

Ref No: IIMBG/2023-24/LTE/

Date: 1<sup>st</sup> February 2024

**Sub:- INVITATION OF QUOTATIONS from the approved vendor for the Providing & Fixing of Signage as per drawing reg.**

Invitation of Quotation	
Starting Date & Time for submission of quotation	01 February 2024 06.00 PM
Closing Date & Time for submission of quotation	05 <sup>th</sup> February 2024 up to 02:00 PM
Opening of Quotation	05 <sup>th</sup> February 2024 up to 03:00 PM
Quotation should be sent through email: <ul style="list-style-type: none"> <li>Should be in single PDF.</li> <li><b>PDF must be Password protected</b> (Password will be asked at the time of opening of Quotation).</li> </ul>	<a href="mailto:spo@iimbg.ac.in">spo@iimbg.ac.in</a> <a href="mailto:ao.purchase@iimbg.ac.in">ao.purchase@iimbg.ac.in</a>

**1. SCOPE OF WORK**

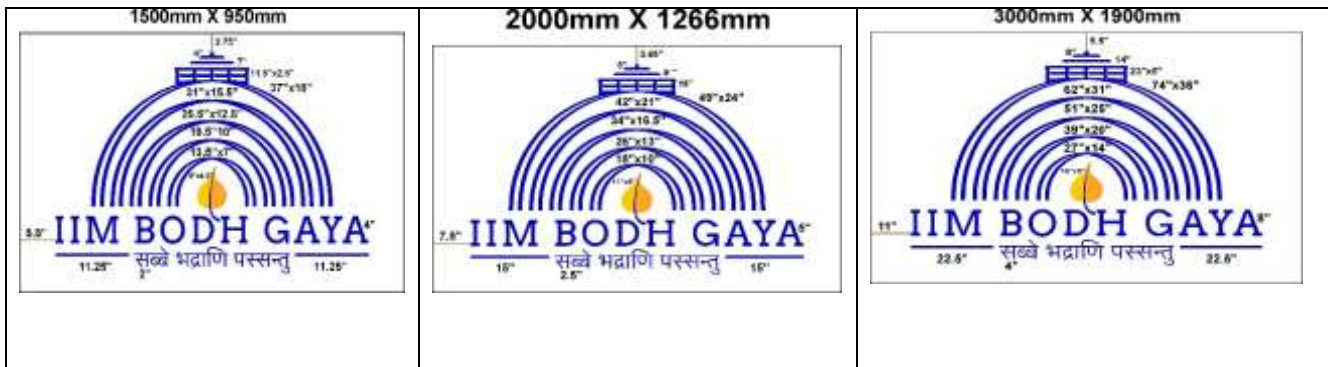
IIMBG invites password protected quotations from the reputed vendor/ Company/ Firm for providing & Fixing of Signage as per drawing.

<u>Providing &amp; Fixing of Signage as per drawing</u>					
Product	Size with Indicative Images	Qty	Rate in Rs.	GST (%)	Total Amount [Incl. GST] (₹)
providing & Fixing of Signage as per drawing  1. Devnagari Text+ IIL Letter line-12mm thick ,1 mm Stainless steel sheet- 304 grade, Hollow 3D letter with PU coating color as approved. 2. Logo half circle with 25mm thick 1mm stainless steel sheet- 304 grade hollow 3D letter with PU coaptation as approved. 3. Led leaf3-D Design with driver Light 4. Installation , Designing & Cartage and others.	a) 2000×1266 in MDP block-01 unit	01			
	b) 3000×1900 (2 units) in academic entrance lobby & auditorium lobby	02			
	c) 1500×950 (5 Units) Board room, confrence room, waiting lounge & Director office (on glass)	05			
<b>Total Amount in Rs.</b>					

Amount in Words:-

## Indicative Images: -

01	 <p>Devnagari Text + IIM letters (ARVO Font) and line shall be cut in aluminium 12mm thick rigid sheet.</p> <p>With side edge finish and rear pins for the fixing of the same on wall.</p> <p>The letters shall be PU coated as per the given color and shade.</p> <p>logo- Half Circle feature shall be cut in stainless steel with side edge depth.</p> <p>Depth shall be of 25mm thick, with cavity at behind for housing of the LED.</p> <p>LED of required color shade shall be used to achieve the hallow effect.</p> <p>With required wiring and drivers as required.</p> <p>making, packing, fixing of the same on site as required.</p>	Logo signage.	Size : 3000mm X 1900mm	1
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## 2. INSTRUCTION TO VENDORS/FIRMS:

