



Tender No: IIMBG/NIT/LF/2024-25/07

Date: October 14, 2024

Notice Inviting Tender

For

Fabrication, Supply and Installation of Signage, Wallpaper, Map etc. in Library of IIM Bodh Gaya.

Issued By
IIM Bodh Gaya (Bihar)

(e-Procurement Mode only)

Tender Document can be downloaded from the following websites: -

<http://www.iimbg.ac.in>

<https://eprocure.gov.in/eprocure/app>

Address to:-

Tender Inviting Authority (TIA)
Chief Administrative Officer (CAO)

IIM Bodh Gaya (Bihar)

Phone: 0631-2200238,

Mail Id: cao@iimbg.ac.in

1. NOTICE INVITING TENDER

Online Bids are invited under a Two Bid system for Fabrication, Supply and Installation of Signage, Wallpaper, Map etc. in Library of IIM Bodh as per the schedule mentioned below:

SL.	Item Name	Description
1	Service Description	Fabrication, Supply and Installation of Signage, Wallpaper, Map etc at IIM Bodh Gaya
2	Tender Ref. No. and Date	Tender No: IIMBG/NIT/LF/2024-25/07 Date: October 14, 2024
3	Estimated cost of Tender	Rs. 16,54,655/-
4	EMD (Earnest Money Deposit)	2% of the Cost of Tender Rs. 33093/- (One Lakh Thirteen Thousand Four Hundred and Forty-Eight Only)
5	Performance Security	The successful bidder should deposit Performance Security @ 3 % of the total contract value before finalizing the contract agreement.
6	Date of e-Publishing on Central Procurement Portal	As per CPP Portal Uploaded on website: - https://www.iimbg.ac.in and CPP Portal https://www.eprocure.gov.in/epublish/app .
7	Closing Date & Time for Submission of Bids	As per CPP Portal.
8	Opening of Technical Bids	As per CPP Portal.
9	Opening of Financial bid	After Technical bid evaluation, will be informed later.
10	No. of covers	02 covers (Technical & Financial).
11	Location of the work	Indian Institute of Management Bodh Gaya, Uruvela, Prabandh Vihar Bodh Gaya – 824234, India.

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This NIT contains total 17 Pages only.

Information & Instruction to bidders: -

1.0 Eligibility Criteria:

The firms/ Contractors who full fill the following requirements shall be eligible to apply.

- a) The bidder must have a valid registration of the Firm.
- b) The bidder must have 3 (Three) years of experience of similar work. As proof, the bidder may submit a copy of Invoices/work orders/agreement copies/Purchase Order of any assignment executed in the last 3 years. Out of which there should at least one experience of IIT / IIM.
- c) The Average turnover of the firm of bidder in last 3 financial years (2021-2022, 2022-2023, 2023-2024) should be more than 50 Lakh. A certificate from practicing CA in this regard must be submitted as proof along with audited Balance sheet and Profit & Loss Account.
- d) Experience of having successfully completed similar works during last 3 years should be either of the following: -
 - I. Three similar completed works costing not less than the amount equal to 40% of the estimated cost.
 - Or II. Two similar completed works costing not less than the amount equal to 50% of the estimated cost.
 - Or III. One similar completed work costing not less than the amount equal to 80% of the estimated cost.

2.0 Submission of Bid.

Applicant has to make Online payment of Rs. 33,093/- (Rupees Thirty-Three Thousand Ninety-Three Only) towards refundable Earnest Money Deposit with tender document and uploading the mandatory scanned documents as mentioned in NIT, and other documents as specified.

Details for online payment:

Account name: :- IIM-BODH GAYA

Account no: 35289661031

IFSC Code: SBIN0002739

Bank Name: SBI

The bank Transection reference slip shall be uploaded with PQ bid and same shall be submitted in hard copy along with PQ documents.

- I. Following guideline shall be followed with regards to submission of tender:
 - i) Tender will be submitted online only.

