



**Ravenshaw University
Cuttack**

Tender No. 4349 Date: 31-10-2022

**REQUEST FOR QUOTATION (RFQ) FOR SUPPLY, INSTALLATION, TESTING
AND COMMISSIONING (SITC) OF GLOW SIGN BOARD WITH LED GLOW
ACRYLIC LETTERS**

Sealed quotations are hereby invited by Ravenshaw University, Cuttack for SUPPLY, INSTALLATION, TESTING AND COMMISSIONING (SITC) OF GLOW SIGN BOARD WITH LED GLOW ACRYLIC LETTERS WITH UNIVERSITY LOGO, at Second Campus (Mahanadi Campus) supported by documentary evidence for consideration.

The Tenderers should submit the completed documents along with a Bank Draft drawn in favour of the "Ravenshaw University" payable at Cuttack for Rs.1000/- as the non-refundable tender fee.

Tenders marked as "TENDER FOR THE SUPPLY & INSTALLATION OF GLOW SIGN BOARD WITH RAVENSHAW UNIVERSITY LOGO," at the corner of the envelope should reach the Ravenshaw University, Cuttack on or before **04:30 PM on 21.11.2022** which will be opened on **22.11.2022 at 11:30A.M** in the Office of the Registrar, Ravenshaw University, Cuttack. The bid document is available on the University Portal www.ravenshawuniversity.ac.in.

Interested Agencies meeting the eligibility criteria as per terms & conditions RFQ document may submit their Quotations complete in all respect.

THE IMPORTANT INFORMATION AND SCHEDULE RELATED TO RFQ

Date of Issue/Publishing of Tender	:-	02.11.2022 at 11:00A.M
Last Date and Time for Submissions of Bids	:-	21.11.2022 up to 4.30 PM
Date and Time of Opening of Bids	:-	22.11.2022 at 11.30 AM
Place of Submission of Quotation	:-	Associate Professor in Charge of Stock & Store and Purchase Officer, New Administrative Building, Ravenshaw University, Cuttack-753003 ,Odisha

Note: The Applicants are requested to read the RFQ document carefully and ensure compliance with all specifications/ instructions herein. Non-compliance with specifications/instructions in this document may disqualify the Applicants from selection process.


Associate Professor in Charge of
Stock & Store and Purchase Officer

Memo No. 4350 /Date 31-10-2022

Copy to Registrar's Office/ CoF/ Associate Professor in Charge of Mahanadi Campus/ Professor in Charge Development/ OS/ PA to Vice Chancellor for information


Associate Professor in Charge of
Stock & Store and Purchase Officer
Ravenshaw University, Cuttack



**Ravenshaw University
Cuttack**

1. REQUIREMENT / SCOPE OF WORK:

- (i) The agency shall be responsible to SUPPLY, INSTALLATION, TESTING AND COMMISSIONING (SITC) OF GLOW SIGN BOARD MADE OF ALUMINIUM COMPOSITE PANEL (ACP) BASE MOUNTED ON IRON FRAME WITH LED GLOW ACRYLIC LETTERS.

Requirement / Specifications:

- (i) **Specification –A: Number of Glow Sign Board required = 1 Nos. (English)**

