



Ref. No.: STPI/KOL/PUR-01-II/2019/QTN - 127, Dated: 06.09.2019  
Installation of Glow Signboard at STPI-Kharagpur

**SOFTWARE TECHNOLOGY PARKS OF INDIA**  
(Ministry of Electronics & Information Technology)  
**2<sup>nd</sup> FLOOR, WEBEL STP-II BUILDING, PLOT NO-53, BLOCK-DN,**  
**SECTOR-V, SALT LAKE, KOLKATA – 700091**  
**[www.kol.stpi.in](http://www.kol.stpi.in)**

**“Installation of Glow Signboard at STPI-Kharagpur”**

Software Technology Parks of India, Kolkata, an autonomous body under Ministry of Electronics and Information Technology, Govt. of India, invites sealed quotations from the reputed agency/vendor for Installation of Glow Signboard at its sub-center Software Technology Parks of India, Plot No. 3, WBIDC Industrial Growth Center, Sector B, Nimpura, Kharagpur, West Bengal 721303.

Interested agency/ vendor can collect this bid document from STPI-Kolkata or STPI-Kharagpur office on all working days or may download from website [www.kol.stpi.in](http://www.kol.stpi.in) and <https://eprocure.gov.in/epublish/app>

The last date & time of submission of sealed quotations is **23.09.2019 on or before 03:00 PM.**

The agency/vendor have to submit the sealed quotation at Software Technology Parks of India, 2<sup>nd</sup> Floor, Webel STP – II Building, Plot No.:53, Block – DN, Sector – V, Saltlake, Kolkata – 700091 by Hand/ Speed Post/ Currier.

The sealed quotations will be opened on 24.09.2019 at 03:00 P.M. at STPI-Kolkata.

**Manjit Nayak**  
**Addl. Director & OIC**  
**STPI-Kolkata**

**Seal & Signature of the Bidder**



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### **General Terms & Conditions:**

1. The agency/vendor must submit all the document in sealed envelope after seal & sign on every page by their authorized personnel.
2. “Installation of Glow Signboard at STPI-Kharagpur” must be superscripted on the envelope.
3. It is requested to interested vendor/ agency to visit the site where the installation has to be done for clear understanding of the work i.e. size, materials, complete fittings of lights, area of installation, printing matters, logo & its respective colors & size etc.
4. Details of the bidding party must be submitted as per *Annexure-I* along with supporting documents.
5. All price must be quoted as per *Annexure-II*.
6. The L1 bidder will be contracted the work.
7. The party has to complete the whole work within 07 days from issuance of the Work Order.
8. 100% Payment will be done through online mode after the successful completion of the work, against invoice/ bill submitted by the party.

### **Scope of Work:**

1. Installation of Glow Signboard (Size 12’ x 4’) at roof top angle of STPI-Kharagpur building.
2. Tin Size 12’ x 6’.
3. The signboard must be fitted with preferable LED light with its accessories in complete.
4. The front facia should be vinyl board along with printed of color/material/text/logo & design as instructed/ provided by STPI at the time of Work Order.
5. The body material of the glow signboard should be of good quality aluminum.
6. The party will provide all man, material & transport for carrying & installation of glow signboard till the completion of installation process and successful testing at their own cost.

**Seal & Signature of the Bidder**



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**Annexure – I**

**DETAILS OF BIDDING PARTY**

1. Name of the bidding party :

2. Full postal address :

Email id :

Telephone no :

3. Name & designation of  
Authorized person :

4. PAN card no. :

5. GST registration no. :

6. Bank Account Details :

a. Name of the Bank :

b. Account No. :

c. Branch Address :

d. Branch Code :

e. IFSC Code :

(Supporting documents regarding Sl. no. 4 & 5 must be attached with company stamp & sign, if any)

**Seal & Signature of the Bidder**



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**Annexure-II**

**Price Quote**

Sl. no	Description	Qty	Rate (in Rs.)
1	Installation of Glow Signboard at STPI-Kharagpur.	1 no.	
2	GST, if any @ _____ %		
3	Any other charges, pls. specify,		
<b>Total</b>	Rupees ( _____ ) Only		

Signature :

Name :

Designation :

Seal :

Date :

Place :

**Seal & Signature of the Bidder**



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**Specimen copy of Glow Signboard**



Seal & Signature of the Bidder