

Invitation of quotation for the supply, fitting and fixing of Glow Signboard 3D acrylic letter with LED Light Complete with Steel Frame and ACP Base of Size 2 metres x 0.5 metres x 0.02 metres at NEIGRIHMS, Shillong

Inquiry No: CVENGG-PROP/6/2025

Inquiry Date: 7th August, 2025

Last date of submission: 14th August, 2025

**NORTH EASTERN INDIRA GANDHI REGIONAL INSTITUTE OF HEALTH
AND MEDICAL SCIENCES, MAWDIANGDIANG, SHILLONG**

INQUIRY NO: CVENGG-PROP/6/2025

INVITATION OF QUOTATION FOR THE SUPPLY, FITTING AND FIXING OF GLOW SIGNBOARD 3D ACRYLIC LETTER WITH LED LIGHT COMPLETE WITH STEEL FRAME AND ACP BASE OF SIZE 2 METRES X 0.5 METRES X 0.02 METRES AT NEIGRIHMS, SHILLONG

Sealed quotations are hereby invited by the undersigned on behalf of the Institute for the supply, fitting and fixing of Glow Signboard 3D acrylic letter with LED Light Complete with Steel Frame and ACP Base of Size 2 metres x 0.5 metres x 0.02 metres at NEIGRIHMS, Shillong as per the terms and conditions mentioned below. The filled quotations along with all the required documents must be dropped in the tender box placed in the Engineering Department, Director's Administrative Block on or before 14.8.2025 at 3.00 pm. The envelope containing the quotation should be sealed and superscribed as under:

QUOTATION FOR THE SUPPLY, FITTING AND FIXING OF GLOW SIGNBOARD 3D ACRYLIC LETTER WITH LED LIGHT COMPLETE WITH STEEL FRAME AND ACP BASE OF SIZE 2 METRES X 0.5 METRES X 0.02 METRES AT NEIGRIHMS, SHILLONG inquiry No: **CVENGG-PROP/6/2025**
Dated 7.8.2025 DUE on 14.8.2025

1. TERMS AND CONDITIONS:

- a) The quotations received after this deadline and unsealed shall not be entertained under any circumstances whatsoever.
- b) Quotations must be in the enclosed Prescribed Performa on the letter head of the firm duly signed by the proprietor or their authorized representative.
- c) Rates must be quoted in Indian rupees and as per the format specified taxes extra if any must be written separately.
- d) Rates must be quoted FOR basis (including freight charges , Insurance, installation etc)
- e) no overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.
- f) Becoming L1 will not be the criteria for awarding the work unless the rates quoted are reasonable and justified.
- g) RTGS/NEFT details needs to be furnished by the supplier/bidder on the letter head of supplier/firm/agency.
- h) The firm shall have valid GST registration Certificate.
- i) Any conditional quotation shall be rejected summarily.
- j) Delivery period –within 15 days from the date of issue of commencement order.

- k) Liquidated Damage: If the supplier fails to deliver the material on or before the stipulated date, then a penalty at the rate of 0.5 % per week of delay of the total order value shall be levied subject to a maximum of 10 % of the total order value.
- l) Payment terms: Payment will be only after satisfactorily delivery/installation of all materials and after inspection by the Institute.
- m) Disputes-In the event of any dispute or disagreement arising between the contractor and the Institute with regard to this inquiry, shall be referred to the Director, NEIGRIHMS whose decision shall be final and binding on the contractor.
- n) Performance Security at 5 % of the Contract price will have to be submitted by the Bidder before issue of commencement order.
- o) NEIGRIHMS reserves the right to reject any quotation or part or the whole of inviting quotation process without assigning any reason .Decision of the Director, NEIGRIHMS will be final in this regard.

Special terms and conditions

- a) Bidder must quote the product as per specification provided in Annexure I
- b) The Bidder must submit the GSTIN Registration
- c) The supplier may be asked for arranging a demonstration of their equipment for which rates have been quoted to the Institute if required. The expenditure for demonstrating the items will be borne by the supplier.
- d) After successful award of the order, if/whether the bidder states that they will not be able to supply the items for any particular reason, Director; NEIGRIHMS reserves the right to ban such firm.

Executive Engineer (Civil)
NEIGRIHMS

Enclosure: Annexure I – Specifications

Annexure II - Format of price bid

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ANNEXURE I

SPECIFICATIONS

Sl No	Particulars	Size in metres	Quantity
1	Supply, fitting and fixing of Glow Sign Board 3D Acrylic letter with LED light complete with steel frame and ACP Base with name of HOSPITAL PHARMACY NEIGRIHMS in English and Hindi including transportation and installation, back ground colour of the display board is Blue and steel color for lettering	2.00 metres x 0.5 metre x 0.02 metre	1

To

The Executive Engineer (Civil),
NEIGRIHMS

Dear Sir,

I _____ hereby submit the quotation for SUPPLY, FITTING AND FIXING OF GLOW SIGNBOARD 3D ACRYLIC LETTER WITH LED LIGHT COMPLETE WITH STEEL FRAME AND ACP BASE OF SIZE 2 METRES X 0.5 METRES X 0.02 METRES AT NEIGRIHMS, SHILLONG against ENQIRY No. _____ due on ____ at _ .

2. I have thoroughly examined, understood and accepted the terms and conditions given in the Inquiry document failing which my quotation will be rejected out rightly.
3. I hereby offer to supply, fit and fix at the following rate:

Sl. No	Particulars	Quantity	Price/unit exclusive of GST(INR)	GST/other taxes	Price/unit inclusive of GST(INR)	Total
1	Supply, fitting and fixing of Glow Sign Board 3D Acrylic letter with LED light Complete with steel frame and ACP Base with name of HOSPITAL PHARMACY NEIGRIHMS in English and Hindi with Institute's Logo including transportation and installation Of 2.00 metres by 0.5 metre by 0.02 metre back ground colour of the display board is Blue and steel color for lettering	1				

The bidder must submit GSTIN Registration and PAN Card self attested copy with the quotation otherwise quotation will be rejected.
The bidder must quote their quotation only in the above said format on the letter head of the firm otherwise quotation will be rejected.

Date:

Name: _____

Place:

Name of firm/Company/agency _____

GSTIN No _____

Bank Name _____

Bank Account No _____

IFSC Code _____

Branch Name _____

Phone No: _____

Signature _____

Seal _____