

**ARMY WELFARE EDUCATION SOCIETY CAMPUS,
BENGALURU - 560 077(AWES CAMPUS)**

**REQUEST FOR PROPOSAL (RFP) FOR "FIXING OF SIGNAGE
AT THE AWES CAMPUS GATE"**

**INVITATION OF TENDERS FOR "FIXING OF SIGNAGE
AT THE AWES CAMPUS GATE", N.NAGENAHALLI,
KOTHANUR POST, BANGALORE-56 00 77**

1. Sealed Quotations are invited from registered vendors having their own office for **"Fixing of Signage at the AWES Campus Gate", N. Nagenahalli, Kothanur Post, Bangalore – 560 077.** RFP forms can be downloaded from AIFD website (www.aifd.edu.in) and submitted along with the Bid on payment of Rs 500/- (Non Refundable) by way of DD / Pay Order, in favour of **Principal, AIFD, Bengaluru,** payable at Bengaluru.

- (a) Date of Issue of RFP : **04 SEP 2023**
(b) Last date for submission of offers : **15 SEP 2023 till 1130hrs**
(c) Date of Opening of Bids : **15 SEP 2023 at 1200 hrs**

All conditions and parameters will be evaluated with reference to firms submitting tenders. AWES reserves the right to reject any/all applications without assigning any reason whatsoever.

Scope of Work

2. The Scope of Work/Specifications for **"Fixing of Signage at the AWES Campus Gate", N.Nagenahalli, Kothanur Post, Bangalore – 560 077** are attached at **Annexure I.**

Terms and Conditions

3. **"Fixing of Signage at the AWES Campus Gate", N. Nagenahalli, Kothanur Post, Bangalore – 560077**" is required to be commenced within a period of **15 days** from the date of acceptance of the offer by AIFD. On receipt of Supply/Work Order, the project work will be carried out as per the Scope of Work.

4. Any delay in execution of work within stipulated period ie 60 days on receipt of Work Order/Purchase Order will attract penalty of 3.5% of the Bid amount (condition apply). AIFD reserves its right to recover the amount.

5. All arrangement for **"Fixing of Signage at the AWES Campus Gate"** as per the Scope of Work will be done by the Selected Vendor only at the identified place. No men/material support will be offered by AWES.

Eligibility Criteria for Short-Listing

6. The following mandatory documents will be attached in support of Bid:-

(a) **Common Documents**

- (i) Copy of License/registration in the name of the Firm. The Vendor should be either a registered company or registered partnership or sole proprietorship firm reputed in similar installation projects field/civil works (proof attached).
- (ii) Copy of PAN card and Income Tax return for last three years.
- (iii) Details of GST number be reflected in the quotation.
- (iv) Demand draft for **Rs 500/- (Non-refundable)** towards cost of RFP Forms, downloaded from AIFD website (www.aifd.edu.in).
- (vi) Certificate as per format attached at Annexure –II to this RFP on Coy/ Firm Letter Head.

(b) **Documents for specific procurement**

- (i) Technical specification of their materials/equipment/components (if applicable).
- (ii) Vendor/Organization profile as per **Annexure III**.
- (iii) Specified EMD in the form of Demand Draft/Term Deposit Receipt in favour of the Principal AIFD, Bengaluru.

7. The Vendor will be required to produce all original documents for verification by the Board of Officers or authorized staff of AIFD on demand for credentials of the Vendor.

Earnest Money Deposit (EMD)

8. Bidders are required to submit Earnest Money Deposit (EMD) for an amount of Rs 10,000.00 (Rupees ten thousand only). The EMD may be submitted in the form of Demand Draft/Fixed Deposit Receipt/Bank Guarantee from any of the public sector banks or a private sector bank authorized to conduct government business with validity of six months from the date of quotation (subject revalidation of DD/FDR). EMD of the unsuccessful bidders will be returned on award of the project work. The EMD of the successful bidder would be returned, without any interest on completion of the work.

9. EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organization (e.g. DGS&D), National Small Industries corporation (NSIC) or any Department of MoD for MoD itself / MSME (Ministry of Small Micro & Media Enterprises) In such cases, valid proof of exemption of EMD be attached, invariably with quotations as mandatory document. The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender.

ONE BID SYSTEM OFFER

10. The offer will be in “**one Bid**” and should be submitted in sealed covers duly **super scribed** as per the procedures given below:-

- (a) **One Bid. "Fixing of Signage at the AWES Campus Gate" Bangalore– 77".**
- (b) Bids should be placed in sealed envelope **OFFER FOR "Fixing of Signage at the AWES Campus Gate" Bangalore-77".** The tender documents can be dropped in the **Tender Box** placed at **Registrar's Office or by post to AIFD, N.Nagenahalli, Kothanur Post, Bengaluru –560 077.** Any bid received after the deadline for submission of bid prescribed, will **NOT** be entertained and returned unopened to the Bidder.

