



ALL INDIA INSTITUTE OF AYURVEDA(AIIA)

GAUTAMPURI, SARITA VIHAR, Mathura Road, DELHI 110076

(India)

Website: www.aiia.gov.in

Email: astt-storeofficer2@aiia.gov.in

Phone Number 011-26950401(Ext. 2206/1301)

Tender No.: M-50/92/2022-AIIA

Dated: 28.07.2025

Notice Inviting Tender for "Empanelment of agency for supply and fixing of Sign Boards with stands and angles, Name Plates, Rubber Stamps, Flex Banners, Stickers etc. at All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, New Delhi - 110076."

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Name of Work: Empanelment of agency for supply and fixing of Sign Boards with stands and angles, Name Plates, Rubber Stamps, Flex Banners, Stickers etc. at All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, New Delhi - 110076.

| S. No. | Description | Page No. |
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| 1. | Information And Instructions for Bidders For tendering Forming Part of the Bid Document | |
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Notice Inviting Tender

The Director, AIIA, Delhi invites tender under two Bid System viz. Technical Bid and Financial Bid from **the eligible vendors for supply and fixing of Sign Boards with stands and angles, Name Plates, Rubber Stamps, Flex Banners, Stickers etc. at All India Institute of Ayurveda (AIIA)**. Both the envelop should be placed in a bigger envelop super-scribed with Technical and Financial Bid for "Supply, installation, testing and commissioning of CCTV Surveillance System with Video Analytics Solution for All India Institute of Ayurveda (AIIA) - New Delhi."

2. Description of the item(s) is given below:

| Sl. No. | Item description | Required Quantity/work scope | Estimated Cost (in ₹) |
|---------|---|------------------------------|-----------------------|
| 1. | Empanelment of agency for supply and fixing of Sign Boards with stands and angles, Name Plates, Rubber Stamps, Flex Banners, Stickers etc. at All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, New Delhi - 110076. | As given in chapter- I | 2.2 Crores |

3. SCHEDULE OF TENDER:

| Sl. No. | Activity Description | Schedule | |
|---------|----------------------------------|---|-----------------|
| a. | Tender No. | M-50/92/2022-AIIA | |
| b. | Availability of Tender Document | The tender document can be downloaded from the AIIA web site http://www.aiaa.gov.in or from the procurement portal http://eprocure.gov.in/epublish/app | |
| | | Schedule | Time |
| c. | Document download start date | 28.07.2025 | 18:00Hrs |
| d. | Seeking clarification end date | 01.08.2025 | 15:00Hrs |
| e. | Pre-bid meeting | 04.08.2025 | 15:00Hrs |
| f. | Bid submission start date | 05.08.2025 | 18:00Hrs |
| g. | Bid submission end date | 26.08.2025 | 15:00Hrs |
| h. | Technical Bid opening date | 26.08.2025 | 15:30Hrs |
| i. | Minimum Validity of tender offer | 365 days from the date of opening of technical bid | |
| j. | Services/Product to be offered | Empanelment of agency for supply and fixing of Sign Boards with stands and angles, Name Plates, Rubber Stamps, Flex Banners, Stickers etc. at All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, New Delhi - 110076. | |
| k. | Tender Document fee | NIL | |
| l. | Performance Security | 8% of the bid amount after award of contract. | |
| m. | EMD | 3% of the bid value. | |

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4. Submission of Tenders: The bid along with the necessary documents should be dropped in the Tender Box placed at Central Store, 3rd Floor, Academic Block, the All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, New Delhi- 110076 on any working day/working hours and up to stipulated date and time. **The bid document should be under two bid system (i) Technical Bid (ii) Financial Bid, i.e. technical bid and financial bid should be in two different envelop which should be placed in a bigger envelop.**

5. **Clarification on bid documents:** Clarification on bid document may be sought by the bidders as prescribed schedule over email address astt-storeofficer2@aiaa.gov.in.


6. **Amendments:** Any amendment/corrigendum related to bid document, for any reason whether in its own initiative or in response to clarification requested by bidders, will be published on website of the Institute and on CPPP only. Bidders should check these amendments regularly. AIIA shall not be responsible to notify such amendments/corrigendum to individual bidders.

7. **Quality and Cost based Selection (QCBS):**

QCBS will be adopted for evaluation of the bid as the quality of service is the prime concern. The process of QCBS will be as following:

- i. Only those responsive proposals that have achieved the minimum specified qualifying score i.e., 70% in the technical evaluation shall be considered further for opening of financial bid.
- ii. After opening and scoring, the financial proposals of responsive technically qualified bidders, a final combined score shall be arrived by predefined relative weightages for the score of quality of the technical proposal and the score of financial proposal.
- iii. The minimum qualifying score for quality of technical proposal and the relative weightages to be given to the quality and cost (70:30). The proposal with the highest weighted combined score (Quality and Cost) shall be selected.

8. All India Institute of Ayurveda (AIIA) reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all bids without assigning any reason. The decision of the Director, AIIA in this regard shall be final and binding on all.


Dr. Shivakumar Harti
Additional Professor
(Store In-charge)



ELIGIBILITY CRITERIA:

The reputed firms/ companies who fulfill the following requirements are eligible to apply. The Bidder/ Companies/ Agencies having experience in the Glow Sign Board work carry out in the Central/State Governments/Autonomous Bodies/Railways/PSUs or such other Government organizations or Registered in Public sector units in India and who have executed such works are eligible to apply:-

1. The bidders shall be either original manufacturers of flex and vinyl used in signage or their authorized dealers or established converters of the manufacturer of the flex and Vinyl. The Bidder has to submit proof in this regard. Joint Venture is not allowed to participate in this NIT.
2. **Bidder shall have at least three years of experience as on date in providing and fixing of sign boards with stands and angles, Name Plates, Rubber Stamps, Flex Banners, Stickers etc.to any Central/State Govt organizations/PSUs in India.** Details of major similar works carried out in the last 03 years should be furnished.
3. The applicant should be an assessee of Income Tax and must possess GST No. Should submit copy of the income tax, PAN, GST certificate with valid registration number.
4. Similar work shall mean supply and fixing of Sign Boards with stands and angles, Name Plates, Rubber Stamps, Flex Banners, Stickers etc.
5. Bidder shall have the average annual financial turnover of at least 50% the tender value in the respective category during last 3 years ending with 31.03.2024. The bidder shall be financially capable of carrying out the work within the time period indicated. The bidder shall furnish the financial particulars in the format attached. Audited Balance Sheets, profit and loss accounts, etc. shall be enclosed.
6. Bidder shall have to furnish a certificate (from original manufacturer) that the flex and the vinyl that will be used in the boards will meet the stipulated specifications as furnished in this bid document. In addition, bidder shall also have to furnish a **five years warranty (as detailed in the Technical Specifications in this document)** from the original manufacturer for the flex and vinyl that will be used in the signages and also for the entire sign boards.
7. The supplier shall provide details of the personnel, equipment, and manufacturing facilities. The Bidder should be able to provide qualified service persons for attending the problems if any during the Warranty period.

8. SCOPE OF WORK:

The work involves supply and fixing of Sign Boards with stands and angles, Name Plates, Rubber Stamps, Flex Banners, Stickers etc. as detailed in the bill of Quantity of the Tender document. The details of items is as under:



| S. No. | TYPE OF SIGNAGE | Technical specifications |
|--------|---|--|
| A | CEILING HANGING AND WALL PROJECTED | |
| 1 | ALUMINIUM ACRYLIC VINYL (WALL PROJECTED AND HANGING TYPE) | Modular Aluminum extrusions (Alloy 6060 as per European standards EN755-2-2008 tensile strength 190 mpa typical BHN is 70 from virgin Aluminium homogeneous biUet) with Premium grade Anodizing (Thickness 15-20 microns) as per International standards, with Lifetime warranty under normal working conditions. Sign is single sided with aluminum profile click fitted on 2 plastic moulded endcaps. Sign is including all plastic injection moulded end caps black in shade which are directly press fitted, media (vinyl) wrapping by virtue of design of profiles. we make MPI panels fitted and installed at site in plumb and level at specified location as per drawing to the satisfaction of the engineer-in-charge |
| B | WALL MOUNTED INDOOR SIGNAGE | |
| 1 | ALU PROFILE+ ACRYLIC AND VINYL | Indoor signage made in 3 mm acp base with modular Aluminium frame and artwork printed on one side vinyl pasted as per the approved artwork on same. Life time warranty under normal working condition for Aluminium frame 7 year warranty on Acp and 3 year warranty on printed vinyl for indoor signages |
| 2 | ACRYLIC AND VINYL | Indoor signage made in 5 MM acrylic signage pasted with vinyl as per approved design mounted on flat surface acrylic color as per branding design |
| 3 | ACP AND VINYL | Indoor signage made in 3 mm acp base and an work printed on one side vinyl pasted as per the approved artwork on same. For Aluminium frame 7year warranty on acp and 3 year warranty on printed vinyl for indoor signages |
| 4 | SUNBOARD 3-MM AND VINYL | Indoor signages made in 3 mm sun board base and artwork printed on one side vinyl (Glossy/matte finish) paste d a s p e r the approved artwork on Same |
| 5 | SUNBOARD 5-MM AND VINYL | Indoor signage made in 5 mm sun board base and artwork printed on one side vinyl (Glossy/matte finish) pasted as per the approved artwork on same |
| C | FOR OUTSIDE OPD ROOM AND DEPT | |