- ii) Technical Bid will contain documents related to eligibility criteria including scanned copy application of tender, the bank Transaction reference slip for EMD, and list of documents mentioned in NIT to be scanned and uploaded.
- iii) Experience Certificates will be signed by the officers of not below the rank of Executive Engineer in case of Government departments/ Government Undertakings. In case of Private organizations, certificates should be accompanied with respective TDS certificates.
- iv) Price Bid shall be as downloaded and dully filled by bidder.
- II. The department 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.
- III. The intending bidder must have valid class-III digital signature to submit the tender.
- IV. On opening date, the contractor can login and see the tender opening process. After opening of tenders, he will receive the competitor tender sheets.
- V. Contractor can upload documents in the form of JPG format and PDF format.
- VI. The eligibility bid shall be opened first on due date and time as mentioned above. Price bid shall be opened for eligible firms only.
- VII. List of documents to be filled in by the bidders in Technical Bid as indicated in NIT, to be scanned and uploaded:

Sr. No.	List of Document to be uploaded for PQ bid (Mandatory)
1	EMD: Scanned copy of bank transaction slip
2	Certificate of Registration for GST
3	PAN card and Bank Account Details
4	Firm Registration.
5	Form-A & B
6	EPF or ESIC Registration certificate as applicable.

- VIII. The intending bidder must read the terms and conditions of NIT carefully. He should only submit his bid if he considers himself eligible and he is in possession of all the documents required.
- IX. Information and Instructions for bidders posted on the website shall form part of this bid document.
- X. Bid documents, specifications, the schedule of quantities of items to be executed and set of terms and conditions of the contract can be seen in the Administration office, Indian Institute of Management Bodh Gaya, Uruvela, Prabandh Vihar , Bodh Gaya, Gaya, Bihar – 824234 in the period specified above every day except on Saturday &

Sunday or public holidays or can be seen on website <http://www.iimbg.ac.in/tender> or www.eprocure.gov.in

- XI. Any clarification on the content of NIT/ Tender document can be referred to the Administrative Officer (Purchase)/ EPO, IIM Bodh Gaya (Phone No. 0631-2200238) email: [ao.purchase@iimbg.ac/](mailto:ao.purchase@iimbg.ac) [cao@iimbg.ac.in](mailto:cao@iimbg.ac) in by making a written requested up to specified period above as per CPPP. Effort will be made to issue clarification in this connection in writing in next days by IIM Bodh Gaya.
- XII. Pre bid meeting shall be held on the date specified. in the Meeting Room at Samadhan Office (2nd Floor, Academic Block, Part -A) of IIM Bodh Gaya. Prospective bidder may attend the meeting for clarification pertains to this NIT.
- XIII. The contractor whose bid is accepted, will be required to furnish **performance guarantee of 5% (Five Percent)** of the bid amount within the period specified. This guarantee shall be in the form of Banker's cheque of any scheduled bank/ Demand Draft of any scheduled bank or Government Securities or Fixed Deposit Receipts or Guarantee Bonds of any Scheduled Bank or the State Bank of India in accordance with the prescribed form. In case the contractor fails to deposit the said performance guarantee within the period as indicated including the extended period if any, the Earnest Money deposited by the contractor shall be forfeited automatically without any notice to the contractor.

**Chief Administrative Officer
IIM Bodh Gaya.**

3.0 Safety Measures.

1. The issue of construction safety & standards has gained utmost importance in recent times. Contractors must follow highest safety standards and “ZERO” tolerance towards any violation of safety norms at the construction site. *All workers of contractor and associate agencies, invariably and at all the times, must follow all safety norms, adopt best safe work practices as per requirement of job and use all required safety gadgets in their working throughout the project duration.*

Note : 1 The special conditions detailed above are in addition to general/ other/ additional conditions as specified elsewhere in tender document.

Note : 2 Nothing extra shall be paid on the account of these special conditions.