BID

11. The Bids should be complete in all respect and contain all information asked for in this document alongwith **price information**. The Bid should comprise of the following documents:-

- (a) Copy of License/registration in the name of the Firm. The Vendor should be either a registered company or registered partnership or sole proprietorship firm reputed in solar projects field/civil works.
- (b) Copy of Proof of own infrastructure and office with documents (Brochures, leaflets, manuals etc, if any).
- (c) Copy of PAN card and Income Tax return for last three years.
- (d) Copy of certificate of GST number allotted to the firm.
- (e) **ORIGINAL** Demand Draft/Pay Order for **Rs 500/- (Non-refundable)** towards cost of RFP Forms, downloaded from AIFD website **www.aifd.edu.in**.
- (f) Technical specification of their materials/equipment/components as per **Annexure I.**
- (g) **Certificate as per format attached at Annexure –II to this RFP on Coy/Firm Letter Head.**
- (h) Vendor/Organization profile as per **Annexure- III.**
- (j) Vendor's experience in the field of constructions/civil work of Buildings.
- (k) Specified EMD in the form of Demand Draft/Term Deposit Receipt in favour of the Principal, AIFD Bengaluru.
- (l) Rates should be quoted in Indian Rupees only.

13. **Price Composition**

(a) The Rates will be filled as per the format attached as **Annexure-IV**.

14. **Quoting of Rates**. The rates for "**Fixing of Signage at the AWES Campus Gate**", Bengaluru – 77" be furnished as per format given below.

Ser No	Nature of work / Nomenclature	A/U	Qty	Brand Name (As applicable)	Basic Rate	GST rate	Total Cost (f +g)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)

15. Interested vendors may visit the AWES Campus from **04 Sep 2023 to 15 Sep 2023** for assessment of the requirement between **9 AM to 4 PM** on any working days for assessment of work to be undertaken. Please quote your rate only for the specification/ items as asked above. The sketch of proposed project can be collected from the AIFD (Admn Office).

16. **No Erasers/Alterations**. Rates must be completely filled up. Corrections or alterations, if any, should be authenticated. If rate of any items/group of items are not filled by the vendors, such quotations will **NOT** be accepted.

17. **Validity of Offer**. The offer of quotation should be valid for period of minimum **90 days** from the date of opening of Commercial Bids.

18. **Evaluation Process**. Offers (Tenders) will be evaluated in the following stages:-

(a) **Stage I**. Completeness of Offers, ie., offers not accompanied by the mandatory documents as per paragraph 11 (a) to (l) above shall, be rejected.

(b) **Stage II**. Bids of the firms will be opened.

(d) **Stage III**. Issue of Work Orders to the selected firm.

19. **NO COMMITMENT TO ACCEPT LOWER OR ANY TENDER**. AIFD shall be under no obligation to accept the lowest or any other offer received in response to this notice and shall be entitled to reject any or all offers without assigning any reasons whatsoever.

20. **OPENING OF OFFERS**. The Bid offers will be opened at Registrar AIFD office on **15 Sep 2023 at 12.00PM**. The Vendors/their representatives may be present at the time of opening of the Bid Offers. No separate intimation will be sent in this regard to the suppliers for deputing their representatives.

21. **Order Cancellation**. If the selected Vendor fails to carry out the assigned job within the stipulated time schedule or the extended date communicated, AWES/ AIFD reserves the right to cancel the order and EMD money will be forfeited.

22. **Payment Terms. NO ADVANCE AMOUNT WILL BE PAID TO THE VENDOR.** The final payment will be made to the Vendor on completion of the assigned job/completion of the work as per Scope of work. Proper Invoice will be submitted by the Vendor to AWES/AIFD on completion of work. On scrutiny of the invoice/bill, AWES/AIFD shall make payment after deduction of applicable TDS.

23. **Applicability of Force Majeure Conditions.** The Force Majeure conditions will be applied to the both parties during the "**Fixing of Signage at the AWES Campus Gate**", **Bengaluru – 77**", as per the law of the land.

24. **Clarification Regarding Contents of RFP.** A prospective vendor who requires clarification regarding contents of the bidding documents, the same shall be notified to the Principal, AIFD in writing or verbal about the clarification sought not later than two days prior to the date of opening of the quotations. Contact address/tele Nos are as under:-

The Principal,
Army Institute of Fashion and Design,
Nagareshwara Nagenahalli
Kothanur Post,
Bengaluru – 560 077
Email: principal.aifd@awesindia.edu.in
Tele: 9842967851 and 9717362141.

