



ରମାଦେବୀ ମହିଳା ବିଶ୍ୱବିଦ୍ୟାଳୟ, ବିଦ୍ୟା ବିହାର, ଭୁବନେଶ୍ୱର  
Rama Devi Women's University, Vidya Vihar,  
Bhubaneswar, Odisha-751022, Ph.no-0674-2542644,  
E-mail-[registrar@rdwu.ac.in](mailto:registrar@rdwu.ac.in), Website- <https://rdwu.ac.in>

No. 5690 / Dt. 24.8.24

**TENDER CALL NOTICE**

Sealed two bid (Technical & Financial) tenders are invited from the registered Firms with TIN / PAN / GSTIN registration and upto-date all taxes clearance for supply and installation of **Signages** in the Offices / Departments of the University Campus. The tender papers and details of specifications/ Model as per (Annexure-II A enclosed) are required. The tender completed in all respects must reach to the office of undersigned of the University, by **02.00 P.M. on 30.08.2024 (Friday)** through speed Post / Registered Post / Courier service / By Hand. Incomplete tender cannot be entertained. The authority reserves the right to accept / cancel any tender(s) at any stage without assigning any reason thereof.

*Shapaha*  
Registrar / 24/08/2024

Memo No. 5691 / dated 24.8.24

Copy to CoF / OIC Website / Director, IQAC / Coordinator, Signage Committee / OIC, Purchase / Dy. Registrar (Estt. & Admn.) / Section Officer for information and necessary action and P.S. to V. C. for kind information of Vice Chancellor.

*Shapaha*  
Registrar / 24/08/2024

## GENERAL INFORMATION

### 1. Time line

- i) Opening of Tender Advertisement: **24.08.2024**
- ii) Closing of Tender Application: **30.08.2024 at 2.00 p.m.**
- iii) Opening of Technical Bids: **30.08.2024 at 3.00 p.m.** at the V.C's Boardroom, New Administrative Building of this University
- iv) Opening of Financial Bid: to be decided after scrutiny of Technical Bid  
(Note: Date and time may change)

### 2. Fees / EMD money to be deposited

- i) **Processing Fee( non-refundable)** : Rs. 1000 (Rupees One thousand) exclusive of GST to be paid in favour of the "**Comptroller of Finance , Rama Devi Women's University, Bhubaneswar**" in shape of A/c payee bank draft. The draft to be attached with the technical bid.
- ii) **EMD money**: Rs. 5,000/- (Rupees Five thousand) only to be paid in favour of the "**Comptroller of Finance , Rama Devi Women's University, Bhubaneswar**" in shape of A/c payee bank draft. The draft to be attached with the technical bid. EMD money is to be refundable without interest to the unsuccessful bidders immediately after finalisation of the tender and to the successful bidder after supply of the items as per the rule.

### 3. Procedure of tendering the bid

- i) Visit University Website <https://rdwu.ac.in> Download the notification, tender documents, Annexure etc and go through these and then fill.
- ii) There are 03 (three) Covers namely a) Technical bid cover, b) Financial bid cover and c) Tender Cover
- iii) The **Scaled technical bid cover** envelops the following:
  - a) Arrangement of papers is to be made as per the Technical Requirements (**Annexure-I**) With details of technical specifications (**Annexure-II A**)
  - b) The technical bid will be submitted only in the University supplied proforma (**Annexure-II B**). No other form will be accepted.
  - c) The technical bid form has to be duly filled up and signed by the bidder. Incompleteness or inadequacies of information in the technical bid will amount for rejection of the tender. If technical bid is rejected, the Financial bid for that will not be opened.
  - d) Xerox copies of all requisite documents duly self-attested.
  - e) The 02 bank drafts i.e. i) towards Processing fee and ii) towards EMD money  
**(The Cover must be super scribed with "TECHNICAL BID FOR SIGNAGE" on the top of the Envelop)**

- iv) The **sealed financial bid cover** only envelops the financial bid form (**Annexure-III**) duly filled in and signed  
(**The Cover must be super scribed with “FINANCIAL BID FOR SIGNAGE” on the top of the Envelop**)
- v) The **Scaled Tender Cover** Envelops i) the sealed technical bid cover, ii) the sealed financial cover and super scribed **“TENDER FOR SIGNAGE”** on the top of the Envelop. The bottom left of the envelop must have clear address of the Bidder, whereas the right bottom must have to be addressed to **“The Registrar, Rama Devi Women’s University, VidyaVihar, Bhubaneswar, Odisha-751022.”**
- vi) The sealed tender must reach on above address **by 2.00 p.m. on 30.08.2024** through Speed Post / Registered Post / Courier services / By Hand. Late submission of the tender will not be accepted. No other methods of submission of tender will be entertained.
- 4 **Documents to be attached with Technical Bid Form:** As per the Annexure –I