- i. The vendor/firm is requested to read the document carefully and ensure compliance with all specifications/instructions herein. Non-compliance with specification/ instructions in this document may disqualify the vendor/firm from the tender process.
- ii. The Institute reserves the right to accept or reject any quotation or reject the tender process or any bid wholly or partly without assigning any reason.
- iii. Incomplete quotation or receiving the quotation after closing date and time are liable to be ignored and rejected.
- iv. Price bid in the above format (on letterhead of the vendor) along with one set of this quotation document, *duly signed and stamped and Password protected single PDF* by the vendor/firm should be emailed to [spo@iimbq.ac.in](mailto:spo@iimbq.ac.in), [ao.purchase@iimbq.ac.in](mailto:ao.purchase@iimbq.ac.in) on schedule date and time.
- v. Any quotation delivered by any other mode WILL NOT BE CONSIDERED UNDER ANY CIRCUMSTANCES.
- vi. IIM Bodh Gaya WILL NOT BE RESPONSIBLE FOR ANY DELAY. Bids received after the closing date and time will not be considered.
- vii. The quotation shall be submitted with the email subject “providing & Fixing of Signage as per drawing”.

- viii. Price:** Price must be quoted in Indian National Rupees and is inclusive of all taxes/ duties/ charges & GST.
- ix.** No extra charges other than quoted price will be entertained. The total quoted price/amount must be written in figures as well as in words.
- x.** The vendor offering the lowest rates in total will be declared as the successful service provider. However, IIM Bodh Gaya is not bound to accept lowest quote.
- xi.** All bids in which any of the prescribed conditions is not fulfilled or any condition is put forth or conditional bids by the vendor/s shall be summarily rejected.
- xii. Payment Clause:** -----  
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- xiii. Validity:** The quotation should be valid for a period of 90 (ninety) days from the date of opening of bids. The Vendors should be ready to extend the validity as asked for.
- xiv. Delivery Period:** Above License as per quantity will be provided to IIM Bodh Gaya at no extra cost to IIM Bodh Gaya at the earliest but not later than 07 days after issue of work order.
- xv. Liquidated Damage:** If the vendor/firm fails to deliver the required License in the above-mentioned period, the penalty @ 1% per week of the total order value subject to the maximum of 10% of the total order value will be deducted.
- xvi.** In the event of any dispute or differences arising under this contract, the decision of the Director, IIM Bodh Gaya, shall be final and binding to both the parties.
- xvii. Bank Details:** Banker's details of quoting Firm/ Vendor should be clearly mentioned.
- xviii. Jurisdiction:** The court of Jurisdiction shall be referred to the Court at the district of "Gaya" for all such purposes.

***Vendors not complying with the above conditions or not providing complete information as described shall not be considered, and hence they will be rejected outright without assigning any reasons whatsoever.***

#### **IIM Bodh Gaya's Right to Terminate the Process**

IIM Bodh Gaya may terminate the quotation process at any time and without assigning any reason. IIM Bodh Gaya makes no commitments, expressed or implied that the process would result in a business transaction with anyone.

This call for quotation does not constitute an offer by IIM Bodh Gaya. The vendor/firm's participation in this process may result in IIM Bodh Gaya selecting the vendor to engage in further discussion and negotiations onwards execution of a contract, if necessary. The commencement of such negotiation does not, however, signify a commitment by IIM Bodh Gaya to execute a contract or to negotiations.

The institute reserves the right:

- A. To reject any or all tender quotations without assigning any reason whatsoever and is not bound to accept the lowest (LI) rate.
- B. To change any clauses/items/conditions on the tender quotation document.
- C. IIM Bodh Gaya will follow the provisions of GFR 2017, as applicable.

**Documents need to be submitted with quotation (PDF password protected)**

SI No.	Documents need to submit in single PDF file in following order.	Remark/ Compliance
1	Vendor/firm registration certificate	
2	Supporting documents of at least 2 years' experience in the field of similar business. (PO and completion certificate for experience)	
3	Copy of PAN	
4	Copy of GST	
5	Bank Details of the vendor/firm	
6	Copy of this Tender document duly signed & stamped on all pages	
7	Quotation price on the letter head of Supplier/firm in provided format.	