| | | |
|----|-------------------------------------|---|
| 1 | ALUMINIUM VINYL | Modular Aluminium extensions (Alloy 6060 as per European standards EN755-2-2008 tensile, strength 190 mpa typical BHN is 70 from virgin Aluminium homogeneous billet) with Premium grade Anodizing (Thickness 15-20 microns) as per International standards, with Lifetime warranty under normal working conditions. Clip on plates used for adding multiple names of doctors departments or as per requirement. |
| D | VINYL CUTTING ON PLOTTER | |
| 1 | | Vinyl cutting on plotter as per the approved design pasted on glass to reduce transparency or branding profile. 5 years |
| E | OUT DOOR 3D LETTER SIGNAGES | |
| 1 | ACP/ACRYLIC VINYL ALUMINIUM GI PIPE | Outdoor signages made with MS/SS pipe fabrication with epoxy paint flattened and framed in an Aluminium pipe used for mounting 3 mm ACP And cast acrylic letters with led modules as per design with waterproof power supply and weatherproof electrical box. 1 year warranty on the power supply and modules 5 years warranty for GI structure other than elemental and normal wear and tear. 3-year warranty on acrylic letters against fading other than blue and purple colour acrylic. |
| 2 | ACP SHEET | Retroreflective ACP Sheet 05mm with design print and installation |
| 3 | ACP SHEET | Retroreflective ACP Sheet 3mm with design print and installation |
| 4 | MS PIPE | 3x3 Inch, 3mm thickness, (with installation) |
| 5 | MS PIPE | 2x2 Inch, 3mm thickness, (with installation) |
| 6 | MS PIPE | 1x1 Inch, 3mm thickness, (with installation) |
| 7 | SS PIPE | 304 SS Pipe 3x3 Inch, 3mm thickness, (with installation) |
| 8 | SS PIPE | 304 SS Pipe 2x2 Inch, 3mm thickness, (with installation) |
| 9 | SS PIPE | 304 SS Pipe 1x1 Inch, 3mm thickness, (with installation) |
| F. | BOTH SIDE PYLON SIGNAGES | |
| 1 | PYLON SIGNAGES | Outdoor signages made with MS/SS pipe fabrication with epoxy paint flattened and framed in Aluminium pipe used for mounting 3 mm acp. Cast acrylic letters with LED modules as per design with a waterproof power supply and weatherproof electrical box. 1-year warranty on power supply and modules 5, years warranty for GI structure other than elemental and normal wear and tear. 3-year warranty on acrylic letters against fading other than blue and purple color acrylic. |
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| G. | ULTRA SLIM EXTRA BRIGHT LED FRAMES | Ultra Slim Extra Bright LED Frames are designed to be thin and lightweight, with a typical thickness ranging from 19mm to 30mm, making them easy to mount on walls. 4-10Watt. Light source- LED, Film (content) - easily changeable (All sizes A1,A2,A3,A4,A5 B1 ,B2). Price inclusive of installation and content design |
| H. | ROLL UP STANDY | Design and print on premium flex - Size 3ft *6ft |
| I. | LETTERS-BRASS MATERIAL | Brass Letter (English 1 inch per letter) |
| | | Brass Letter (Hindi 1 inch per letter) |
| | | Brass Letter (English 1.5 inch per letter) |
| | | Brass Letter (Hindi 1.5 inch per letter) |
| | | Brass Letter (English 2 inch per letter) |
| | | Brass Letter (Hindi 2 inch per letter) |
| | | Brass Letter (English 2.5 inch per letter) |
| | | Brass Letter (Hindi 2.5 inch per letter) |
| | | Brass Letter (English 3 inch per letter) |
| | | Brass Letter (Hindi 3 inch per letter) |
| | | Brass Letter (English 4 inch per letter) |
| | | Brass Letter (Hindi 4 inch per letter) |
| | | Brass Letter (English 5 inch per letter) |
| | | Brass Letter (Hindi 5 inch per letter) |
| J. | LETTERS-STEEL MATERIAL | Steel Letter (English 1 inch per letter) |
| | | Steel Letter (Hindi 1 inch per letter) |
| | | Steel Letter (English 1.5 inch per letter) |
| | | Steel Letter (Hindi 1.5 inch per letter) |
| | | Steel Letter (English 2 inch per letter) |
| | | Steel Letter (Hindi 2 inch per letter) |
| | | Steel Letter (English 2.5 inch per letter) |
| | | Steel Letter (Hindi 2.5 inch per letter) |
| | | Steel Letter (English 3 inch per letter) |
| | | Steel Letter (Hindi 3 inch per letter) |
| | | Steel Letter (English 4 inch per letter) |
| | | Steel Letter (Hindi 4 inch per letter) |
| | | Steel Letter (English 5 inch per letter) |
| | | Steel Letter (Hindi 5 inch per letter) |
| K. | LETTERS- PLASTIC MATERIAL | Plastic Letter (English 1 inch per letter) |
| | | Plastic Letter (Hindi 1 inch per letter) |
| | | Plastic Letter (English 1.5 inch per letter) |
| | | Plastic Letter (Hindi 1.5 inch per letter) |

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| | | Plastic Letter (English 2 inch per letter) |
| | | Plastic Letter (Hindi 2 inch per letter) |
| | | Plastic Letter (English 2.5 inch per letter) |
| | | Plastic Letter (Hindi 2.5 inch per letter) |
| | | Plastic Letter (English 3 inch per letter) |
| | | Plastic Letter (Hindi 3 inch per letter) |
| | | Plastic Letter (English 4 inch per letter) |
| | | Plastic Letter (Hindi 4 inch per letter) |
| | | Plastic Letter (English 5 inch per letter) |
| | | Plastic Letter (Hindi 5 inch per letter) |
| L. | NAMEPLATE/ DISPLAY PLATES | Name Plate Ordinary viny 1 bilingual (per Sq. Inch) |
| | | Name Plate acrylic (thickness 5mm) Black or required Colour (per Sq. Inch) bilingual |
| | | Steel Name Plate (per Sq. Inch) bilingual -embossed |
| | | Brass Name Plate (per Sq. Inch) bilingual- embossed |
| M. | FLEX AND BANNERS | (WITH MATERIAL, DESIGN, PRINTING AND INSTALLATION) |
| | | Normal flex |
| | | Star flex |
| | | Backlit boards |
| | | Backlit premium |
| | | Vinyl (with front sticker) |
| | | Vinyl (with back sticker) |
| | | Backlit vinyl |
| | | Eco print |
| | | Normal Flex with metal frame |
| | | Star Flex with metal frame |
| N. | STAMPS | Manual stamps special flash self-inking (48*12) |
| | | Manual stamps special flash (48*17mm) self-inking bilingual |
| | | Manual stamps special bilingual (60*25mm) flash self-inking |
| | | Manual stamps special bilingual (70*37mm) flash self-inking |
| | | Manual stamps Brief flash self-inking stamp (60*20mm) |
| | | Computerized stamps with special flash selfinking (48*12 mm) |
| | | Computerized stamps special flash (48*17mm) self-inking bilingual |
| | | Computerized stamps special bilingual (60*25mm) flash self-inking |
| | | Computerized stamps special bilingual (70*37mm) flash self-inking |
| | | Computerized stamps Brief flash self-inking stamp (60*20mm) |
| | | Rectangular self inked date stamp |
| | | Ink for self ink stamps |

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| O. | Visiting Card | Premium visiting cards should be crafted using high-quality paper or cardstock, with a weight ranging between 300-400 GSM for durability and a professional feel. They can be finished in either a matte or glossy style, depending on preference, with options for textured, linen, or metallic finishes for added elegance. Standard dimensions should be 3.5 x 2 inches (88.9 mm x 50.8 mm), ensuring a sleek and compact design. The cards should feature full-color, high resolution (300-600 dpi) printing on one or both sides, allowing for clear presentation of details such as name, designation, company logo, contact information, and website. Customizable elements like embossed logos, foil stamping, spot UV coating, or raised lettering can be added for a premium touch. |
| P. | CERTIFICATES | Printing of certificates of 200gsm- Glossy/ matte finish, Size: A4 |
| Q. | COLOR PAMPHLET/BROCHURE PRINTING | AS SIZE - Multicolor Glossy/ matte finish -bifold/trifold/zfold 100-200gsm |
| | | A4 SIZE - Multicolor, Glossy/matte finish -bifold/trifold/zfold 100-200gsm |
| R. | INVITATION CARD WITH ENVELOPS | Multicolor, 100-200GMS glossy/matte finish |
| S. | Mementos | <p>Mementos with design</p> <ul style="list-style-type: none"> • Acrylic • PVC • POP • Brass • Stainless Steel • Wooden |

9. EARNEST MONEY DEPOSIT (EMD):

Technical Bid must be accompanied with a refundable **EMD of Rs. 6,60,000/- (Rupees Six Lakh and Sixty Thousand only)** for which price bid is submitted by way of Demand Draft drawn in favour of Director, AIIA, New Delhi payable at New Delhi or Bank Guarantee (as per draft furnished in Annexure 6) having validity upto 06 months from the last date of submission of Bid document, issued by any Govt. Scheduled Commercial Bank.

