



Instructions to Bidders

1. The party shall be deemed to have visited to the site, understood the work prior to quoting of rates.
2. The agency should have valid License / Registrations whichever are applicable by law and required for providing services mentioned in this tender.
3. The tender is not transferable.
4. The Agency should have experience of undertaking such works/projects for Commercial/Education/Government establishments etc.
5. Assigning or Subletting full or any portion of the contract shall not be allowed under any circumstances.
6. The bidder must quote the prices strictly in the matter as indicated in the document, failing which tender is liable for rejection.
7. Tender with incomplete details / false details / with omissions & errors etc. shall be rejected. Conditional tender will be rejected.
8. Tenders offer shall be valid for a period of 90 days from the date of submission of tender.
9. HIMSR does not bind to accept the lowest or any tender and reserves the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons thereof. HIMSR may finalize the agency based on the criteria which deemed to be fit as per HIMSR requirements.
10. Direct or indirect canvassing in any form is strictly prohibited.
11. **Warranty / Guarantee:** Bidder must provide one (1) year warranty and it commence from the date of the satisfactory commissioning of signage against any manufacturing defect, workmanship or poor quality of the components. No offer of the vendor will be accepted without warranty/ guarantee of their supplied/ installed goods. During warranty defective signage will be replaced free of cost.
12. **Installation:** All the work shall be completed within 30 days from the date of issue of work order. All the aspects of safe installation shall be the exclusive responsibility of the supplier.
13. The above rates must be inclusive of all applicable Taxes, handling and freight charges etc. & all applicable taxes shall be deducted at source from the contractor's bill.

Note: Payment will be made as per actual measurement basis.



Annexure - I

PROFILE BID

(To be filled in and submitted along with the offer by the tenderer)

- 1 Name of the firm M/s.....
- 2 Address of the firm.....
.....
- 3 Name of proprietor/partner.....
- 4 Details of Tender fee: Rs. 500/- (**Name of HIMSR**)
- 5 Details of EMD: NOT APPLICABLE
- 6 Telephone No / Mobile No.....
- 7 Email ID.....
- 8 PAN No.
- 9 GST No.
- 10 Any other information important in the opinion of the tenderer:

SEAL & SIGNATURE OF BIDDER

**Annexure-II****FINANCIAL BID**

SN	Description	UOM	Qty	Rate	Amount
1	Supply & installation of signage boards 5 MM on sun board sheet with vinyl painting	SQ. Inch	10,000		
2	Supply & installation of signage boards 5 MM on ACP Sheet with vinyl painting	SQ. Inch	10,000		
3	Supply & installation of signage boards 5 MM on Acrylic sheet with vinyl painting	SQ. Inch	10,000		
4	Supply & installation of sliding type signage boards on 4 MM Acrylic sheet with vinyl painting & letter cutting.	SQ. Inch	10,000		
5	Supply & installation of sliding type signage boards on 4 MM Sun board sheet.	SQ. Inch	10,000		
6	Supply & installation of sliding type signage boards on 4 MM ACP Sheet.	SQ. Inch	10,000		
7	Supply & installation of Night glow signage boards on 5mm sun board sheet (Shine in complete dark without power)	SQ. Inch	10,000		
8	Supply & installation of Night glow signage boards on 5mm Acrylic Sheet (Shine in complete dark without power)	SQ. Inch	10,000		
9	Supply & installation of Night glow Radium Sheet signage boards on 5mm ACP Sheet. (Shine in complete dark without power)	SQ. Inch	10,000		
10	Supply & installation of Flex board	SQ. Feet	250		
11	Supply & installation of Standee with content. (6"X2.5")	NOS	10		
12	Supply & installation of Standee with content. (6"X3")	NOS	10		
Sub-Total					
Add GST @ 18%					
Grand Total					

SEAL & SIGNATURE OF BIDDER