The Engineer-in Charge may stop the work and ask for removal of any workers from site in case of non-adoption of safety measures.

4.0 Commercial and Additional Conditions

1. **Terms of payment:** Payment will be made after completion of work in all respect. Provision of stage payment is not applicable.

2. **Rates:**

The rates quoted by the tenderer, shall be firm and inclusive of all taxes (including GST), entry tax, duties and levies and all charges for packing forwarding, insurance, freight and delivery, installation, testing, commissioning etc. at site i/c temporary constructional storage, risks, overhead charges, general liabilities / obligations and clearance from local authorities.

Rate shall be quoted for all the Items individually as Annexed in Bill of Quantity at Annexure- III (Financial Bid).

3. **Inspection and Testing**

Inspection of material shall be carried out at site with specifications and design.

4. **Storage and custody of materials:**

The agency has to make their own arrangement. Watch and ward of the stores and their safe custody shall be the responsibility of the contractor till the final taking over of the installation by the department.

5. **Care of the Institute:**

Care shall be taken by the contractor while handling and installing the various equipment and components of the work to avoid damage to the Institute. They shall be responsible for repairing all damages and restoring the same to their original finish at their cost. They shall also remove at their cost all unwanted and waste materials arising out of the installation from the site of work.

6. **Completion period:**

The completion period indicated in the tender documents is for the entire work of planning, designing, obtaining approval of design, manufacturing, supplying, installation, testing, commissioning and handing over of the entire installation to the satisfaction of the Engineer-in-charge.

7. Performance Guarantee:

The tenderer shall guarantee among other things, the following vis-à-vis specifications.

- a. Quality, strength and performance of the materials used.
- b. Safe mechanical and electrical stress on all parts under all specified conditions of operation.

8. Defect Liability Period:

All the items shall be guaranteed for a period of 12 months from the date of taking over the installation by the department against unsatisfactory performance and / or break down due to defective design, workmanship of material. The equipment's or components, or any part thereof, so found defective during guarantee period shall be forthwith repaired or replaced free of cost, to the satisfaction of the Engineer-in-Charge. In case it is felt by the department that undue delay is being caused by the contractor in doing this, the same will be got done by the department at the risk and cost of the contractor. The decision of the Engineer-in-Charge in this regard shall be final.

9. Power Supply:

Power Supply will be provided by Institute free of cost. Except source of power supply nothing will be given by the Institute. The contractor is required to make arrangements other than source of power supply.

- 10.** The successful tenderer should furnish well in advance three copies of detailed instructions and manuals of manufacturers for all items of equipment's regarding installation, adjustments, operation and maintenance i/c preventive maintenance & trouble shooting together with all the relevant data sheets, spare parts catalogue and workshop procedure for repairs, assembly and adjustment etc. all in triplicate.

- 11.** Repair works including necessary painting after installation of Signage and other items is the responsibility of the Contractor. It is to be noted that necessary repair and painting if required is part of work for which no additional payment will be made

12. Cooperation with other agencies:

The successful tender shall co-ordinate with other contractors and agencies engaged in the construction of the building and exchange freely all technical information so as to make the execution of this works contract smooth. No remuneration should be claimed from the department for such technical cooperation. If any unreasonable hindrance is caused to other agencies and any existing portion of the building has to be dismantled and re-done for want of cooperation and coordination by the successful tenderer during the course of

work, such expenditure incurred will be recovered from the successful tenderer if the restoration work to the original condition or specification of the dismantled portion of the work was not undertaken by the successful tenderer himself. Water proofing of pits shall not be damaged under any circumstances.

13.0 Mobilization Advance:

No mobilization advance shall be paid for this work.

14.0 Submittal

Successful tenderer shall submit the Technical Submittals and shop drawing of all type of signage and other items for approval. Design of all type of signage and other items are to be got approved from the Client before final manufacturing of signages. Also, sample is to be got approved from the Client.