After evaluation of Technical Bids, the EMD of the Bidder/s who do not prequalify for opening of price bids will be refunded along with the letter intimating the Bidder about their disqualification, while the EMD of other Bidders will be retained.

In case of successful Bidder/s to whom the contract is awarded, the earnest money will be refunded on submission of performance guarantee. The Earnest Money of the unsuccessful Bidders will be refunded on finalization of the bid or after expiry of the validity of the offer, whichever is earlier.

The EMD is liable for forfeiture if:

- i. The Bidder withdraws or unilaterally modifies the Bid during the period of Bid validity, or
- ii. The Bidder, having been notified of the acceptance of his Bid by the Employer during the period of Bid validity, fails or refuses to execute the Agreement, as required; or
- iii. The Bidder fails to perform the work according to the agreed specification, time schedule and in accordance with conditions of contract.
- iv. If the Bidder fails to give the Performance Guarantee within the specified period.

10. Participating Bidders are advised to furnish complete details / information about their qualifications, past experience and expertise. Complete documentary proof with respect to the details furnished in the Bid Document regarding the qualifications shall be furnished along with the Bid Document. In this regard, copies of the work order and completion certificate and or such documents shall be submitted. Incomplete Bids or Bids without proper proofs for establishing their credentials may be rejected and no correspondence will be entertained in this regard.

11. **SECURITY DEPOSIT (PERFORMANCE GUARANTEE): The Performance Guarantee shall be 5% (Five percent)** of the contract value, in the form of a Bank Guarantee having validity period of one year plus the warranty period, with 3 months claim period as per approved format from a Scheduled Commercial Bank. This Performance Guarantee shall be discharged and returned to the Bidder after validity period. The performance guarantee along with the unconditional letter of acceptance is to be submitted within 7 days of notifying the acceptance of bid. If the supplier fails to submit the Bank Guarantee along with the unconditional letter of acceptance within the stipulated period, AIIA, New Delhi reserves the right to invoke the Bank Guarantee submitted in lieu of Earnest Money Deposit/forfeit the Earnest Money Deposit and cancel the contract.

12. **Nature of the document:** TWO BID CONCEPT. This Tender document comprises of the following:

- A. **TECHNICAL BID: (first envelope)** consisting of following should be hardbound/spiral bound and submitted in a separate envelope (duly signed & sealed)-
- a) EMD – Earnest Money Deposit
 - b) Signed Notice inviting tender (NIT).
 - c) General Rules & directions to contractor.
 - d) General Conditions of contract.
 - e) Clauses of contract.
 - f) Safety code.
 - g) Technical specifications.
 - h) Annexures 1 to 9.
 - i) Tender Drawings.



- B. PRICE BID (second envelope):** Price bids should be submitted in separate sealed envelope.

The above both envelopes shall be kept in one bigger sealed single envelope, with the name of work, name of the tenderer and due date written on the envelopes.

13. PRE-BID MEETING:

a) The Bidder should carefully examine and understand the specifications, terms and conditions of the Application and may seek clarifications, if required, in writing in a word document (.doc), in the same serial order of that of the Application by mentioning the relevant page number and clause number. The soft copy of the pre-bid queries should be sent by E-Mail to astt-storeofficer2@aiia.gov.in and the pre-bid query should be in the following format:

| Sl No | Page No. | Tender Clause No. | Tender Clause | Query |
|-------|----------|-------------------|---------------|-------|
| | | | | |
| | | | | |

All communications regarding points requiring clarifications and any doubts shall be given in writing in the O/o Asst. Store officer, AIIA, Gautampuri, Sarita Vihar, New Delhi-110076 by the intending Bidders on or before No oral or individual consultation shall be entertained. No queries will be entertained from the Bidders after the pre-bid meeting.

b) Pre-Bid meeting:

A pre-bid meeting of the intending Bidder will be held as scheduled below to clarify any point /doubt raised by them in respect of this document:

| Date | Time | Venue |
|------|------|---|
| | | O/o Asst. Store Officer, 3 rd Floor, Academic Block, All India Institute of Ayurveda, Gautampuri, Sarita Vihar, New Delhi - 110076 |

No separate communication will be sent for this meeting. If the meeting date is declared as a holiday under NI Act by the Government subsequent to issuance of application, the next working day will be deemed to be the pre-bid meeting day. Authorized representatives of interested Bidders shall be present during the scheduled time.

AIIA, New Delhi will consolidate all the queries and discussions during the pre-bid meeting and the consolidated replies for the queries shall be made available in the Bank's website and no individual correspondence shall be made. The replies/clarification of AIIA, New Delhi in response to the queries raised by the Bidder/s, and any other clarification/amendments/corrigendum furnished hereof will become part and parcel of the application document and it will be binding on the Bidders.

Non-reply to the queries raised by any of the Bidder shall not be a valid reason for non-submission of the bid. In addition, non-reply to any query may not be deemed the version of the Bidder as reflected in the query has been accepted by the Institute.

Non-reply to the queries raised by any of the Bidder shall not be a valid reason for non-submission of the Tender. In addition, non-reply to any query may not be deemed the version of the Bidder as reflected in the query has been accepted by AIIA, New Delhi.

c) Amendment to Tender Document:

At any time prior to deadline for submission of bid, AIIA, New Delhi, for any reason, whether, at its own initiative or in response to a clarification requested by prospective Bidder may modify the tender document by amendment.

Notification of amendments/Corrigendum will be made available on the CPP portal (<http://eprocure.gov.in/epublish/app>) and Institute website (www.aiia.gov.in) and will be binding on all Bidders and no separate communication will be issued in this regard.

In order to allow prospective Bidders reasonable time in which to take the amendment into account in preparing their bid, AIIA, New Delhi at its discretion, may extend the deadline for a reasonable period for the submission of bid.

Authorized representatives of interested Bidders shall be present during the scheduled time with authorization letter. AIIA, New Delhi shall clarify the queries during the pre-bid meeting followed by confirmation in CPPP and institute website. No individual consultation/communications shall be entertained.

14. TIME FOR COMPLETION:

Time is the essence of this contract. The installation and commissioning of all the signage entrusted to the Contractor should be completed in all respect within **90 days** from the date of award of the Contract. However, the contract shall be valid for the period of 02 years from the date of award of the work. AIIA, New Delhi reserves the right to assign the similar work on quoted rates to the selected bidder. This

15. COMPENSATION FOR THE DELAY: Should the installation and commissioning of the sign boards be not completed to the satisfaction of the Employer within the stipulated period, the supplier shall be bound to pay to the Employer a sum calculated at the rate of 1% (one percent) per week of delay on the value of the sign boards remaining incomplete subject to a maximum of 10%. However, on a representation from the vendor with documentary evidence, AIIA, New Delhi may reduce or waive this compensation purely at its discretion, if AIIA, New Delhi is satisfied that the delay was on account of reasons beyond the control of the vendor.

16. BIDDER TO PROVIDE FOR EVERYTHING NECESSARY: The bidder shall provide and ensure everything necessary for the proper execution of work according to the intent and meaning of the drawings, schedule of quantities and specifications taken together whether the same may or may not be particularly shown or fully described therein provided that the same can be reasonably inferred there from and if the bidder finds any discrepancies therein he shall immediately and in writing, refer the same to the Employer whose decision shall be final and binding.

17. MATERIALS, WORKMANSHIP, SAMPLES, TESTING OF MATERIALS: All the works specified and provided for in the specifications or those which may be required to be done in order to perform and complete the work shall be executed in the best and most workmanlike manner with materials of the best and approved quality with particulars contained in and implied by the specifications.

18. ACCESS & INSPECTION: Any authorized representative of the Employer/AIIA, New Delhi shall at reasonable times have free access to the works and/or to the workshops, factories or other places where the signage are being manufactured. Such inspection may be carried out even after the signage is installed. AIIA, New Delhi also will have the right to get a technical audit and inspection carried out through external agencies like the Central Vigilance Commission. The contractor/ the supplier shall give all reasonable facilities and make all arrangements for carrying out such inspections. During such inspection, the quantity and

quality of the signage may be checked to ensure compliance with the specifications laid down. Samples of materials used for the work is to be given at each branch / office for testing. The supplier shall give every facility to AIIA, New Delhi or its authorized representatives necessary for inspection, examination and testing the quality and quantity of materials and workmanship.