Sl. No.	Description	Unit	Qty.
1.	<p>Supply and installation of Acrylic signage of approved design at approved space in top of roof of size 70'x10' Hoarding structure.</p> <p>LED SIGN : LETTERS- RAVENSHAW UNIVERSITY Mahanadi Campus (VISIBLE FRONT SIDE GLOW) Red & Green Colour.</p> <p>SIZE : As per the Approved design 70ft x 10ft hoarding structure</p> <p>MATTER : All letters "RAVENSHAW UNIVERSITY" Letter Height English 4ft. with Red Colour, with specific colour as per your design Mahanadi Campus Letter Height Capital Letter 30 inch, and Lower Letter 20 inch English made out of 3mm thick imported acrylic sheet Male Letter, Female letter ACP Sheet with 3.5mm raising 3-4 inch and female ACP sheet letter RAVENSHAW UNIVERSITY WITH LOGO, Mahanadi Campus 3mm to 4mm front side casing capping ACP sheet as the design & Type acrylic letters inside fixing hi-bright multilane water proof LEDs and all provisions for setting and servicing arrangement.</p> <p>FIXED ON : Iron Square Pipe structure</p> <p>PLACE : Second Campus (Mahanadi Campus), Naraj, Cuttack</p> <p>LED MODULES : 10 mm thick copper PCB in with self adhesive. 3mm imported sheet channel with molded acrylic support for LED</p> <p>ELECTRIC WIRING :</p> <p>1 Wiring Laying 1.1kv grade finolex cable of size unto 1.5sq. mm size in following in manner as required.</p> <p>2. Making and termination of following size cable with a suitable size brass compression. : 70ft. x 10ft. frame hoarding structure, 14pcs pole 100mm x 100mm front pipe (Tata/Apollo/Bhusan) from 7pc 14ft. pillars back 4pc 75mm x 75mm pillar back support (2 x 2) / 2.5 x 1.5) pipe 16 gauge. Touch Pole to pole back support with Letter frame (2 x 1) / 2.5 x 1.5) Letter 18 gauge frame with pole, letter back side 1 inch to 2 x 1) Square pipe support to letter. Female Letter Male Letter 1inch square pipe letter both side. Pole Standing Base Plate thickness 10 mm, 14inch x 14inch square</p>	Set	01

- (ii) **Specification –B: Number of Glow Sign Board required = 1 Nos. (Odia)**

Sl. No.	Description	Unit	Qty.
1.	<p>Supply and installation of Acrylic signage of approved design at approved space in top of roof of size 70'x10' Hoarding structure.</p> <p>LED SIGN : LETTERS- RAVENSHAW UNIVERSITY Mahanadi Campus (VISIBLE FRONT SIDE GLOW) Red & Green Colour.</p> <p>SIZE : As per the Approved design 70ft x 10ft hoarding structure</p> <p>MATTER : All letters "RAVENSHAW UNIVERSITY" Letter Height English 4ft. with Red Colour, with specific colour as per your design Mahanadi Campus Letter Height Capital Letter 30 inch, and Lower Letter 20 inch English made</p>	Set	01



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<p>out of 3mm thick imported acrylic sheet Male Letter, Female letter ACP Sheet with 3.5mm raising 3-4 inch and female ACP sheet letter RAVENSHAW UNIVERSITY, Mahanadi Campus 3mm to 4mm front side casing capping ACP sheet as the design & Type acrylic letters inside fixing hi-bright multilane water proof LEDs and all provisions for setting and servicing arrangement.</p> <p>FIXED ON : Iron Square Pipe structure</p> <p>PLACE : Second Campus (Mahanadi Campus), Naraj, Cuttack</p> <p>LED MODULES : 10 mm thick copper PCB in with self adhesive. 3mm imported sheet channel with molded acrylic support for LED</p> <p>ELECTRIC WIRING :</p> <p>1 Wiring Laying 1.1kv grade finolex cable of size upto 1.5sq. mm size in following in manner as required.</p> <p>2. Making and termination of following size cable with a suitable size brass compression. : 70ft. x 10ft. frame hoarding structure, 14pcs pole 100mm x 100mm front pipe (Tata/Apollo/Bhusan) from 7pc 14ft. pillars back 4pc 75mm x 75mm pillar back support (2 x 2) / 2.5 x 1.5) pipe 16 gauge. Touch Pole to pole back support with Letter frame (2 x 1) / 2.5 x 1.5) Letter 18 gauge frame with pole, letter back side 1 inch to 2 x 1) Square pipe support to letter. Female Letter Male Letter 1inch square pipe letter both side. Pole Standing Base Plate thickness 10 mm, 14inch x 14inch square</p>		
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Number of Glow Sign Board may increase or decrease.

Specifications may also vary and will depend on the requirement of the site ..

2. Terms and Conditions:

The Agencies should quote their rates in the prescribed format as per **Annexure-I**. All duties, taxes, transportation, labour, material and other levies payable by the vendor shall be included in the Financial Bid. Taxes/ GST, if any, should be indicated separately in the Financial Bid.