TECHNICAL SPECIFICATIONS

General Scope of Fabrication, Supply and Installation of Signage, Wallpaper, Map etc. in Library of IIM Bodh Gaya. is as below;

The contractor will procure materials, fabricate, finish, print, assemble, and install the signage and other items as enumerated at Annexure-III of the in Library of IIM Bodh Gaya within the specified time based on designs specifications and details provided..

List of materials

Following materials are mentioned in the document which cover the majority of the work for sign fabrication but is not limited and newer options/advanced materials can be explored basis their meeting the performance criteria of signing. Components and accessories like hardware shall be procured of the best quality confirming to the Indian standards for matching life expectancy to the materials they are used in combination with.

Sign detailing and construction

Fabrication quality must be of a high standard. There should be no dangerously sharp corners or raw edges and all burrs must be removed.

Materials

For all other material required for the works, the approval of the Engineer-in charge shall be obtained by the Contractor prior to the use of the material in the works

Contractors are expected to provide the standard warranty and the invoices from the manufacturers covering all the materials used.

Acrylic

Acrylics made from virgin polymers shall be used for the sign faces. A minimum 3 mm thick Acrylic sheet is proposed for signages faces with a +/- 0.6mm tolerance for the thickness.

Note: - The Dimension for Acrylic Sheet in Design Document may also be read as above at all places.

Vinyl Sheet

All vinyl has to have exact match with the color specified for each sign. Sample shall be approved by Engineer-in-charge before exclusion.

Workmanship for Vinyl pasting (Plotter cut Vinyl sheet graphics/text)

Vinyl shall be pasted on acrylic sheets or on glass/metal panel after removing the masking film/cleaning the surface.

Proper preparation of application surface is essential to obtain high quality and long-lasting markings.

Application:

Clean the substrate as per recommendation of vinyl manufacturer. Remove entire liner from adhesive side of film. Align the film and press one edge to surface with finger.

With a squeeze, apply remaining film using overlapping strokes. Hold the film away from surface to avoid pre adhesion.

The plotted vinyl sheet should be applied to the substrates with the use of approved application tape to insure correct placement and accuracy. Vinyl application should be done in a dust free environment.

Remove pre-mask:

Remove application film from the face of the film by pulling tape back upon itself at a 180-degree angle. Application film should be removed after 24 hours of application.

Re-squeeze all edges to prevent edge lifting. This must be done after application of film removal. Use firm even pressure. If not thoroughly re squeezed after premask removal, the adhesion at edges of film loosened by premask removal may start peeling off due to dirt or moisture and subsequently lift or be susceptible to damage from pressure washing.

Remove entrapped air:

All film pasting on the surface including the over laminate should be free from air bubbles. Inspect the film in flat areas for bubbles. To eliminate the bubbles, puncture the film at one end of the bubble with a pin and press the entrapped air with the thumb or squeeze or moving towards the puncture.

Self-matching and complementing films should be used for all situations involving layers of films laminated in a single sign.

The graphics for the Block out vinyl sheet should be plotted in accordance with specified artwork accurately on a computerized plotter cutter. The edges of the plotter cut vinyl sheet should be clean and smooth. Vinyl sheet should be plotted in a dust free environment.

The final applied graphics shall be free from any kinds of wrinkles, air bubbles and placement/orientation problems.

Contractors are expected to provide the standard warranty and the invoices from the vinyl manufacturers covering all the vinyl used.

Dust Barrier Trapper Matting/ Carpet.

It should absorb moisture & dirt. It is carpet-type entrance matting, which provides excellent dirt and water removal. It holds dirt and moisture off the floor. The matting/ carpet should be durable and stain resistant. Vinyl backing in mat/carpet won't stain the floor and helps prevent dirt and moisture from penetrating through the mat to the floor. It should be suitable for High Traffic Area.

