

# भारतीय भूचुंबकत्व संस्थान पनवेल एवं कोलाबा परिसरों में साइनेज बोर्ड की आपूर्ति एवं स्थापना हेतु निविदा आमंत्रण

## Invitation of Quotation for Supply and installation of Signage Board at Indian Institute of Geomagnetism, Panvel & Colaba Campuses.

Indian Institute of Geomagnetism (IIG), Panvel invites sealed quotations/ proposals from eligible and reputed firms for supplying following categories of works/services. The empanelment would entitle a firm to supply and installation of customised Signage board and other display materials for a period of one year as per quantity and design decided by IIG, Panvel from time to time.

The filled quotations along with all the required document must reach in the office of the undersigned on or before 30.03.2026 at 03.00 PM. The Envelope containing the quotation would please be sealed and super scribed as under: -

**“Quotation for Supply and installation of customised Signage board and other display material due on 31.03.2026 at 3:00 PM”**

### 1. Terms & Conditions: -

A) The quotations received after this deadline & unsealed shall not be entertained under any circumstances whatsoever. In case of postal delay, this Institute will not be responsible.

B) Quotations must be in the enclosed prescribed Performa on the letterhead of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, in case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation.

C) Rates must be quoted as per the format specified, Quoted Price Must be Inclusive GST.

D) No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.

E) The rates quoted must be valid for 120 days minimum from the date of opening of the quotation and silence of any tendered on this issue shall be treated as agreed with this condition.

F) RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of supplier/firm/agency.

G) Income Tax as applicable will be deducted at source

H) TDS under GST as applicable will be deducted at source

I) The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation: -

- Firm shall be registered under Shop and Establishment act/MSME/NSIC Certificate.

- The firm shall have valid Tax Registration.

- The bidder should have an office in the Navi Mumbai/Mumbai/Thane.
- The firm should not be black listed by any Govt. Agency/Dept.

L) Quotations qualified by such vague and indefinite expressions such as “subject to prior confirmation”, “subject to immediate acceptance” etc. will be treated as vague offers and rejected accordingly. Any conditional quotation shall be rejected summarily.

M) Period of supply – 15 days from issuing Purchase Order/Work order.

N) Liquidated Damage: - If the contractor fails to supply and install materials within 15 days after issuing work order, then a penalty at the rate of 0.5 % per week of the total purchase order value shall be levied subject to maximum of 10% of the total purchase order/Work Order value.

O) Payment Terms: Payment will be made only after satisfactorily delivery, Commissioning and inspection of material by the In-Charge.

P) Disputes: -In the event of any dispute or disagreement arising between the Supplier and any other department of IIG Panvel with regards to the interpretation of “Terms & Conditions” of this inquiry, the same shall be referred to the Director, IIG whose decision will be final and binding upon the Supplier.

Q) L1 (Lowest Bidder) will be decided on the basis of lowest cost of sum total of costs of all items mentioned in price bid.

R) Director, IIG reserves the right to increase or decrease quantity and / or amount of work. Decision of Quantity of material in the IIG, Panvel will be final in this regard.

S) Quotation must be submitted in the following Address. Director, Indian Institute of Geomagnetism (IIG), Near Kalamboli Highway, New Panvel (W), Navi Mumbai 410 218.

T) Director, IIG reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason. Decision of the Director, IIG will be final in this regard.

U) After finalization of Purchase Order/Work order, sample will be provided by IIG, Panvel.

V) Site Visit is necessary before Submitting the Quotation from Supplier / Contractor. (At their own Cost)

**Non-Blacklisting declaration  
(To be given on Company Letter Head)**

Date:

To,  
The Director IIG,  
Panvel.

Sub: Declaration for Non-Blacklisting

Dear Sir,

We hereby declare that we are not blacklisted by any Central/ State Government/Public Sector Undertaking for any kind of fraudulent activities.

Yours Faithfully,

(Signature of the Bidder, with Seal)

[On the letterhead of firm]

Quotation for supply and installation of signage board at IIG Panvel.

**PRICE**

**BID FORM**

To,  
The Director,  
Indian institute of Geomagnetism  
Panvel.

Dear Sir,

I/We submit our most competitive offer in response to a letter as referred above in accordance with the conditions of contracts. Our quotation is given below.

Sr. No.	Description of Items		Unit	Rate in Rs. (inclusive all taxes)
	Items	Detail Specifications (Supply and fixing)		
01	Acrylic Display Board	5 mm thick with Vinyl cutting letters and steel studs/hanging hook	Per Sq. Ft	
02	Acrylic Display Board	5 mm thick with radium cutting letters and steel studs	Per Sq. Ft	
03	Acrylic Display Board	5 mm thick with Acrylic lesser cutting letters 3 mm and steel studs	Per Sq. Ft	
04	ACP based Display Board	4 mm thick with Vinyl cutting letters and steel studs	Per Sq. Ft	
05	ACP based Display Board	4 mm thick with Acrylic cutting letters 3 mm and steel studs	Per Sq. Ft	
06	Sunboard Display Board	5 mm thick with Vinyl cutting letters and steel studs	Per Sq. Ft	
07	Steel Letter	2 inch molding SS Steel letters/logo and fitting	Per inch	
08	Acrylic Display Board	Acrylic 2 inch molding 3D letters/logo with LED with fitting	Per inch	
09	Sticker	Eco vinyl print with lamination best quality with longer durability	Per Sq. ft.	
10	Steady Board	Standy board one side ACP Aluminium composite panel. Steel frame with Acrylic plates with vinyl print with installation (two pole)	Per Sq. ft.	
11	Sandwich Board	5 mm Acrylic Sheet (front & Back) with print	Per Sq. Ft.	

12	One way vision/film	100 gsm media with premium Quality	Per Sq. ft.	
13	Totem	printing 3mm Euro ACP sheet Boards 3 MM vinyl sheet will be used, Deco paint, inner, with installation at site	Per Sq. ft.	
14	Backlit Translites	Translites print and also provide the light box with CFL and LED lighting	Per Sq. ft.	
15	Banner Standee 6 x 3 (Inclusive of flex)	Rollup standee in best quality with longer durability	1 item	
16	Vinyl	Vinyl cutting sticker with IIG Logo and Name	Per Sq. ft.	
17	Name Plate	Steel Name Plates with installation	Per inch	
18	Frosted Glass Sticker	Thickness of film: 80 microns minimum.	Per Sq. ft	

**\* This will be inclusive of designing, printing, cost of flex/material, transportation, labour charges, fabrication, civil work and installation at site (Panvel & Colaba).**

I/We .....submitted the quotation "due on 31.03.2026 at 3:00 PM for procurement of above items at IIG, Panvel.

I/We thoroughly examined, understood and accept terms and conditions given in the enquiry document, failing which my quotation will be rejected out rightly.

I/We hereby offer to supply and Installation at the above rates.

Warranty/guarantee period of the above items is 1 year.

(Signature of authorized person):

Name:

Name of firm/company/agency: -

Phone No.:

Email: -