



Short Quotation Notice

Designing, Fabrication, Supply and Installation of Signages

Quotation No. KIED/12/2022

Dated 03-01-2023

File No. B. General – 2022-23

Kerala Institute for Entrepreneurship Development (KIED), an autonomous body of Government of Kerala is inviting sealed quotations for the Designing, Fabrication, Supply and Installation of Signages at Enterprise Development Centres (EDC) of KIED located at Inkel Towers, Angamaly, from agencies who have Registered office in Kerala who have similar experience in the prescribed format.

The envelope containing the quotation should bear the superscription “Quotation - Designing, Fabrication, Supply and Installation of Signages” and should be addressed to Chief Executive Officer and Executive Director, Kerala Institute for Entrepreneurship Development (KIED), Rockwell Road, HMT Colony P. O., Kalamassery, Ernakulam – 683503. Quotationer shall submit the quotations on their own letter pad. The last date and time for receipt of quotation is 09-01-2023 at 3 pm. Late quotations will not be accepted under any circumstances. The quotation received will be opened on 09-01-2023, 4 pm by CEO, KIED or person authorized by him. For more details contact: 9846099295.

Scope of Work:

The selected agency should facilitate KIED by installing signages at the office space of Enterprise Development Centre (EDC) of KIED located at INKEL Towers, Angamaly as per the below specification, terms and conditions

SI No	Description	Dimension	Quantity
1	Location : Across Corridor, 4 th Floor Backlit signage made out of Aluminium profile frame, front fascia 3mm acrylic sheet with digital printed vinyl graphics, Fixing with hanging type	98 inches * 16 inches	1

2	<p>Location : Front Door Signage, 4th Floor.</p> <p>Signage made out of 5 mm thick milky white acrylic sheet base, 5mm thick embossed text and logo with digitally printed vinyl, Fixing with stainless steel spacer.</p>	100 cm * 50 cm	1
3	<p>Location : Reception Area Signage, 4th Floor</p> <p>Backlit signage made out of 5 mm thick milky white acrylic sheet base, 5mm thick embossed text and logo with digitally printed vinyl, Fixing with stainless steel spacer.</p>	100 cm * 50 cm	1
4	<p>Location : Side (wooden cladding) Door Signage, 4th Floor</p> <p>Signage made out of 5 mm thick milky white acrylic sheet base, 5mm thick embossed text and logo with digitally printed vinyl, Fixing with stainless steel spacer.</p>	182 cm * 40 cm	1
5	<p>Location : Ground Floor Reception</p> <p>Signage made of 5mm foam board with digital print.</p>	48.5cm * 13 cm	1
6	<p>Location: 4th floor Corridor</p> <p>Inauguration details to be printed in 5mm thick clear acrylic sheet, reverse printed and fitted with stainless steel spacer.</p>	2ft * 3ft	1

Terms and Conditions

1. Details of Applicant / Bidder (Form I) and the Financial Bid (Form II) should be submitted in the firm's letter head signed by authorized signatory in a sealed cover with superscription "Designing, Fabrication, Supply and Installation of Signages".
2. 100% Payment will be made against successful supply and proper installation at locations specified in the quotation notice.
3. Delivery should be within 10 days from the date of issue of work order
4. The rate quoted should be inclusive of all taxes and charges for Designing, Fabrication, Supply, Installation and Commissioning of the Signages at the location mentioned in the tender Notice. No extra charges on any account shall not be considered or paid. The items should be delivered at EDC Campus of KIED located at 4th Floor, Inkel Towers, Angamaly at no additional cost. No Loading and Unloading charges will be paid in addition.
5. Price remains same for the contract period including extended contract period if any on any account what so ever.
6. The materials used for carrying out the work shall be of best quality and subject to test and inspection of Consultant Engineer of KIED. The selected agency has to provide a sample article and Designs after inspection of work site for the comments and approval from KIED officials. The party shall start the fabrication only on the approval of the designs from KIED.
7. If such sample turned substandard the order shall be cancelled and the work will be awarded to the next lowest bidder at the risk and cost of the defaulter.
8. It will be the duty of the selected bidder to coordinate with KIED and authorities of Inkel Towers to undertake the installation activities without causing hinderance to the normal activities happening at the building.

**CEO & Executive Director,
KIED**

Form I

Details of Applicant / Bidder

1.1	Name of the Firm / Organization / Individual	
1.2	Address of the Head Office	
1.3	Telephone / Mobile No.	
1.4	Email Address	
1.5	Name and Designation of the Authorized Representative of the Bidder to whom all the references shall be made	
1.6	Address, Phone, Fax and email of the Authorized Representative	
1.7	GST Number	
1.8	PAN Card number	
1.9	Details of Similar Works Completed	

Place :

Date :

Name & Signature of Authorized Representative

(Office Seal)

Form II

Financial Bid (In firm's letter head)

To,

CEO & Executive Director,

KIED, Kalamassery

Sir,

Sub : Designing, Fabrication, Supply and Installation of Signages at Enterprise Development Centres (EDC) of KIED located at Inkel Towers Angamaly

SI No	Description	Dimension	Quantity	Rate
1	Location : Across Corridor, 4 th Floor Backlit signage made out of Aluminium profile frame, front fascia 3mm acrylic sheet with digital printed vinyl graphics, Fixing with hanging type	98 inches * 16 inches	1	
2	Location : Front Door Signage, 4 th Floor. Signage made out of 5 mm thick milky white acrylic sheet base, 5mm thick embossed text and logo with digitally printed vinyl, Fixing with stainless steel spacer.	100 cm * 50 cm	1	
3	Location : Reception Area Signage, 4 th Floor Backlit signage made out of 5 mm thick milky white acrylic sheet base, 5mm thick embossed text and logo	100 cm * 50 cm	1	

	with digitally printed vinyl, Fixing with stainless steel spacer.			
4	Location : Side (wooden cladding) Door Signage, 4 th Floor Signage made out of 5 mm thick milky white acrylic sheet base, 5mm thick embossed text and logo with digitally printed vinyl, Fixing with stainless steel spacer.	182 cm * 40 cm	1	
5	Location : Ground Floor Reception Signage made of 5mm foam board with digital print.	48.5cm *13 cm	1	
6	Location: 4 th floor Corridor Inauguration details to be printed in 5mm thick clear acrylic sheet, reverse printed and fitted with stainless steel spacer.	2ft *3ft	1	
Sub total				
Taxes (if any)				%
Grand Total				
Amount in words :				

DECLARATION

The undersigned, having read the term and conditions of the Quotation Notice, hereby offers to provide the product at the prices quoted, in advance with the specifications stated and subject to terms and conditions set out or specified in the Quotation Notice document.

I / We agree to keep this offer valid for 120 (hundred and twenty) days from the date of opening of the bid.

I/We agree to the tender Condition that the rate quoted is inclusive of charges for Designing, Fabrication, Supply, Installation and Commissioning of the Signages at the location mentioned in the quotation notice.

I / We agree and undertake to abide by all the terms and conditions of the Notice for Quotation.

Place :

Date :

Name & Signature of authorized representative

(Office seal)