19. REJECTION AND RE -DOING OF IMPROPER WORK: As a result of the inspections conducted by AIIA, New Delhi or inspecting officials, internal or external agencies like CTE of CVC if it is found that the work is not being or has not been carried out in accordance with the specifications and these conditions, such lots shall be liable to be rejected even if they were accepted or paid earlier. However, at the discretion of AIIA, New Delhi, the supplier may be permitted to re-do the improper work and rectify the defects and deficiencies at his own cost. On account of such permission to re-do the work, the supplier is not entitled to claim for extension of time or waiver of penalty or any compensation or relief whatsoever. If as a result of any such inspections any overpayment is detected, AIIA, New Delhi shall be at liberty to recover the amount overpaid from any money that may have become or that will become due to the supplier or from the Performance Guarantee, notwithstanding any certification given or payment made already.

20. TESTING: AIIA, New Delhi reserves the right to get the samples of flex, vinyl and other items tested from independent testing agencies and their test results shall be binding. The bidders should submit samples of flex & vinyl as detailed in clause 7 of General Conditions of Contract.

21. INDEMNITY: The signage providers shall undertake the work complying with labour laws and shall not employ child labours, and take all necessary safety precautions in undertaking work at site and as well in the respective workshops. AIIA, new Delhi shall be kept indemnified against any possible damage to the building, roads or members of the public or third-party materials in the course of execution of work. AIIA, new Delhi shall also be indemnified against any action initiated by Government agencies or against prosecution on account of any untoward incidents, accidents, deaths occurring to the labour force employed or to the third parties arising on account of negligence or non-fulfilling statutory norms/requirements while manufacturing, transporting or while execution of work at site and the consequent claims and damages arising thereof, the signage solution provider/their converters shall alone be responsible.

22. INSURANCE: In their own interest, the signage solution providers/their converters are advised to suitably insure at their own cost for the men, materials and finished product against theft, losses, damages due to accidents during transit of purchase of material, during storage at the time of manufacturing and during delivery of the finished product to the various centers or at the time of execution of works. The successful bidder, to whom the work will be entrusted, shall obtain Contractor's all Risk Insurance (CAR) policy and submit a copy of the same along with the bill.

23. VARIATION & DEVIATION IN SPECIFICATIONS: The specification of materials like flex, vinyl and other fabrication material shall be as per the bid and tolerance as detailed in the Technical Specification. Any variations beyond tolerance, if accepted by AIIA, New Delhi are liable for cost adjustments and the decision of AIIA, New Delhi shall be final and binding on the bidder/supplier as to the amount to be recovered.

24. COMPLETION OF WORKS: On completion of the work at the site, the signage providers/their converters shall remove all the materials, tools, equipment's and ensure the surroundings are clean and any debris, unwanted, unused materials are cleared from the site and disposed suitably. Any cost incurred by AIIA, New Delhi for noncompliance of the

above shall be recovered from the bills.

25. IDLE LABOUR: Whatsoever the reasons may be no claim for idle labour, additional establishment cost of hire and labour charges of tools and plants would be entertained at any circumstances at the time of installation at site.

26. BILLING AND PAYMENT TERMS: Payments shall be processed after successful completion of the jobs in phased manner subject to work satisfactory certificate issued from the concerned official of AIIA. The selected agency will have to submit the detailed invoice along with installation supporting documents/Measurement sheet for the processing of bills.

27. TERMINATION OF THE CONTRACT:

i) AIIA, New Delhi at its option without prejudice to its rights under the Contract, is entitled to terminate the Contract at any time by giving 30 days' written notice to the Contractor in the following circumstance:

- a. in case the contractor does not comply with any of his obligations/undertakings under this Contract;
- b. if the design, specifications, fabrication or performance of the signages /flex /Rubber /stamps/Identity cards/visiting cards supplied by the contractor do not conform to the approved technical specifications and other requirements specified in this contract or agreed to by the contractor;
- c. if the contractor refrains from implementing any of the instructions received from AIIA, New Delhi within the stipulation of this Contract;
- d. in case of any breach of the terms and conditions of this contract by the contractor.

ii) If the contractor becomes bankrupt or insolvent or causes or suffers any receiver to be appointed for its business or any assets thereof, compounded with its Creditors, or being a corporation, commence to be wound up for the purpose of amalgamation or reconstruction, or carry on its business under a Receiver for the benefit of its Creditors, AIIA, New Delhi shall be at liberty to terminate the contract forthwith upon coming to know of the happening of any such event as aforesaid by notice in writing to the contractor or to the Receiver or Liquidator or to any person in whom the Contract may become vested or give such Receiver, Liquidator or other person the option of carrying out the Contract subject to his providing guarantee for amount to be specified by AIIA, New Delhi.

iii) In the event of such termination, the Performance Guarantee/ Security Deposit of the contractor shall stand forfeited and shall be at the disposal of the AIIA, New Delhi. Further, AIIA, New Delhi will be at liberty to take over the incomplete works and complete them at the risk and cost of the bidder in addition to levying compensation for the delay in completion of the work.

28. SETTLEMENT OF DISPUTES AND ARBITRATION:

i. It shall be an inseparable part of the contract that in matters regarding quality of materials, workmanship, or rejection of improper supply, interpretation of specifications, commitments made etc, the decision of AIIA, New Delhi, which shall be given in writing, shall be final, conclusive and binding on the bidder. If the bidder considers that any decision of AIIA, New Delhi is unacceptable and issue cannot be resolved mutually, the bidder may request for arbitration in writing within 15 days of such happening. Thereon, the Employer shall give his written instructions or decision within a period of 30 days from the receipt of the bidder's letter.

ii. All disputes or differences in respect of which decisions have not been final, binding and conclusive as above shall be referred for arbitration by a Sole Arbitrator in accordance with

the provisions of the Arbitration and Conciliation Act, 1996. AIIA, New Delhi shall finalize the names of 3 Arbitrators. The bidder has to choose ONE among them. The seat of arbitration will be at New Delhi. The expenses of Arbitration shall be equally shared.

In the case the successful bidder is a Central Public Sector Enterprises (CPSEs) or a Government Department, the following arbitration clause will be applicable: In the event of any dispute or difference relating to the interpretation and application of the provisions of the contracts, such dispute or difference shall be referred by either party for Arbitration to the sole arbitrator in the Department of Public Enterprises to be nominated by the Secretary to the Government of India in-charge of the Department of Public Enterprises. The Arbitration and Conciliation Act, 1996 shall not be applicable to arbitration under this clause. The award of the arbitrator shall be binding upon the parties to the dispute, provided, however, any party aggrieved by such award may make further reference for setting aside or revision of the award to the Law Secretary, Department of Legal Affairs, Ministry of Law & Justice, Government of India. Upon such reference the dispute shall be decided by the Law Secretary or the Special Secretary/Additional Secretary, when so authorized by the Law Secretary, whose decision shall bind the Parties finally and conclusively. The Parties to the dispute will share equally the cost of arbitration as intimated by the Arbitrator.

29. SUBMISSION AND OPENING OF TENDERS:

- a) Tenders on prescribed form should be placed in two envelopes one sealed envelope consisting of "Technical bid" duly super scribed as "Technical bid" and other sealed envelope consisting "Price bid" duly super scribed as "Price Bid" and both envelopes shall be kept in one bigger sealed single envelope, with the name of work, Name of Tenderer and due date written on the envelopes.
- b) The bid along with the necessary documents in sealed envelope should be dropped in the Tender Box placed at Central Store, 3rd Floor, Academic Block, the All India Institute of Ayurveda (AIIA) on any working day/working hours and up to stipulated date and time.
- c) The first part of tender i.e. Technical bid will be opened on the same day and location of tender submission final date, i.e. at 12.30 PM. If last day of submission of tender is declared a holiday under NI Act by the Government subsequent to issuance of tender the next working day will be deemed to be the last day for submission of the tender.
- d) The Price bid of only the qualified/shortlisted bidders will be opened on a pre-notified time & date, under intimation to such qualified/shortlisted bidders through letter/ email communication.
- e) Bidder's Authorized representative may be present in the venue well in time along with a copy of authorization (Original as per the format Annexure-3 to be enclosed in Technical Bid) and sign in Tender Register during opening of Technical Bid.
- f) All the Bids shall be submitted in English Language in Font size 12 and above.

Submission of EMD in the form of fixed deposit or in any other form is not acceptable and tenders with such EMD shall be rejected.

No interest shall be allowed on the Earnest Money Deposit (EMD). Tenders without EMD shall be summarily rejected. However, MSEs are exempted from paying EMD as per MSME Act 2012. For getting the benefits in case of MSE firms, contractors / agencies should submit exemption certificate issued from the relevant authorities.