SCOPE OF WORK/SPECIFICATION
(PART OF TECHNICAL BIDS)

"FIXING OF SIGNAGE AT THE AWES CAMPUS GATE", BENGALURU – 77"

1. The Scope of Work/specification of the project work "Fixing of Signage at the AWES Campus Gate", BENGALURU – 77":-

Ser No	Nature of work/Nomenclature	A/ U	Qty	Brand name
(a)	<p>External Signage @ Gate : AWES CAMPUS</p> <p>Background Board Size: 28ft * 3.5ft Made up of MS framework fabricated in 40mm * 40mm SQ. pipes , primer coated. Cladded with 3mm thick black matte acp.</p> <p>Logos & Letters : Aluminum channel type letters having depth 80mm to 100mm. PU coated in exterior grade paint of approved shade.</p> <p>Front face of the letters will be of 5mm thick 040 acrylic, Internally illuminated using LED modules warrantied for 3 years.</p> <p>Logos will have digital vinyl print pasted on the front as per design.</p> <p>All electrical wiring, Surge protection device, timer, Weatherproof box to be provided for the signage.</p>	Nos	01	<p>ACP : Alumina / Crossbond /ISI Branch</p> <p>Acrylic : Marga Cipta / Acast/ISI Branch</p> <p>LED : ADS / BNZ /ISI Branch,3 year warranty</p> <p>LED Driver :ADS/BNZ /ISI Branch, 3 year warranty</p> <p>Electrical Wire : Finolex /Polycab/ISI Branch</p> <p>Surge Protection Device: OSRAM /ISI Branch</p>
(b)	<p>External signages near compound wall: AIHMCT & AIFD</p> <p>Background Size : 13.5ft * 7ft</p> <p>Made up of MS framework fabricated in 40mm * 40mm SQ. pipes , primer coated. Cladded with 3mm thick black matte acp.</p> <p>Aluminum channel type letters having depth 60mm to 80mm. PU coated in exterior grade paint of approved shade.</p> <p>Front face of the letters will be of 5mm thick 040 acrylic, Internally illuminated using LED modules warrantied for 3 years.</p> <p>Logos will have digital vinyl print pasted on the front as per design.</p> <p>Fixed with 2 MS poles of 2" * 2" sq. pipes.</p> <p>All electrical wiring, Surge protection device, timer, Weatherproof box to be provided for the signage.</p>	Nos	01	<p>ACP : Alumina / Crossbond/ISI Branch</p> <p>Acrylic : Marga Cipta / Acast/ISI Branch</p> <p>LED : ADS / BNZ/ISI Branch, 3 year warranty</p> <p>LED Driver: ADS/BNZ /ISI Branch, 3 year warranty</p> <p>Electrical Wire : Finolex/ Polycab/ISI Branch</p> <p>Surge Protection Device: OSRAM/ISI Branch</p>

2. **Acceptance of the Brand.** The decision for acceptance of brand of the equipment/materials, irrespective of value, will be at the discretion of the Board/AWES. No representation from the Vendors will be entertained after opening of the Bids.

3. **Warranty.** The L-1 will be responsible to ensure warranty of the equipment and civil work for a period of **Three Years**.

4. The Bids not fulfilling the above technical parameters will be rejected by the Board at the time of opening of Bids.

(LETTER OF THE VENDOR ON LETTERHEAD)

The Principal,
Army Institute of Fashion and Design
Nagareshwara Nagenahalli
Kothanur Post, Bengaluru – 560 077

Dear Sir,

**UNDERTAKING BY THE VENDOR FOR "FIXING OF SIGNAGE AT THE AWES
CAMPUS GATE", N. NAGENAHALLI, KOTHANUR POST, BANGALORE – 560 077**

With reference to your tender notice published in the Newspaper (**NOT PUBLISHING**) dated ...--...**Sep 2023** and the RFP published in your website with effect from **04 Sep 2023**, having examined and understood the instructions, terms and conditions forming part of the RFP, we hereby enclose our offer for "Fixing of Signage at the AWES Campus Gate", N. Nagenahalli, Kothanur Post, Bangalore – 560 077" in your above referred RFP.

We confirm that we have not been disqualified by any PSUs/ Govt undertaking for contract of work.

We further confirm that the offer is in conformity with the terms and conditions as mentioned in the RFP. We also confirm that the offer of bid shall remain valid for 90 days from the last date of submission of the offer.

We hereby confirm that we have read the terms and conditions given in the RFP and agree to them fully.