Trapper Loop Entrance Mat Heavy Duty

Trapper Matting Traps, hold & hides dirt is a vinyl looped construction. It is an ideal mat for front entrances/exit areas. The unique 'loop' pattern gives it excellent properties for the retention of dirt, dust, debris and fluids from dirty feet and footwear and allows for easy cleaning when soiled. It should be suitable for High Traffic Area.

MDF Board as per IS 12406:202 and other required materials shall be of relevant Indian Standard.

Form A (Annexure-I)

PARTICULARS TO BE FILLED BY THE BIDDER

1. Name of the Bidder:
2. Complete Address of the Bidder:
3. Details of Earnest Money Deposit transferred: Yes / No [Please \surd] if Yes,
 - a) Name of the Bank_____
 - b) Amount in (₹) _____
 - c) UTR No. _____
 - d) Date of remittance_____
4. Communication details of the concerned contact person to whom all references shall be made regarding this tender enquiry. [NOTE: Any changes after submission of Tender documents kindly update IIT Gandhinagar]
 - a) Full Name:
 - b) Complete Postal Address:
 - c) Telephone No.:
 - d) Fax No.:
 - e) Mobile No.:
 - f) E-mail:
 - g) Website Address:

Form B (Annexure-II)

PARTICULARS FOR REFUND OF EMD TO SUCCESSFUL/UNSUCCESSFUL BIDDER

RTGS/National Electronic Fund Transfer (NEFT) Mandate Form

1	Name of the Bidder	
2	Permanent Account No (PAN)	
3	Particulars of Bank Account	
	1) Account No.	
	2) Name of Account Holder	
	3) Name of the Bank	
	4) NEFT/IFSC Code	
	5) RTGS Code	
	6) Type of Account	
	7) Address	
	8) City Name	
9) Telephone No		
4	Email id of the Bidder	

Note: - Please attach original cancelled cheque along with the RTGS/National Electronic Fund Transfer (NEFT) Mandate Form.

Financial Bid

Annexure- III

Bill of Quantity of Fabrication, Supply & Installation of Signage in Library of IIM Bodh Gaya.

S. No	Item	Position	Size	Qty	UoM	Rate	Amount
1	Sandwich Clear Acrylic Sheet Size - 1200 W x 1800 H mm, using a CNC/ Laser machine, 3mm+3mm sheets will undergo precise cutting to achieve appropriate edges. To enhance safety and aesthetics, the corners will be carefully radiused, eliminating sharp elements that could pose potential risks. To install the same, provide necessary holes on the corners & wherever necessary depending on the size of panels. The same will be installed on wall with the help of 3/4" Studs.	On wall near rectangle table between windows (Ground floor and first floor)	1200 W x 1800 H mm	16	Nos.		
2	Sandwich Clear Acrylic Display Size - 600 W x 1500 H mm using a CNC/ Laser machine, 3mm+3mm sheets will undergo precise cutting to achieve appropriate edges. To enhance safety and aesthetics, the corners will be carefully radiused, eliminating sharp elements that could pose potential risks. To install the same, provide necessary holes on the corners & wherever necessary depending on the size of panels. The same will be installed on wall with the help of 3/4" Studs.	First floor near octovassa	600 W x 1500 H mm	2	Nos.		
3	Sandwich Clear Acrylic Display. Size - 297 x 420 - Using a CNC/ Laser machine, 3mm+3mm sheets will undergo precise cutting to achieve appropriate edges. To enhance safety and aesthetics, the corners will be carefully radiused, eliminating sharp elements that could pose potential risks. To install the same provide necessary holes on the corners & wherever necessary depending on the size of panels. The same will be installed on wall with the help of 3/4" Studs.	First Floor near octovassa	297 x 420 mm	16	Nos.		