30. Contract Period: Contract period shall be valid for a period of two (02) years from the date of award of the work. The Institute reserves the right to award the similar works on existing rates to the bidders during the contract period.

31. METHOD OF EVALUATION & SELECTION:

QCBS Technical evaluation criteria:

The QCBS method shall be adopted for evaluation of the bid (Both Technical and Financial) as the quality of the work is prime concern. Objective of the technical evaluation shall be to assess the technical competence of the bidder. After completion of technical evaluation, marks shall be awarded to the qualified bidders.

(1) Initial Eligibility Criteria:

a) The purpose of this stage is only for preparing a list of all eligible Applicants. Documents of only those applicants shall be scrutinized for initial eligibility whose Earnest Money deposit is found to be in order. Bids without earnest money deposit in requisite shape and amount shall be summarily rejected.

b) The initial eligibility (stage-I) shall be decided on the basis of evaluation of documentary evidence provided by the applicants in support of their eligibility according to the Initial Eligibility Criteria as listed below.

i). Joint ventures are not allowed.

ii). Applicant should have minimum average annual turnover not less than **Rs. 1.10 crore/-** during the last three financial years ending 31st March 2024. (The year means F.Y. from 1st April to 31st March). Year in which no turnover is shown would also be considered for working out the average considering zero turnover for that year.

iii). Applicant should not have incurred any loss in more than two years during the last five consecutive financial years ending 31st March 2022. In case of zero profit or zero loss in any financial year, it should be explicitly clarified and same shall be consider as year with no loss.

iv). Applicant should have satisfactorily completed the works as mentioned below during the last seven years ending last day of the month previous to the one in which bids are invited.

(A) Three similar works each costing not less than Rs. 1.10 crore or

(B) Two similar works each costing not less than Rs. 1.32 crore or

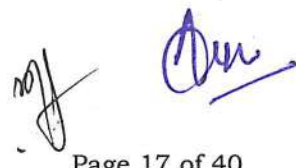
(C) One similar work costing not less than Rs. 1.76 crore

Similar work shall mean works of "supply and fixing of Sign Boards with stands and angles, Name Plates, Rubber Stamps, Flex Banners, Stickers etc."

v) Applicant should have valid GST registration.

vi) At the time of submission of bid, the applicants have to furnish **an affidavit** as under:

I/We undertake and confirm that eligible similar work(s) has/have not been got executed through another consultant on back to back basis. Further that if such a violation comes to the notice of AIIA, then I/We shall be debarred from tendering in AIIA, New Delhi contracts in future. Also if such violation comes to the notice in AIIA at any stage, AIIA, New Delhi shall be free to take action against me/us as deem fit and also to forfeit the entire amount of earnest money or performance guarantee as the case may be.



2) Evaluation Of Technical Bid:

Applicants qualifying **Initial Eligibility Criteria** shall be evaluated for their Technical Capability according to the prescribed evaluation criteria listed below:

| Si. No. | Criteria | Max Marks |
|---------|--|-----------|
| 1. | Relevant experience of the firm <ul style="list-style-type: none">Below 55Lakhs – 0 marksBetween 55L- 1.1Cr – 10 marksBetween 1.1Cr- 1.65Cr -15 marksBetween 1.65Cr- 2.2 Cr -20 marks22Cr and above- 25 marks | 25 |
| 2. | Past Work Orders/Similar <ul style="list-style-type: none">0-40% - 0 marks40%-60% - 10 marks60%-80%- 15 marks80%-100%- 20 marks100% and above- 25 marks | 25 |
| 3. | Quality of Samples submitted <ul style="list-style-type: none">Assessed by evaluation committee based on design, material quality, finish, durability etc. | 20 |
| 4. | Printing & Production Infrastructure <ul style="list-style-type: none">Availability of in-house printing/cutting setup, finishing equipment etc. | 10 |
| 5. | <ul style="list-style-type: none">Presentation before the duly constituted committee by the competent Authority, AIIA, New Delhi. (Concept/Idea/Scheme for supplying and fixing of sign boards with stands and angles, Name plates, Rubber Stamps, Flex, Banners, Stickers etc.) | 20 |

(i) The applicants who have scored equal to or more than 70% marks in the Evaluation of Technical Bid shall be considered as eligible for next stage of Evaluation of Financial Bid.

4) Financial bid: The Bidder shall also submit this financial bid quoting rates in the format given under **Appendix II** along with the online submission of technical bid.

5) Opening and Evaluation of Financial Bid:

(i) Financial bids of technically qualified bidders shall be opened in the presence of bidder or their representatives who choose to attend. The date of opening of financial bid will be notified separately.

(ii) **Financial Score:** The lowest financial proposal (FM) will be given a financial score of 100 points. The Financial Score (FS) of the other proposal will be computed as follows:

$$FS = 100 \times FM/F$$

(F = Cost/Amount of financial proposal under consideration)

(iii) The final evaluation will be done according to the Combined Weighted Score using the weightage as given below:

Combined Weighted Score = (0.70 X Marks achieved in Technical Bid) + (0.30 X Financial Score)

(iv) On the basis of the Combined Weighted Score as calculated above, the qualified Bidders shall be ranked. The proposal obtaining the highest Combined Weighted Score shall be ranked as H-1 followed by the proposals securing lesser marks as H-2, H-3 etc. The bidder ranked H-1 may be invited for negotiations, if required and shall be recommended for award of contract.

(v) In case more than one bidder has same highest Combined Weighted Score in the overall evaluation, then the bidder scoring higher marks in Technical Bid shall be recommended for award of work.

(vi) Illustrative Example:

- Suppose financial bid of 3 bidders, namely, A, B and C, are opened.
- The Financial Scores of A, B and C as explained in the para 5 (ii) above, work out to be 100, 80 and 70 respectively.
- The marks scored by A, B and C in Technical Bid are (70), (80) and (90) respectively.
- The Combined Weighted Score of three bidders i.e. A, B and C according to the methodology given at para (iii) above will be as given below:

| Bidder | Marks/Score | | Combined Weighted Score | Rank |
|--------|---------------|---------------|--|------|
| | Technical Bid | Financial Bid | | |
| A | 70 | 100 | $0.70 \times 70 + 0.3 \times 100 = 79$ | H-3 |
| B | 80 | 80 | $0.70 \times 80 + 0.3 \times 80 = 80$ | H-2 |
| C | 90 | 70 | $0.70 \times 90 + 0.3 \times 70 = 84$ | H-1 |

Bidder C, therefore, will be declared as the winner of the selection procedure and recommended for negotiation/approval to the Competent Authority.

(vii) AIIA, New Delhi is not bound to accept any or all the proposals submitted and reserves the right to reject all the proposals without any liability to the bidder(s).

6) Award of Contract:

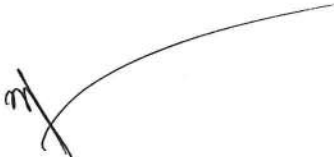
- The selection of agency will be at the sole discretion of the AIIA New Delhi, which reserves the right to accept or reject any or all the proposals without assigning any reason. AIIA New Delhi also reserves the right to call for additional information from the bidders as & when required at a later stage.
- The contract shall be awarded to the highest scorer. However, AIIA New Delhi reserves the right to call the successful bidder for negotiation, if need be. The decision of AIIA New Delhi shall be final and binding in this regard.
- The Applicant whose bid is accepted will be required to furnish performance guarantee at 5% of the tendered amount within the 7 Days of the issue of letter of**

acceptance of bid.

This guarantee shall be in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt or Bank Guarantee from any of the Commercial Banks in accordance with the prescribed form. EMD of the successful bidder shall be returned after receipt of valid performance guarantee and its verification, if required. No interest shall be paid on EMD. EMD of unsuccessful bidders shall be returned without interest after opening of financial bids and identification of successful bidder.

Time for deposit of Performance Guarantee may be extended for a further period of 3 Days with a late fee @0.1% of Performance Guarantee amount, per day.

In case the selected agency fails to deposit the Performance Guarantee within the period stipulated above, their EMD shall be forfeited in full. The decision of AIIA, New Delhi shall be final & binding in this regard.



Agreement

This Agreement is made on the ____ day of ____, 2025 Between the AIIA, New Delhi through the Director, All India Institute of Ayurveda, Gautampuri, Sarita Vihar, New Delhi- 110076, India (hereinafter referred to as **"the Owner"** which expression shall, unless exclude by or repugnant to the context, be deemed to include his successors in office and assigns) of the one part AND the _____ having its registered office at _____, India through Shri _____(Designation) (hereinafter referred to as **"the Agency"** which expression shall, unless excluded by or repugnant to the context, be deemed to include his successors, executors, administrators, legal heirs, representatives and assigns) of the other part.

Whereas the Owner is desirous of taking the **"Empanelment of agency for supply and fixing of Sign Boards with stands and angles, Name Plates, Rubber Stamps, Flex Banners, Stickers etc. at All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, New Delhi - 110076"**.