The Quotation duly signed Authorised Signatory should be submitted in separate sealed envelope and should be super-scribed in bold letters with the statements **"QUOTATION FOR SUPPLY, INSTALLATION, TESTING AND COMMISSIONING (SITC) OF GLOW SIGN BOARD WITH LED GLOW ACRYLIC LETTERS"**.

The Agency should have GST Registration. **Proof to be submitted.**

The Agency should have adequate experience in similar work of SUPPLY, INSTALLATION, TESTING AND COMMISSIONING (SITC) OF GLOW SIGN BOARD MADE OF ALUMINIUM COMPOSITE PANEL (ACP) BASE MOUNTED ON IRON FRAME WITH LED GLOW ACRYLIC LETTERS to reputed organization / institute. At least three work of similar nature and similar cost should be executed by the agency. **Please submit the photo graphs of at least three different similar project and work order (related with the photograph), given by the concerned organization / institute as a documentary evidence along with the quotation. Please also submit full details of the concern organisation / Institute such as Name & mobile number of contact Person, full address of the organization.** In absence of the documentary evidence as mentioned above, the agency shall not be considered as technically suitable and the quotation



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will not be accepted. Preference will be given to the agencies who have a experience in similar work in academic institutions/ Govt./State Govt./Govt. Autonomous Institute /large reputed institution / organization.

Quotations received by REGISTERED POST/ SPEED POST/ COURIER/ BY HAND will only be accepted. Quotations received by any other mode like FAX, EMAIL etc will not be accepted. Ravenshaw University, Cuttack will not be responsible for any postal delay.

Selection of successful bidder: After evaluation of bids, the bidder who is technically qualified as well as quotes the lowest rate shall be declared as the successful bidder (L1).

The quoted rate of successful agency shall remain valid for one year from the date of issue of work order. If any requirement of similar work arises in future, work order will be issued on same rate, terms and conditions.

The payment will be done after the satisfactory delivery/completion of the assignment / job contract services and submission of the invoice. Ravenshaw University will normally settle the bill within 30 days from the receipt of the bill. However for delayed payment, the Contractor will not charge any penalty or interest to Ravenshaw University. No advance payment will be made under any circumstances.

The decision of Competent Authority, Ravenshaw University will be final in all matters relating. Ravenshaw University, Cuttack reserves the right to reject any application without assigning any reason. Any dispute arising out of the transaction shall be subjected to the jurisdiction of Orissa High Court, Cuttack only.

Special Note for Site Visit: Applicants in their own interest at their cost are advised to visit, inspect and examine the site / campus and its surroundings and satisfy themselves that may be necessary for preparing the quotation and execution of the contract, Applicants should ascertain all other information pertaining to and needed for the work including information regarding the risks, contingencies and other circumstances which may influence or affect the work or the cost thereof under this contract.

A handwritten signature in blue ink, appearing to read 'M. B. Sharma'.

Associate Professor in Charge
of Stock & Store and Purchase Officer



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FINANCIAL BID

(To be submitted on the letterhead of the Agency)

ANNEXURE- I

RFQ for: SUPPLY, INSTALLATION, TESTING AND COMMISSIONING (SITC) OF GLOW SIGN BOARD WITH LED GLOW ACRYLIC LETTERS.	
Name of the Bidder/Agency:	
Correspondence Address:	
Tel/Mob No.	
Email Id:	

Specification –A : Number of Glow Sign Board required = 1 Nos. (English)

Sr. No.	Specification	Amount (in Rs.)	Amount (in Rs.) inclusive GST
1.	Supply and installation of Acrylic signage of approved design at approved space in top of roof of size 70'x10' Hoarding structure.		
		Total	

Specification –B : Number of Glow Sign Board required = 1 Nos. (Odia)

Sr. No.	Specification	Amount (in Rs.)	Amount (in Rs.) inclusive GST
1.	Supply and installation of Acrylic signage of approved design at approved space in top of roof of size 70'x10' Hoarding structure.		
		Total	

Place:

Date:

(Signature with stamp of the Agency)

M. S. S. S.