



राजीव गांधी विश्वविद्यालय
RAJIV GANDHI UNIVERSITY

भारत के संसद के अधिनियम द्वारा वर्ष 2007 में स्थापित किया गया

(A CENTRAL UNIVERSITY ESTABLISHED IN 2007 BY AN ACT OF PARLIAMENT OF INDIA)

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रोनो हिल्स, दोईमुख (ईटानगर)
Rono Hills, Doimukh (Itanagar)
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PIN - 791112,
अरुणाचल प्रदेश
Arunachal Pradesh
Ph.: 0360-2277253, Fax: 0360-2277889
E-mail: registrar@rgu.ac.in
Website: rgu.ac.in

No. RGU/HC/RS/2019/24

Date:-02.11.2020

ADVERTISEMENT

NOTICE INVITING QUOTATION

Sealed quotation is hereby invited from any registered firms/vendor for preparation/making of name plate, sign board, re-painting of sign board, rubber seal, etc. in respect of the Rajiv Gandhi University. The details specifications are provided in annexure – 'A' which can be seen at university website-
www.rgu.ac.in.

REGISTRAR

RAJIV GANDHI UNIVERSITY
RONO HILLS, DOIMUKH

No. RGU/HC/RS/2019/24

Date:-02.11.2020

NOTICE INVITING QUOTATION

Sealed quotation is hereby invited from any registered firms/vendor for preparation/making of name plate, sign board, re-painting of sign board, rubber seal, etc. in respect of the Rajiv Gandhi University.

TERMS AND CONDITIONS

1. The rates quoted must be in Gross, inclusive of taxes, packaging, forwarding, freight, installation 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 of receipt of quotation is on 17th November 2020 (11:00 am). The quotations shall be opened on the same day at 3:00 PM.
3. Sealed quotations should be addressed to "The Registrar, Rajiv Gandhi University, Rono Hills, Doimukh – 791 112, Arunachal Pradesh".
4. Sealed quotations should be submitted to "The Hindi Officer, Rajiv Gandhi University, Rono Hills, Doimukh – 791 112, 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/SBRS/2018/23 - Quotation for Supply of Name Plates, Sign Boards, Rubber Stamps etc."

6. Tender document and processing fee of ₹ 1,000/- (Rupees One thousand) only should be submitted along with the bid in the form of Account Payee Demand Draft in favour of Registrar, Rajiv Gandhi University, payable at Ita., Nlg. The tender fee is non-refundable.

7. 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. Quotations not adhering to the specifications will be out rightly rejected.
8. 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. The risk of damage or loss in transit, if any, will be the suppliers.
9. 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.
10. The firm will have to deliver the rubber seal and Name Plate within seven days from the date of receipt of the order and specimen documents need to submit within 7 days.
11. Notice board, re-painting of boards etc. should be completed as per specifications within five days from the issue of the order.
12. Proof reading of all the write-ups for the rubberstamps, 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.
13. The contract will be initially awarded for a period of one financial block year. This will be extendable on year-to-year basis up to three years depending upon the performance of the supplier.
14. The bidder should submit the photo copy of Trading License, GST registration certificate and PAN card with the bid.
15. All the documents submitted by the bidder should be duly signed & sealed by the bidder.
16. In following reason deposited EMD will not be refunded-
 - a) Where awarded bidder refuse to complete the executed work without any valid reason.
 - b) Work awarded but not executed with quoted rate.

Evaluation of Bids:

17. The order will be awarded to the lowest bidder L1.
18. Over writing must be avoided and if done should be countersigned by the authorized person.

19. The rates should be quoted accordingly to the specifications of Name Plates, Sign Board, re-painting of Sign Board and Rubber Seal etc. given in the specification.
20. In case the Name Plates, Sign Board, re-painting of Sign Board and Rubber Seal etc supply is the firm are rejected by the RGU, no compensation will be paid.
21. The firm will have supply the rubber seal and Name Plate within three days from the date of receipt of the order orally or in writing and Notice board, re-painting boards etc within five days in the same condition.
22. L1 should ensure that all the deliverables such as goods or services are as per the specifications and standards.
23. Rajiv Gandhi University reserves the right to accept or reject any bid or cancel the tender proceedings without assigning any reason whatsoever.
24. Incomplete quotations are liable to be rejected.