And whereas the Owner has invited the Bids from eligible agencies fulfilling the eligibility criteria for services for **"Empanelment of agency for supply and fixing of Sign Boards with stands and angles, Name Plates, Rubber Stamps, Flex Banners, Stickers etc. at All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, New Delhi"**, and whereas the Owner has accepted the offer of the Agency, on the terms and conditions hereafter appearing.

NOW THEREFORE, THIS AGREEMENT WITNESSES AS FOLLOWS: -

1. In this Agreement words and expressions shall have the same meaning as are respectively assigned to them in the conditions of contract (hereinafter referred to as the "Conditions of Contract").
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, namely: -
 - I. Information and Instructions for tendering;
 - II. Form of Bank Guarantee for Earnest Money Deposit / Performance Guarantee
 - III. Evaluation and Award of Work
 - IV. Scope of Work



V. Work Completion Schedule

VI. Payment Schedule

VII. Condition of Contract

VIII. Appendix - I (Formats of Technical Format)

IX. Appendix - II (Formats of Financial Format)

X. Minutes of Pre Bid Meeting

XI. Any Corrigendum issued prior to opening of bid

XII. Any correspondence after opening of bid leading to award of work

XIII. Letter of Acceptance of bid

XIV. Letter for Commencement of Work

3. In consideration of the fee to be paid by the Owner to the Agency as agreed to between the parties, the Agency hereby covenants with the Owner to provide the services in conformity in all respect with the provisions of this Contract.
4. The Owner hereby covenants to pay the Agency in consideration of the provision of services, the contract price at the times and in the manner prescribed by the Contract.

IN WITNESS WHEREOF the parties have signed this Agreement on the day and the year first herein above written.

**FOR AND ON BEHALF
OF AIIA, New Delhi**

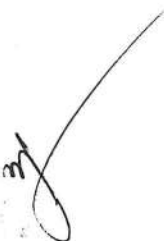
FOR AND BEHALF OF THE(AGENCY)

(.....)

(.....)

Witnesses:

- 1.
- 2.



Witnesses:

- 1.
- 2.



Appendix -I

Formats of Technical Proposal

LETTER OF TRANSMITTAL

From:

.....
.....
.....

To,

The Director,
All India Institute of Ayurveda,
Gautampuri, Sarita Vihar, New Delhi- 110076

Subject: Submission of bids for the work of "Empanelment of agency for supply and fixing of Sign Boards with stands and angles, Name Plates, Rubber Stamps, Flex Banners, Stickers etc. at All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, New Delhi - 110076".

Sir,

Having examined the details given intender document for the above work, I/we hereby submit the bid and other relevant information.

1. I/we hereby certify that all the statement made and information's uploaded in the enclosed Forms and accompanying statement are true and correct.
2. I/we have furnished all information and details necessary for eligibility and have no further pertinent information to supply.
3. I/we also authorize the officer in charge to approach individuals, employers, firms and corporation to over if your competence and general reputation.
4. I/we submit the following certificates in support of our suitability, technical knowledge and capability for having successfully completed the following works:

Name of work

Certificate from

Enclosures:

Seal of bidder

Date of submission:

Signature(s) of Bidder(s).



On non-Judicial stamp paper of a minimum of Rs 100

(Guarantee offered by Bank to University in connection with the execution of contracts)

Form of Bank Guarantee for Earnest Money Deposit/Performance Guarantee

1. WHEREAS, Director, All India Institute of Ayurveda, gautampuri, Sarita Vihar, New Delhi-110076 (hereinafter called "The Government,) has invited bids under NIT number dated..... for work of Empanelment of agency for supply and fixing of Sign Boards with stands and angles, Name Plates, Rubber Stamps, Flex Banners, Stickers etc. at All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, New Delhi - 110076. The Government has further agreed to accept irrevocable Bank Guarantee for Rs. (Rupees only) valid upto (date)*..... as Earnest Money Deposit from (name and address of contractor) '.....', (hereinafter called "the contractor") for compliance of his obligations in accordance with the terms and conditions of the said NIT.

OR**

Whereas the Director, All India Institute of Ayurveda, gautampuri, Sarita Vihar, New Delhi-110076 (hereinafter called "The Government,) has entered into an agreement bearing number with(name and address of the contractor). (hereinafter called "the Contractor,") for execution of work..... name of work) " " " " The Government has further agreed to accept an irrevocable Bank Guarantee for Rs. (Rupees only) valid upto (date)..... as Performance Guarantee from the said Contractor for compliance of his obligations in accordance with the terms and conditions of the agreement.

2. We, (indicate the name of the bank) (herein after referred to as the Bank,), hereby undertake to pay to the Government an amount not exceeding Rs,.....,..... (Rupees " " only) on demand by the Government within 10 days of the demand.

3. We, (indicate the name of the Bank) do here by undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the Government stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor. Any such demand made on the Bank shall, be conclusive as regards the amount due and payable by the Bank under this Guarantee.

However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. (Rupeesonly).

4. We, (indicate the name of the Bank) , further undertake to pay the Government any money so demanded notwithstanding any dispute or disputes raised by the contractor in any suit or proceeding pending before any court or Tribunal, our liability under this Bank Guarantee being absolute and unequivocal. The payment so made by us under this Bank Guarantee shall be a valid discharge of our liability for payment there under and the contractor shall have no claim against us for making such payment.

5. We, (indicate the name of the Bank) further agree that the Government shall have the fullest liberty without our consent and without affecting in any manner our obligation here under to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Government against the said contractor and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said contractor or for any forbearance, act of omission on the part of the Government or any indulgence by the Government to the said contractor or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

6. we, (indicate the name of the Bank) further agree that the Government at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor at the first instance without proceeding against the contractor and notwithstanding any security or other guarantee the Government may have in relation to the Contractor's liabilities.

7. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor.

8. We, (indicate the name of the Bank) , undertake not to revoke this guarantee except with the consent of the Government in writing.

9. This Bank Guarantee shall be valid up to Unless extended on demand by the Government. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to rs (Rupees.....only) and unless a claim in writing is lodged with us within the date of expiry or extended date of expiry of this guarantee, all our liabilities under this guarantee shall stand discharged.

Date.....



Witnesses:

1. Signature.....

Name and Address

Authorized signatory

Name

Designation

Staff Code No.

Bank Seal

2. Signature.....

Name and Address

*Date to be worked out on the basis of validity period of 90 days where only financial bids are invited and 180 days for two/three bid system from the date of submission of tender'

**In paragraph 1, strike out the portion not applicable. Bank Guarantee will be made either for earnest money or for performance guarantee, as the case may be.



Format-I

Performance Report of Works Completed and Referred

| | | | |
|-----|---|---|--|
| 1. | Name of Agency | : | |
| 2. | i) Name of Work/ Project & Location | : | |
| | ii) Name of Client/Owner and Address | : | |
| 3. | Agreement No./ Work Order No. | : | |
| 4. | Estimated Cost of Work (in Rs) | : | |
| 5. | Tendered Cost of Work (in Rs) | : | |
| 6. | Actual cost of completion (in Rs) | : | |
| 7. | Date of start | : | |
| 8. | Date of completion of project | : | |
| | i. Stipulated date of completion | : | |
| | ii. Actual date of completion | : | |
| | iii. Justified extended date of completion, if any | : | |
| 9. | Overall Performance Report of the agency considering (Strike off whichever is not applicable) | | |
| | Quality of work | : | |
| | Financial soundness | : | |
| | Technical proficiency | : | |
| | Resourcefulness | : | |
| | General behavior | : | |
| 10. | General behavior | : | |
| 11. | Details of Client/Owner | | |
| | (a) Name | : | |
| | (b) Address | : | |
| | (c) Phone | : | |
| | (d) E-mail | : | |

Dated:

(Signature & Stamp of Project Manager of Client/Owner, or Equivalent)

Certificate: This is to certify that no adverse action has been taken by the Client/Owner concerned against me/us. I/We understand that if any information is found incorrect, our bid is liable to be cancelled.

Note:

1. This format shall be filled up separately for all the eligible works proposed for work experience.



 Page 27 of 40

2. **This format shall be signed & stamped by the Bidder's Client.**
3. The above certificate can be in any form, but should contain all the information as above.
4. In case nothing is mentioned regarding overall performance same shall be considered as Poor and evaluated accordingly.

A handwritten signature in black ink, appearing to be a stylized 'R' or 'B' followed by a horizontal line.

Format-II

Form of Certificate of Annual Turnover on works from Chartered Accountant

Certified that the following is the annual turnover on works of the individual/firm/company as per returns filed with Income Tax Department for the past 3(three) financial years.

Name and registered address of individual/firm/company:.....

| S. No. | Financial Years | Annual Turnover on Works in Rs. lakhs |
|--------|-----------------|---------------------------------------|
| 1 | 2021-22 | |
| 2 | 2022-23 | |
| 3 | 2023-24 | |

Unique Document Identification Number (UDIN).....

