely by appropriate means using necessary clamp, hooks, fasteners and including minor civil works necessary at site. The entire signage so fixed at site shall withstand high wind pressures depending upon the actual locations / floor in which it is installed. It shall also be the responsibility of the signage solution provider for the safety of the installation, the signage till they are billed and accepted by the bank. While executing the work the labour force used shall comply to labour laws and all necessary safety measures shall be undertaken like using scaffolds, ladders, safety belts, helmets, gloves, appropriate tools. Suitable precautions shall be taken



against overhead power lines, slippery surface or such other hazards which may be in the close proximity to the premises / site. Any damages to the signage during the process of installation will result in rejection of the signage and the same shall be replaced at their own cost.

7. STANDARDS: All the materials shall conform to the required standards & safety aspects as specified in relevant ASTM/BIS standards wherever applicable.
8. The sign boards have to be fixed at various heights from the Ground level as per the requirement. Scaffolding charges or any other charges will not be paid extra. However, exceptions can be made if boards need to be lifted beyond the top of 1<sup>st</sup> floor, and also if landscape of the worksite demands. Any such cases need prior approval from the Bank.

### TECHNICAL SPECIFICATIONS FOR INTERIOR BRANDING WORKS

- Acrylic letters fixing inside branch premise: 2mm thickness  
Astariglas black or white acrylic sheet or similar
  
- Bank logo sticker fixing : Mc Cal, LG glossy vinyl stickers (orange, yellow,blue) or similar
  
- Acrylic LED letter fixing inside manager cabin : Good quality LED module with 3 years replacement warranty, 0.72W-1.5 W, 200 W SMPS/ Drivers with 3 years replacement warranty
  
- Profile strip light :
  - To be provided on the triangle shape plywood provided on staff counters, Manager's table, Officer's table
  - Wham white color
  - 400 W SMPS/Drivers with 3 years replacement warranty
  
- Etching sticker fixing : MC Jet etching sticker or similar, size 60" x 10"  
KGB Letter, logo with two lines cutting on top and bottom