*Shapana*  
Registrar/ 24/8/2024  
Rama Devi Women’s University,  
Bhubaneswar

**TECHNICAL REQUIREMENTS**

Sl. No.	Supporting Document		Attached Yes/No
1	Bidder shall submit the following documents along with their bid	Copy of PAN Card. Copy of GSTIN. Copy of Valid IT Return last 03 Years Copy of Valid MSME/NSIC Certificate Copy of Balance Sheet & Profit Loss Certificate last 03 years Prof of Experience of installation of Signage or similar items in Govt. institutions or Universities.	
2	Service & Support	Availability of Service Centres: Bidder must have a Functional Service Centre in the State of Odisha. Dedicated /toll Free Telephone No. for Service Support: BIDDERS must have Dedicated/toll Free Telephone No. for Service Support.	
3	Warranty	Warranty 01 years from the date of installation/ commissioning.	
4	Payment Terms	i) The Payment of 70% against Supply of material. ii) Balance 30% after installation & commissioning of system.	

Signature of the  
Proprietor / Office Seal

**Technical Specification**

Sl. No.	Particulars	Block Name	Specifications	Size(Inch)		Qty(Nos.)
1	Department Signage		4MM Imported acrylic sheet, pasting with latex printing on LG/AVERY/3M Vinyl , Gloss Lamination & Fixing with Mirror Screw	48	18	20
2	Building / Block Floor Directory	Administrative Building	4 Side Stainless steel (304)16 Gauge 2 x1 inch square pipe, backside supported by 1 X 1 inch stainless steel square pipe. Latex printing on LG/AVERY/3M Vinyl, Gloss lamination pasting on 4 MM ACP & Fixing on wall.	72	48	1
		Academic Building -1		108	84	1
		Academic Building -2		60	48	1
		Academic Building -3		72	48	1
3	Name Board		4MM Imported acrylic sheet,pasting with latex printing on LG/AVERY/3M Vinyl , Gloss Lamination & Fixing with Mirror Screw	36	12	10
4	Sign Board		4MM Imported acrylic sheet,pasting with latex printing on LG/AVERY/3M Vinyl , Gloss Lamination & Fixing with Mirror Screw	8	8	66
5	Different Cell / Centre Signage		4MM Imported acrylic sheet,pasting with latex printing on LG/AVERY/3M Vinyl , Gloss Lamination & Fixing with Mirror Screw	36	6	36
6	Green Initiative Signage both side		10 Ouance Star Flex 4 pass Printing & mounted on 16 Gauge 1 Inch Square Iron Pipe. & Fixing on wall	48	36	4

Signature of the  
Proprietor / Office Seal

**Technical Bid**

1. Name of the Bidder Firm:
2. Name of the Proprietor:
3. Full Address
  - i) Permanent Address:
  
  - ii) Present Address:

(A copy of Address proof is to be attached)

4. Banker of Contractor
5. (Attach copy of statement of account for last six months)
6. PAN/GIR No.  
(Attach Copy)
7. GST/Service Tax Registration No.  
(Attach Copy)
8. Financial Turnover for last 2 financial years

FY	Amount(Rs.)	Remarks
2022-23		
2023-24		

9. Income Tax Return for last 2 financial years

FY	Amount(Rs.)	Remarks
2022-23		
2023-24		Attach the Copies

10. Give details of major similar contracts handled by the tenderer

Sl.No	Name & Address of the Client	Duration of Contract

11. Details of Tender Processing Fees: DID No.-----date-----of Rs. 1000.00 drawn on Bank-----

12. Details of EMD: DID No. -----date-----of Rs. 5,000.00 drawn on Bank-----

13. Additional information, if any.

**Declaration**

1. I \_\_\_\_\_ daughter / wife of \_\_\_\_\_ proprietor /Authorized Signatory of the Service Provider, mentioned above, am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms & conditions of the tender and undertake to abide by them.
3. The information/ Documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / We am/are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Sl. No.	Particulars	Block Name	Specifications	Size(Inch)	Qty(Nos.)

Signature of the  
Proprietor / Office Seal

**Financial Bid**

Sl. No.	Particulars	Block Name (with Specification)	Brand	Qty.	Unit	Rate	GST	Total Unit Price in Rs.	Total Price in Rs. (including installation)	Remarks

Signature of the  
Proprietor / Office Seal