(Signature of Chartered Accountant)

(Name of Chartered Accountant)

Membership No. of ICAI

Date and seal



Format-III

Profit and loss account of last consecutive five years ending 31.03.2024 duly certified by the Chartered Accountant (Audit reports need not be submitted).

| Financial Year | Profit in Rs. | Loss in Rs. |
|----------------|---------------|-------------|
| 2019-20 | | |
| 2020-21 | | |
| 2021-22 | | |
| 2022-23 | | |
| 2023-24 | | |

Unique Document Identification Number (UDIN).....

(Signature of Chartered Accountant)

(Name of Chartered Accountant)

Membership No. of ICAI

Date and seal



Appendix -II

Format of Financial Proposal/Bid

Bill of Quantity

Name of work: Empanelment of agency for supply and fixing of Sign Boards with stands and angles, Name Plates, Rubber Stamps, Flex Banners, Stickers etc. at All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, New Delhi - 110076".

| S. No. | Type of Signage | Technical Specifications | Unit | Qty | Rate | Amount |
|-----------|--|--|----------|-------|------|--------|
| A. | CEILING WALL PROJECTED | HANGING AND | | | | |
| 1. | ALUMINIUMACRYLIC VINYL (WALL PROJECTED AND HANGING TYPE) | Modular Aluminum extrusions (Alloy 6060 as per European standards EN755-2-2008 tensile strength 190 mpa typical BHN is 70 from virgin Aluminium homogeneous biUet)with Premium grade Anodizing (Thickness 15-20 microns) as per International standards, with Lifetime warranty under normal working conditions. Sign is single sided with aluminum profile click fitted on 2 plastic moulded endcaps. Sign is including all plastic injection moulded end caps black in shade which are directly press fitted ,media (vinly) warapping by virtue of design of profiles. we make MPI panels fitted and installed at site in plumb and level at specified location as per drawing to the satisfaction of the engineer-in charge | Sq. Inch | 70000 | | |
| B. | WALL SIGNAGE | MOUNTED INDOOR | | | | |
| 1. | ALU PROFILE+ ACRYLIC AND VINYL | Indoor signage made in 3 mm acp base with modular aluminum frame and artwork printed on one side vinyl pasted as per the approved artwork on same. Life time warranty under normal working condition for aluminum frame 7 year warranty on Acp and 3 year warranty on printed vinyl | SqFt | 2000 | | |

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|-----------|------------------------------------|--|----------|--------|--|--|
| | | for indoor signages | | | | |
| 2. | ACRYLIC AND VINYL | Indoor signage made in 5 MM acrylic signage pasted with vinyl as per approved design mounted on flat surface acrylic color as per branding design. | Sq. Inch | 160000 | | |
| 3. | ACP AND VINYL | Indoor signage made in 3 mm acp base and a work printed on one side vinyl pasted as per the approved artwork on same. For aluminum frame 7 year warranty on acp and 3 year warranty on printed vinyl for indoor signages. | Sq Ft | 1000 | | |
| 4. | SUNBOARD 3-MM AND VINYL | Indoor signage made in 3 mm sun board base and artwork printed on one side vinyl (Glossy/matte finish) pasted as per the approved artwork on Same | Sq Ft | 4000 | | |
| 5. | SUNBOARD 5-MM AND VINYL | Indoor signage made in 5 mm sun board base and artwork printed on one side vinyl (Glossy/matte finish) pasted as per the approved artwork on same | Sq ft | 4000 | | |
| C. | FOR OUTSIDE OPDROOMAND DEPT | | | | | |
| 1. | ALUMINIUM VINYL | Modular Aluminum extensions (Alloy 6060 as per European standards EN755-2-2008 tensile, strength 190 mpa typical BHN is 70 from virgin aluminum homogeneous billet) with Premium grade Anodizing (Thickness 15-20 microns) as per International standards, with Lifetime warranty under normal working conditions. Clip on plates used for adding multiple names of doctors departments or as per requirement. | Sq. Inch | 50000 | | |
| D. | VINYL CUTTING ON Plotter | | | | | |
| 1. | | Vinyl cutting on plotter as per the approved design pasted on glass to reduce transparency or branding profile. 5 years | Sq. Inch | 10000 | | |
| E. | OUTDOOR 3D LETTER SIGNAGES | | | | | |

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|-----------|-----------------------------------|---|--------------|-------|--|--|
| 1. | ACPACRYLIC VINYL ALUMINIUMGI PIPE | Outdoor signages made with GI pipe fabrication with epoxy paint flattened and framed in an aluminum pipe used for mounting 3 mm ACP And cast acrylic letters with led modules as per design with waterproof power supply and weatherproof electrical box. 1 year warranty on the power supply and modules 5 years warranty for GI structure other than elemental and normal wear and tear. 3-year warranty on acrylic letters against fading other than blue and purple colour acrylic. | Sq Ft. | 1000 | | |
| 2. | ACP SHEET | Retroreflective ACP Sheet 05mm with design print and installation. | Sq. Inch | 15000 | | |
| 3. | ACP SHEET | Retroreflective ACP Sheet 3mm with design print and installation. | Sq. Inch | 15000 | | |
| 4. | MS PIPE | 3x3 Inch, 3mm thickness, (with installation). | Running Foot | 200 | | |
| 5. | MS PIPE | 2x2 Inch, 3mm thickness, (with installation). | Running Foot | 200 | | |
| 6. | MS PIPE | 1x1 Inch, 3mm thickness, (with installation). | Running Foot | 200 | | |
| 7. | SS PIPE | 304 SS Pipe 3x3 Inch, 3mm thickness, (with installation). | Running Foot | 200 | | |
| 8. | SS PIPE | 304 SS Pipe 2x2 Inch, 3mm thickness, (with installation). | Running Foot | 200 | | |
| 9. | SS PIPE | 304 SS Pipe 1x1 Inch, 3mm thickness, (with installation). | Running Foot | 200 | | |
| F. | BOTH SIDE PYLON SIGNAGES | | | | | |
| 1. | PYLON SIGNAGES | Out door signages made with GI pipe fabrication with epoxy paint flattened and framed in aluminum pipe used for mounting 3 mm acp. Cast acrylic letters with LED modules as per design with a waterproof power supply and weatherproof electrical box. 1-year warranty on power supply and modules 5, years warranty for GI structure other than elemental and normal wear and tear. 3-vear warrant y on acrylic letters against fading other than blue and purple color acrylic. | Sq Ft | 500 | | |

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| G. | ULTRA SLIM EXTRA BRIGHT LED FRAMES | Ultra Slim Extra Bright LED Frames are designed to be thin and lightweight, with a typical thickness ranging from 19mm to 30mm, making them easy to mount on walls. 4- 10 Watt. Light source- LED, Film (content) - easily changeable (All sizes A1, A2, A3, A4, A5 B1, B2). Price inclusive of installation and content design | Per Sq. Inch | 150000 | | |
| H. | ROLL UP STANDY | Design and print on premium flex - Size 3ft *6ft. | per piece | as required | | |
| I. | LETTERS-BRASS Material | | | | | |
| 1. | | Brass Letter (English 1 inch per letter) | per letter | as required | | |
| 2. | | Brass Letter (Hindi 1 inch per letter) | per letter | as required | | |
| 3. | | Brass Letter (English 1.5 inch per letter) | per letter | as required | | |
| 4. | | Brass Letter (Hindi 1.5 inch per letter) | per letter | as required | | |
| 5. | | Brass Letter (English 2 inch per letter) | per letter | as required | | |
| 6. | | Brass Letter (Hindi 2 inch per letter) | per letter | as required | | |
| 7. | | Brass Letter (English 2.5 inch per letter) | per letter | as required | | |
| 8. | | Brass Letter (Hindi 2.5 inch per letter) | per letter | as required | | |
| 9. | | Brass Letter (English 3 inch per letter) | per letter | as required | | |
| 10. | | Brass Letter (Hindi 3 inch per letter) | per letter | as required | | |
| 11. | | Brass Letter (English 4 inch per letter) | per letter | as required | | |
| 12. | | Brass Letter (Hindi 4 inch per letter) | per letter | as required | | |
| 13. | | Brass Letter (English 5 inch per letter) | per letter | as required | | |
| 14. | | Brass Letter (Hindi 5 inch per letter) | per letter | as required | | |
| J. | LETTERS-STEEL MATERIAL | | | | | |
| 1. | | Steel Letter (English 1 inch per letter) | per letter | as required | | |
| 2. | | Steel Letter (Hindi 1 inch per letter) | per letter | as required | | |
| 3. | | Steel Letter (English 1.5 inch per letter) | per letter | as required | | |
| 4. | | Steel Letter (Hindi 1.5 inch per letter) | per letter | as required | | |
| 5. | | Steel Letter (English 2 inch per letter) | per letter | as required | | |
| 6. | | Steel Letter (Hindi 2 inch per letter) | per letter | as required | | |

