

**Invitation of Quotation
for
Supply of Signage Board
At
Indian Institute of Technology - Jodhpur**

Issue Date : 28-10-2022
NIQ No. : IITJ/SPS/2022-23/OIE/44
Last Date of Submission : 04-11-2022 at 3:00 pm
Technical Bid Opening : 04-11-2022 at 4:00 pm



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Indian Institute of Technology Jodhpur

NH-62, Nagaur Road, Karwar, Jodhpur-342030

eMail: oiie@iitj.ac.in,

Website:- www.iitj.ac.in

Invitation of Quotation for Supply of Signage Board at IIT Jodhpur.

Sealed Quotations are hereby invited by the undersigned on behalf of the Director, IIT Jodhpur for supply of signage boards as per terms & conditions mentioned below. The filled quotations along with the entire required document must reach in the office of the undersigned on or before 04-11-2022, 03.00 PM. The Envelope containing the quotation would please be sealed and super scribed as under: -

“QUOTATION FOR Supply of Signage Boards at IIT Jodhpur DUE ON - 04-11-2022 at 03:00 PM”

1. Terms & Conditions: -

- I. The quotations received after this deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay this Institute will not be responsible.
- II. Quotations must be in the enclosed prescribed Proforma on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, in case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation.
- III. Rates must be quoted as per the format specified Taxes extra if any must be written separately.
- IV. No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.
- V. The rates quoted must be valid for 30 days minimum from the date of opening of the quotation and silence of any tendered on this issue shall be treated as agreed with this condition.
- VI. Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.
- VII. **L1 will be decided on individual item basis.**
- VIII. RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of supplier/firm/agency.
- IX. The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation:
 - *The firm shall have valid GST Registration.*
 - *The firm should not be black listed by any Govt. Agency/Dept.*
 - *The firm must have experience of signage work in govt. department/PSU. The experience should be supported by Work order/Purchase Order/completion certificate etc.*
- X. Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly. Any conditional quotation shall be rejected summarily.
- XI. The supplier may be asked to submit a sample of the product(s), which will be evaluated by a technical evaluation committee. The expenditure incurred for demonstrating the items will be borne by the supplier.
- XII. **Period of Supply - 07 working days from issuing Purchase order.**

- XIII. **Liquidated Damage:** - If the contractor fails to supply order within 7 days after purchase order or before the stipulated date, then a penalty at the rate of 0.5 % per week of the total P.O. value shall be levied subject to maximum of 10% of the total purchase order value.
- XIV. **Payment Terms:** Payment will be made only after satisfactorily delivery of material at IIT Jodhpur.
- XV. **Disputes:** -In the event of any dispute or disagreement arising between the Supplier and the department of IIT Jodhpur with regards to the interpretation of “Terms & Conditions” of this inquiry, the same shall be referred to the Director, IIT Jodhpur whose decision will be final and binding upon the Supplier.
- XVI. IIT, Jodhpur reserves the right to increase or decrease quantity and / or amount of items. Decision of Quantity of material in the IIT, Jodhpur will be final in this regard.
- XVII. Quotation must be submitted in the following Addresses.
W-1 Berm, Office of Infrastructure Engineering
Indian Institute of Technology, Jodhpur.
- XVIII. IIT Jodhpur reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of the IIT, Jodhpur will be final in this regard.
- XIX. After finalization of Purchase order, the matter for signage work will be provided by Institute.
- XX. Price inclusive of all taxes, freight charges and supervision for fixing of signage board at IIT Jodhpur etc. Nothing extra shall be paid on this account for completion job.

Superintending Engineer

Encl.: Annexure 1 (Format of Price)

[On the letterhead of firm]

ANNEXURE-1

PRICE

BIDFORM

To,

The Superintending Engineer

IIT Jodhpur Dear Sir,

1. I/We..... submitted the quotation for Enquiry No. "QUOTATION FOR Supply of signage board at IIT JODHPUR, AGAINST INQUIRY FILE NO.: IITJ/SPS/2022-23/OIE/44, DUE ON - 04-11-2022 at 03:00 PM" for procurement of following items at IIT Jodhpur.
2. I/We thoroughly examined, understood and accept terms and conditions given in the enquiry document, failing which my quotation will be rejected out rightly.
3. I/We hereby offer to supply at the following rates.
4. F.O.R. at IIT Jodhpur.
5. The agency will supervise the fixing work at IIT Jodhpur

S N	Description of item of works	Qty	Unit	Rate	Amount
1	Parking Signage Board single side (SS 304) Board Size (W-1200mm*H-600mm Total H-1800mm) SS Pole 50x50 mmx2mm SS Sheet 2 mm Thick ACP Sheet 4 mm thick	2	Nos		
2	Lecture hall Entrance Gate Name Letter as approved by Institute As per Design in MS 4mm Thickness laser cutting with powder coated.	1	Nos		
3	Signage Board Both Side (At Turn of lecture hall) At Turn of lecture hall Pole Board Size (W-2400mm*H-1800mm Total H-3000mm) SS Pole 80x80 mmx3mm Retro reflective Sheet of 3M or equivalent in 2 layers (1 for Background and 1 for Letter and Logo) ACP Sheet 4 mm thick exterior grade	1	Nos		
4	Pole Signage single Side (At The entrance Round About) Pole Board Size (W-3600mm*H-2400mm Total H-3900mm) SS Pole 80x80 mmx3mm Retro reflective Sheet of 3M or equivalent in 2 layers (1 for Background and 1 for Letter and Logo) ACP Sheet 4 mm thick exterior grade	1	Nos		

5	Pole Signage double Side (At the Main Gate & At the Service Road) Pole Board Size (W-3600mm*H-1800mm Total H-3900mm) in stainless steel 304 grade SS Pole 80x80 mmx3mm Retro reflective Sheet of 3M or equivalent in 2 layers (1 for Background and 1 for Letter and Logo) ACP Sheet 4 mm thick exterior grade	2	Nos		
				TOTAL	

Place: _____

Date: _____

(Signature of authorized person): - _____

(Name): - _____

Name of firm/company/agency: - _____

Phone No.: _____

Email: - _____

- (i) **Stainless Steel will be SS 304 Grade Matt Finish.**
- (ii) **The Retro reflective material is of 3M or equivalent brand.**
- (iii) **The ACP sheet is of Viva or equivalent brand.**
- (iv) **The frame should be SS 304 grade.**
- (v) **The quoted rated must be inclusive of all taxes.**