Hindi Officer

LIST OF ITEMS

I. Stamps and Seals

Sl. No.	Particulars	UoM	Language	Rate
1.	Designation seal (2/4 lines)	No.	Bilingual	
2.	Designation seal (6/8 line)	No.	Bilingual	
3.	Round seal (small)	No.	Bilingual	
4.	Round seal (big)	No.	Bilingual	
5.	One line seal (i.e. issued, date etc)	No.	Bilingual	
6.	Certified seal (4/6 lines)	No.	Bilingual	
7.	Certified seal (8/10 lines)	No.	Bilingual	
8.	Diary seal	No.	Bilingual	
9.	Rotary Date Seal	No.	Bilingual	

Note: Bilingual – Hindi and English

II. Name plates and sign boards

Sl. No.	Particulars	UoM	Language	Rate
1.	Mild Steel Sign board with accessories	Per sq. ft.	Bilingual	
2.	Steel Sign board with accessories	Per sq. ft.	Bilingual	
3.	Ply / wood Sign board with accessories	Per sq. ft.	Bilingual	
4.	Name plate with accessories for table	Per sq. ft.	Bilingual	
5.	Name plate with accessories for door(both /single side)	Per sq. ft.	Bilingual	
6.	Sign board re-painting	Per sq. ft.	Bilingual	
7.	Glow sign board	Per sq. ft.	Bilingual	
8.	Painted sign board	Per sq. ft.	Bilingual	
9.	Flex sign board	Per sq. ft.	Bilingual	
10.	Incumbency board (wooden)	Per sq. ft.	Bilingual	
12.	Pasting on board	Per sq. ft.	Bilingual	
13.	Painting /pasting on existing board	Per word	Bilingual	

Note: Bilingual – Hindi and English

SPECIFICATIONS

I. Stamps and Seals

Sl. No.	Particulars	Specification
1.	Designation seal (2/4 lines)	• 2/4 lines • Self inking • The body of the stamp should be of good built and quality. • Standard Dimension: 7cm x 3 cm
2.	Designation seal (6/8 lines)	• 6/8 lines • Self inking • The body of the stamp should be of good built and quality. • Standard Dimension: 7cm x 4 cm
3.	Round seal (small)	• Rubber (Polymer) stamp • The body of the stamp should be of good built and quality. • Standard Dimension: small
4.	Round seal (big)	• Rubber (Polymer) stamp • The body of the stamp should be of good built and quality. • Standard Dimension: big
5.	One line seal (i.e. issued, date etc)	• Rubber (Polymer) stamp • The body of the stamp should be of good built and quality.
6.	Certified seal (4/6 lines)	• 4/6 lines • Rubber (Polymer) stamp • The body of the stamp should be of good built and quality. • Standard Dimension: 7cm x 3 cm
7.	Certified seal (8/10 lines)	• 8/10 lines • Rubber (Polymer) stamp • The body of the stamp should be of good built and quality. • Standard Dimension: 7cm x 4 cm
8.	Diary seal Rotary Date Seal	• Rubber (Polymer) stamp • The body of the stamp should be of good built and quality.
8.	Rotary Date Seal	• Rubber (Polymer) stamp • The body of the stamp should be of good built and quality. • Should be reputed brand.

II. Name plates and sign boards

Sl. No.	Particulars	Specification
1.	Mild Steel Sign board with accessories	- The height of the sign board should be at the proper eye level. - The board should be properly primed. - Thickness: 3 mm
2.	Steel Sign board with accessories	- The height of the sign board should be at the proper eye level. - The board should be properly primed.
3.	Ply / wood Sign board with accessories	- The height of the sign board should be at the proper eye level. - The plywood should be of good quality and water and termite proof - Thickness: 12 mm
4.	Name plate with accessories for table	The material can be of acrylic plastic or metallic.
5.	Name plate with accessories for door(both /single side)	- The material can be of acrylic plastic or metallic. - The hanger should be sturdy and properly primed. - The paints used should be anti corrosive.
6.	Sign board re-painting	- The board should be primed. - The paints used should be anti corrosive.
7.	Glow sign board	It should have good glowing properties.
8.	Painted sign board	The paints used should be anti corrosive.
9.	Flex sign board	- The flex material used should be of good quality. - The print should be of high resolution.
10.	Incumbency board (wooden)	- The board should be well varnished. - The plywood should be of good quality and water and termite proof - Thickness: 12 mm