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| 7. | | Steel Letter (English 2.5 inch per letter) | per letter | as required | | |
| 8. | | Steel Letter (Hindi 2.5 inch per letter) | per letter | as required | | |
| 9. | | Steel Letter (English 3 inch per letter) | per letter | as required | | |
| 10. | | Steel Letter (Hindi 3 inch per letter) | per letter | as required | | |
| 11. | | Steel Letter (English 4 inch per letter) | per letter | as required | | |
| 12. | | Steel Letter (Hindi 4 inch per letter) | per letter | as required | | |
| 13. | | Steel Letter (English 5 inch per letter) | per letter | as required | | |
| 14. | | Steel Letter (Hindi 5 inch per letter) | per letter | as required | | |
| K. | LETTERS- PLASTIC MATERJAL | | | | | |
| 1. | | Plastic Letter (English 1 inch per letter) | per letter | as required | | |
| 2. | | Plastic Letter (Hindi 1 inch per letter) | per letter | as required | | |
| 3. | | Plastic Letter (English 1.5 inch per letter) | per letter | as required | | |
| 4. | | Plastic Letter (Hindi 1.5 inch per letter) | per letter | as required | | |
| 5. | | Plastic Letter (English 2 inch per letter) | per letter | as required | | |
| 6. | | Plastic Letter (Hindi 2 inch per letter) | per letter | as required | | |
| 7. | | Plastic Letter (English 2.5 inch per letter) | per letter | as required | | |
| 8. | | Plastic Letter (Hindi 2.5 inch per letter) | per letter | as required | | |
| 9. | | Plastic Letter (English 3 inch per letter) | per letter | as required | | |
| 10. | | Plastic Letter (Hindi 3 inch per letter) | per letter | as required | | |
| 11. | | Plastic Letter (English 4 inch per letter) | per letter | as required | | |
| 12. | | Plastic Letter (Hindi 4 inch per letter) | per letter | as required | | |
| 13. | | Plastic Letter (English 5 inch per letter) | per letter | as required | | |
| 14. | | Plastic Letter (Hindi 5 inch per letter) | per letter | as required | | |
| L. | NAMEPLATE/ DISPLAY PLATES | | | | | |
| 1. | | Name Plate Ordinary viny 1 bilingual (per Sq. Inch) | Sq. Inch | 2000 | | |
| 2. | | Name Plate acrylic (thickness 5mm) Black or required Colour (per Sq. Inch) bilingual. | Sq. Inch | 2000 | | |
| 3. | | Steel Name Plate (per Sq. Inch) bilingual -embossed. | Sq. Inch | 2000 | | |
| 4. | | Brass Name Plate (per Sq. Inch) bilingual- embossed. | Sq. Inch | 2000 | | |
| M. | FLEX AND BANNERS (WITH MATERIAL, DESIGN, PRINTING AND | | | | | |

| INSTALLATION) | | | | | | |
|----------------------|----------------------|--|---------------|-------------------|--|--|
| 1. | | Normal flex | Sq. ft | 500 | | |
| 2. | | Star flex | Sq. ft | 500 | | |
| 3. | | Backlit boards | Sq. ft | 500 | | |
| 4. | | Backlit premium | Sq. ft | 500 | | |
| 5. | | Vinyl (with front sticker) | Sq. ft | 1000 | | |
| 6. | | Vinyl (with back sticker) | Sq. ft | 2000 | | |
| 7. | | Backlit vinyl | Sq. ft | 1000 | | |
| 8. | | Eco print | Sq. ft | 500 | | |
| 9. | | Normal Flex with metal frame | Sq. ft | 1000 | | |
| 10. | | Star Flex with metal frame | Sq. ft | 1000 | | |
| N. | Stamps | | | | | |
| 1. | | Manual stamps special flash self-inking (48*12) bilingual | Per Unit | As required | | |
| 2. | | Manual stamps special flash (48*17mm) self-inking bilingual. | Per Unit | As required | | |
| 3. | | Manual stamps special bilingual (60*25mm) flash self-inking. | Per Unit | As required | | |
| 4. | | Manual stamps special bilingual (70*37mm) flash self-inking. | Per Unit | As required | | |
| 5. | | Manual stamps Brief flash self-inking stamp (60*20mm) bilingual. | Per Unit | As required | | |
| 6. | | Computerized stamps with special flash selfinking (48*12 mm) bilingual. | Per Unit | As required | | |
| 7. | | Computerized stamps special flash (48*17mm) self-inking bilingual. | Per Unit | As required | | |
| 8. | | Computerized stamps special bilingual (60*25mm) flash self-inking. | Per Unit | As required | | |
| 9. | | Computerized stamps special bilingual (70*37mm) flash self-inking. | Per Unit | As required | | |
| 10. | | Computerized stamps Brief flash self-inking stamp (60*20mm) bilingual. | Per Unit | As required | | |
| 11. | | Rectangular self inked date stamp bilingual. | Per Unit | As required | | |
| 12. | | Ink for self ink stamps. | Per Unit | As required | | |
| O. | Visiting Card | Premium visiting cards should be crafted using high-quality paper or cardstock, with a weight ranging between 300-400 GSM for durability and a professional feel. They can be finished in either a matte or glossy style, depending on | 100 Card /Box | 20-25 Boxes/Y ear | | |

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|-----------|--|---|-----------------|------|--|--|
| | | <p>preference, with options for textured, linen, or metallic finishes for added elegance. Standard dimensions should be 3.5 x 2 inches (88.9 mm x 50.8 mm), ensuring a sleek and compact design. The cards should feature full-color, high resolution (300-600 dpi) printing on one or both sides, allowing for clear presentation of details such as name, designation, company logo, contact information, and website. Customizable elements like embossed logos, foil stamping, spot UV coating, or raised lettering can be added for a premium touch.</p> | | | | |
| P. | CERTIFICATES | Printing of certificates of 200gsm- Glossy/ mattefinish, Size: A4 | Per piece | 500 | | |
| Q. | COLOR PAMPHLET/ BROCHURE PRINTING | | | | | |
| 1. | | AS SIZE - Multicolor Glossy/ matte finish - bifold/trifold/zfold 100-200gsm. | PER PAGE | 1000 | | |
| 2. | | A4 SIZE - Multicolor, Glossy/matte finish - bifold/trifold/zfold 100-200gsm. | PER PAGE | 1000 | | |
| R. | INVITATION CARD WITH ENVELOPS | Multicolor, 100-200GMS glossy/matte finish. | PER CARD | 500 | | |
| S. | Mementos | <p>Mementos with design -</p> <ul style="list-style-type: none"> • Acrylic • PVC • POP (Plaster of Paris) • Brass • Stainless Steel • Wooden | Per square Inch | 1000 | | |
| | Total | | | | | |
| | Taxes | | | | | |
| | Grand Total | | | | | |

(Signature of the Authorized Signatory)
With Name and Seal

Place.....
Date.....

A handwritten signature in black ink, consisting of stylized cursive letters, located in the upper right area of the page.

Sample Letter of Acceptance of Bid

From,
AIIA, New Delhi

To,
(Name and address of the agency)

Name of Work: Empanelment of agency for supply and fixing of Sign Boards with stands and angles, Name Plates, Rubber Stamps, Flex Banners, Stickers etc. at All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, New Delhi - 110076".

Dear Sir (s),

Your bid for the work mentioned above has been accepted on behalf of the Director, AIIA, New Delhi at your tendered/negotiated tender amount of Rs.....(Rupees.....only), which is% below/above the estimated cost of Rs.(Rupees... only).

2. You are requested to submit the Performance Guarantee of Rs..... (Rupees..... only) within days of issue of this letter. The performance guarantee shall be in the prescribed form as given in the bid document, and shall be valid up to

3. On receipt of the prescribed performance guarantee, necessary letter to commence the work shall be issued.

4. Please note that the time of(days/weeks/months) allowed for carrying out the above work shall be reckoned from theday after the date of issue of this letter.

Yours faithfully,

For and on behalf of Director, AIIA, new Delhi



Sample Letter of Commencement of Work

From,
AIIA, New Delhi

To,
(Name and address of the agency)

Name of Work: Empanelment of agency for supply and fixing of Sign Boards with stands and angles, Name Plates, Rubber Stamps, Flex Banners, Stickers etc. at All India Institute of Ayurveda (AIIA), Gautampuri, Sarita Vihar, New Delhi - 110076".

Dear Sir (s),

Ref:

1. Performance Guarantee submitted by you vide your letter no..... dated..... for the above work.
2. This office letter of acceptance of your bid issued vide no.....date

Dear Sir (s),

1. You are requested to contact the..... (complete address) for commencement of work.
2. You are requested to attend this office to complete the formal agreement within fifteen days from the date of issue of this letter.

Yours faithfully,

For and on behalf of Director, AIIA, new Delhi