We enclose herewith a Demand Draft/Pay Order of Rs. 500/- (Rupees Five hundred only) in favour of Principal AIFD, Bengaluru and payable at Bengaluru, towards cost of RFP Form. Details of the same areas under:

Demand Draft/Pay Order No :

Date of Demand Draft/Pay Order :

Name of issuing Bank :

Authorized Signatories
(Name & Designation, seal of the firm)

Annexure-III
(Ref Para 11 (h) of RFP)

(Letter to the Principal AIFD Bengaluru on the Vendors letterhead)

VENDOR / ORGANISATION PROFILE

1. Name of the Organization and Address:
2. Year of Establishment:
3. Status of the firm:
(Whether Pvt. Ltd. Company/Public Ltd. Company / Partnership Firm)
4. Whether registered with the Registrar of Companies/Registrar of Firms in India, if so, mention number and date and enclose Registration Certificate copy.
5. (a) Name and address of Bankers:

(b) ITR of the Company/Firm for last three years.
(Please attach copies of ITR as proof documents)
6. Whether registered for Service Tax purposes. If so, mention number and date.
7. Since when and how long your Company/firm has been involved in such project works/supplying of such stores?
8. Certified that:-

(a) All the information furnished by me/us above here is correct to the best of my/our knowledge and belief.

(b) I / We agree that I / We have no objection if enquiries are made about the work listed by me / us here in above and / or in the accompanying sheets.

Place:

Date:

SIGNATURE: Name & Designation & seal of the Company

Annexure IV
(Ref Para 13 of RFP)

(Letter to AIFD on the Supplier's letterhead)

The Principal,
Army Institute of Fashion and Design,
Nagareshwara Nagenahalli
Kothanur Post, Bangalore – 560 077

Dear Sir,

PRICE BID

"FIXING OF SIGNAGE AT THE AWES CAMPUS GATE",
N. NAGENAHALLI, KOTHANUR POST, BANGALORE – 560 077"

With reference to Para 13 of your RFP published in your website, we hereby quote our best **PRICE** as under:-

Ser No	Nature of work/Nomenclature	A/U	Qty	Brand Name	Basic Rate	GST Rate	Total Amount
1	<p>External Signage @ Gate : AWES CAMPUS</p> <p>Background Board Size: 28ft * 3.5ft Made up of MS framework fabricated in 40mm * 40mm SQ. pipes , primer coated. Cladded with 3mm thick black matte acp.</p> <p>Logos & Letters : Aluminum channel type letters having depth 80mm to 100mm. PU coated in exterior grade paint of approved shade. Front face of the letters will be of 5mm thick 040 acrylic, Internally illuminated using LED modules warrantied for 3 years. Logos will have digital vinyl print pasted on the front as per design.</p> <p>All electrical wiring, Surge protection device, timer, Weatherproof box to be provided for the signage.</p>	Nos	01				
2	<p>External signages near compound wall: AIHMCT & AIFD</p> <p>Background Size : 13.5ft * 7ft</p> <p>Made up of MS framework fabricated in 40mm * 40mm SQ. pipes , primer coated. Cladded with 3mm thick black matte acp.</p> <p>Aluminum channel type letters having depth 60mm to 80mm. PU coated in exterior grade paint of approved shade.</p> <p>Front face of the letters will be of 5mm thick 040 acrylic, Internally illuminated using LED modules warrantied for 3 years.</p> <p>Logos will have digital vinyl print pasted on the front as per design.</p> <p>Fixed with 2 MS poles of 2" * 2" sq. pipes.</p> <p>All electrical wiring, Surge protection device, timer, Weatherproof box to be provided for the signage.</p>	Nos	01				

TERMS AND CONDITIONS

Price : Prices quoted above is inclusive of all taxes/levies supply, Transportation, Supervision & commissioning/ installation and other charges as applicable and quoted. Discrepancy in Rates: In case the rate quoted by vendor in figure and words is varied, the rates quoted in words will be taken into account for determining the value of tender.

Work completion : **30 Days** from the date of receipt of work order.

Terms of payment : As per Para 22 of the RFP with 10 days of completion of the work (Phase 1 & 2)

Signature of Vendor

EMD BANK GUARANTEE FORMAT

Where as (Hereinafter called the “bidder (has submitted their offer dated for **"Fixing of Signage at the AWES Campus Gate", Bangalore-560077"** (hereinafter called the bid) Having our registered office at are bound unto (Hereinafter called The Buyer” in the sum of buyer, the Bank binds itself, its successors and assigns by these presents.

Sealed with the common seal of the said bank this Day of 2023. The conditions of obligations are

1. If the bidder withdraws or amends, impairs or derogates from the bid in any respect within the period of validity of this tender.
2. If the bidder having been notified of the acceptance of his tender by the buyer during the period of its validity.
3. If the bidder fails to furnish the performance security for the due performance of the contract.
4. Fails or refuses to accept/execute the contract.

We undertake to pay the beneficiary up to the above amount upon receipt of its first written demand, without the beneficiary having to substantiate its demand, provided that in its demand the beneficiary will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred conditions or conditions.

This guarantee will remain in force upto and including 90 days after the period of RFP validity and any demand in respect thereof should reach the bank not later than the above date.

.....
(Signature of the authorized officer of the bank)
Name and designation of the officer
Seal, name & address of the bank and address of the branch

(Signature of Tenderer)