4	Signage - 3 mm Acrylic with Vinyl (Fixed on wall with mirror caps/studs) Size - 600 x 150 mm	Overall Library	600*150	7	Nos.		
5	Signage - 3 mm Acrylic with Vinyl (Hanged on ceiling with the help of suitable hardware) Size - 600 x 150 mm		600*150	13	Nos.		
6	Signage - Vinyl Sticker on Glass, Made up of self-adhesive vinyl of 160-180 gsm with paper Size - 600 x 150 mm		600*1200	1	1		
7	Dust Barrier Trapper Matting Heavy Duty (20' x 4') TRAPPER LOOP is a vinyl looped construction that allows dirt and moisture to fall below the matting surface, keeping shoes dry and clean. Designed mainly for outdoor use that trap, holds & hides dirt.			1	Nos.		
8	Dust Barrier: Montereo Carpet (12' x 12'), Heavy Traffic Absorbs Moisture & Dirt. It is carpet-type entrance matting. Provides excellent dirt and water removal. Holds dirt and moisture off the floor. Durable and stain resistant. Vinyl backing won't stain the floor and helps prevent dirt and moisture from penetrating through the mat to the floor. Above to be achieved.			1	Nos.		
9	Rubber Edging for Dust Barrier			288	Rft		
10	Word Art : 2700 x 1500, Decal for Informal Discussion area Made up of self adhesive vinyl of 160-180 gsm with paper.		2700 x 1500	1	Nos		
11	Word Art: 2700 x 1500, Decal for Finance Lab , Made up of self adhesive vinyl of 160-180 gsm with paper		2700 x 1500	1	Nos		
12	Word Art (near octovassa) : 2400 W x 450 H mm, Decal for Finance Lab, Made up of self adhesive vinyl of 240 gsm with paper		2400 W x 450 H mm	1	Nos		

13	Wallpaper: Custom print wallpaper applied on wall with suitable adhesive (Informal discussion area). The paper should be of 200 – 240 mm gsm.		1. 10'.10" x 17'.3" 2. 10'.6" x 15'. 7"	374	Sqft		
a	Size - 10'10" x 17'3"			186.88	Sq. ft		
b	Size - 10'6" x 15'7"			162.4	Sq. ft		
14	Main Signage - Outside Library Made up of 5 mm Acrylic finished with Vinyl. (Fixed on wall with mirror caps/studs) Size - 7' x 4'		7' x 4'	1	Nos		
15	Supply & Installation of 3D Wooden Texture World Map for wall (WMWA0032) Key Specification: Handcrafted: To be Crafted with precision and attention to detail, this map in unique way. •Material: High-quality MDF (Medium-Density Fibre Board) - Durable and smooth, perfect for laser cutting and engraving of Suitable Thickness (25/18mm or as required) • Size: XXL - 100 Inches x 65 Inches • Style: 3D Wooden Texture • Color: Natural Wood Tone • Backlighting Modular LED Lights: Installed behind the map for a stunning glowing effect. • Prime option: With country names and borders engraved. Product Features: 3D Texture: The maps to intricate 3D texture adds depth and dimension, to make it visually appealing and tactile. • High Quality: Made from premium MDF, ensuring durability and longevity. • Natural Finish: The natural wood tone should provide a warm, inviting aesthetic that complements various interior styles.		100 Inch X 65 Inch	1	Nos.		

	<ul style="list-style-type: none"> • Large Size: The XXL size should allow for a dramatic and impactful display on wall. • Educational Value: A great tool for teaching geography and inspiring wanderlust. • Handcrafted: Each piece to be meticulously assembled by hand. 						
	Total						
	Note - Bidder must quote their rate inclusive of all taxes						

Seal and Sign of Bidder

Additional Term & Conditions:

1. The Rate is to be quoted for complete work i.e. Fabrication (If required), Supply & Installation on site whether the same is mentioned specifically or not including all necessary hardware.
2. The defect liability period for the above work is 12 Months post completion of work. Bidder must take cognizance of the same while quoting their rate.
3. Model samples of each item to be got approved from IIM Bodh Gaya before final production.
4. The content to be written on the above items are to be obtained from IIM Bodh Gaya.

Seal and Sign of Bidder