

राजीव गाँधी विश्वविद्यालय
रोनो हिल्स, दोइमुख
RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH

फईल संख्या/No.RGU/HC/RS/2019/24/..3.2.

दिनांक/Date:-02/01/2025

संकेत पट्ट, नाम पट्ट व पदस्थता बोर्ड के लिए दर-सूची जमा हेतु निबंधन एवं शर्तें
**TERMS AND CONDITIONS FOR SUBMITTING OF QUOTATION FOR SIGN BOARDS, NAME
PLATES AND INCUMBENCY BOARDS.**

राजीव गाँधी विश्वविद्यालय के नाम पट्ट, संकेत पट्ट की पुनः रंगाई, पदस्थता बोर्ड एवं सर्वोत्तम छात्र सूचना बोर्ड आदि को तैयार करने / बनाने के लिए किसी पंजीकृत फर्म / विक्रेता से मुहरबंद निविदा आमंत्रित किया जाता है।

Sealed quotations are hereby invited from registered firms/vendor for preparation/making of name plate, signboard, re-painting of sign board etc.in respect of the Rajiv Gandhi University.

निबंधन एवं शर्तें
TERMS AND CONDITIONS

1. The rates quoted must be in gross-inclusive of all taxes, packaging, forwarding, freight, installation, transportation and all other incidental charges F.O.R. at Rajiv Gandhi University campus. The quoted rate should be valid for the current financial year.
2. The last date and time of receipt of quotation is on **03.01. 2025 (Time-3:00 PM)**. The quotation shall be opened on the same day **at 3:00 PM**. If the closing day happens to be bandh/holiday, then the next working day will be treated as last closing /opening day. The interested firm/suppliers must submit the document for registration and verification of the same on or before 17th of January, 2025.
3. Sealed quotation should be addressed to **“The Registrar, Rajiv Gandhi University, Rono Hills, Doimukh-791112, Arunachal Pradesh”**. Before due date and time. No bid shall be accepted/received after the due date and time.
4. Sealed quotation should be submitted to **“Office of the Registrar, Rajiv Gandhi University, Rono Hills, Doimukh-791112, Arunachal Pradesh”** before due date and time. No bid shall be accepted/received after the due date and time.
5. Envelope should bear the inscription.

“No. RGU/HC/RS/2019/24 – quotations for Supply of Name Plates and Sign Boards”.

6. The bidder should quote the rates for the jobs specified strictly as per the tendered specifications. No deviations in the specifications of the items would be accepted. Tender not adhering to the specifications will be out rightly rejected.
7. The consignment is required to be delivered in Rajiv Gandhi University under dispatch at the suppliers' own arrangement free of additional charges. All offers of delivery should be made ex-stock and clear note should be inserted in case ex-stock delivery is not possible. Any risk of damage or loss in transit, if any, will be bear by the suppliers.
8. All the services that would be required to complete the jobs should be performed as per the specifications and at the locations specified in the supply order.
9. The firm will have to deliver the Name Plate within seven days from the date of receipt of the order and specimen documents need to submit within 7 days.
10. Notice board, re-painting of boards etc. should be completed as per specifications within 10 days from the issue of the order.
11. Proof reading of all the write-ups for the sign boards, name plates, re-painting etc. should be properly done before the execution of the final jobs by the supplier. **Any error thereafter shall not be compensated** by the university in any case.
12. The contract will be initially awarded for a period of one financial block year. This will be extendable another year on the basis up to two years depending upon the performance of the supplier.
13. The bidder should submit the photocopy of Trading License, GST registration certificate and PAN card with the bid.
14. All the documents submitted by the bidder should be duly signed & sealed by the bidder.



15. In following reason deposited EMD will not be refunded-
- Where awarded bidder refuses to complete the executed work without any valid reason.
 - Work awarded but not executed with quoted rate.
16. The bidder must submit an amount of Rs. 1000/- (Rupees one thousand) only as Earnest money in the shape of Demand Draft in favour of Registrar, Rajiv Gandhi University payable at Bank of Baroda, Arunachal University Branch along with the quotations and the same shall be refunded if disqualified. The EMD of the successful bidder shall be treated as security deposit. Moreover, without any valid reason if bidder breach the agreement of the supply work the said security amount will not be refunded and forfeited into the University account.
- 17. Every terms & conditions of the NIT should be read and understood carefully by the bidder. Henceforth, University will not be liable for any kind of overlooked condition.***



कुलसचिव
Registrar

बोली के लिए मल्यांकन
Evaluation of Bids

1. The order will be awarded to the lowest bidder L1.
2. Over writing must be avoided and if done should be countersigned by the authorized person.
3. The rates should be quoted accordingly to the specifications of Name Plates, Sign Board, Incumbency Boards, re-painting of Sign Board etc. given in the specification.
4. In case the Name Plates, Sign Board, Incumbency Boards, re-painting of Sign Board etc supply will be rejected by the RGU, no compensation will be paid.
5. The successful bidder shall supply the Name Plate within 07 days from the date of receipt of the order orally or in writing and Notice board, Incumbency Boards, Sign Boards re-painting boards etc within 10 days in the same condition.
6. L1 should ensure that all the deliverables such as goods or services are as per the specifications and standards.
7. Incomplete quotations are liable to be rejected.
8. Rajiv Gandhi University reserves the right to accept or reject any bid or cancel the tender proceedings without assigning any reason whatsoever.



कुलसचिव
Registrar

मद सूची

LIST OF ITEMS

क्रसंख्या.	विवरण/Particulars	यूओएम/UoM	module	भाषा /Language	दर/Rate
1.	Mild Steel Sign board with roof top & accessories <ul style="list-style-type: none"> • Single side (including text) • Both side (including text) 	Per sq .Ft.		द्विभाषी/Bilingual	
2.	Mild Steel Sign board with accessories <ul style="list-style-type: none"> • Single side (including text) • Both side (including text) 	Per sq .Ft.		द्विभाषी/Bilingual	
3.	Steel Sign board & roof top with accessories <ul style="list-style-type: none"> • Single side (including text) • Both side (including text) 	Per sq .Ft.		द्विभाषी/Bilingual	
4.	Steel Sign board with accessories <ul style="list-style-type: none"> • Single side (including text) • Both side (including text) 	Per sq .Ft.		द्विभाषी/Bilingual	
5.	Iron Sign board with roof top & accessories <ul style="list-style-type: none"> • Single side (including text) • Both side (including text) 	Per sq .Ft.		द्विभाषी/Bilingual	
6.	Iron Sign board with accessories <ul style="list-style-type: none"> • Single side (including text) • Both side (including text) 	Per sq .Ft.		द्विभाषी/Bilingual	
7.	Plywood Name plate with accessories <ul style="list-style-type: none"> • Single side (including text) • Both side (including text) 	Per sq .ft.		द्विभाषी/Bilingual	

	text)				
8.	ACP Name plate with accessories. <ul style="list-style-type: none"> • single side (with text) • Both side (with text) 	Per sq .ft.		द्विभाषी/Bilingual	
9.	Soft Name plate with accessories. <ul style="list-style-type: none"> • Single side (with text) • both side (with text) 	Per sq .ft.		द्विभाषी/Bilingual	
10.	Metallic Name plate with accessories. <ul style="list-style-type: none"> • Single side (with text) • Both side (with text) 	Per sq .ft.		द्विभाषी/Bilingual	
11.	Backlit sign board with accessories & light	Per sq .Ft.		द्विभाषी/Bilingual	
12.	Plywood Name plate with accessories. <ul style="list-style-type: none"> • single side • both side 	Per sq .Ft.		द्विभाषी/Bilingual	
13.	Acrylic Name plate with accessories <ul style="list-style-type: none"> • single side • both side 	Per sq .ft.		द्विभाषी/Bilingual	
14.	Sign board re-painting (including accessories)	Per words		द्विभाषी/Bilingual	
15.	Text pasting on existing signboard. (including accessories)	Per words		द्विभाषी/Bilingual	
16.	Text writing on existing sign board. (including accessories)	Per words		द्विभाषी/Bilingual	
17.	Glow sign board (including accessories)	Per sq .ft.		द्विभाषी/Bilingual	
18.	Flex sign board (including accessories)	Per sq .ft.		द्विभाषी/Bilingual	
19.	Plywood Incumbency board (including accessories)	Per sq .ft.		द्विभाषी/Bilingual	
20.	Pasting & Painting on existing Incumbency boards\name plates\ boards etc. (including accessories)	Per words		द्विभाषी/Bilingual	
21.	Acrylic 3D sign board with accessories	Per sq.ft.		द्विभाषी/Bilingual	



22.	Students topper boards & framing	Per sq. ft.		द्विभाषी/Bilingual	
23.	Vinyl pasting on Existing sign board	Per sq. ft.		द्विभाषी/Bilingual	
24.	Medium size sign boards with light & accessories	Per sq. ft.		द्विभाषी/Bilingual	
25.	Medium size sign boards with accessories	Per sq. ft.		द्विभाषी/Bilingual	
26.	Stainless steel 304 grade letter	Per sq.cm		द्विभाषी/Bilingual	

नोट/Note:Text on the items must be in the bilingual form i.e. Hindi & English.

