

INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI

Guwahati - 781 039(India)

Phone: (0361) 2582061, Fax: (0361) 2692771



NOTICE INVITING QUOTATION

No. IITG/IPM/NIQ/FY25-26/04
dated 22.07.2025

NAME OF WORK

Trilingual outdoor signage for all Hostels of IITG Campus

INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI



Guwahati - 781 039(India)

Phone : (0361) 2582066/2582918 Fax : (0361) 2692771

NOTICE INVITING QUOTATION

NIQ No- NIQ IITG/IPM/NIQ/FY25-26/04 dated 22.07.2025

Name of works	Trilingual outdoor signage for all Hostels of IITG Campus
Tender published at	At IITG website
EMD amount	₹ 9,838.00 Demand draft/ Banker's cheque in favour of 'IIT Guwahati' payable at 'Guwahati'.
Time of Completion	20 (Twenty) days
Tender document download time	31.07.2025 to 07.08.2025 Up to 13.00 Hrs
Last Date & time for Quotation Submission	31.07.2025 to 07.08.2025 Up to 14.00 Hrs
Date & Time for bid Opening	07.08.2025 Up to 15.00 Hrs
Certificate of registration with Govt. / Semi Govt. Dept. / Autonomous Body.	Valid Registration in CPWD, BSNL, APWD, Railways, MES, Central PSUs & PSUs & another Govt. / Semi Govt. Dept. / Govt. Autonomous Body/ MSME.
GST Registration	GST registration certificate should be submitted.
PAN	PAN Card should be submitted
Work experience	Shall have experience in execution of similar works completed satisfactorily during the last seven (7 years)

GUIDELINES FOR BIDDERS:

1. The intending bidder must read the terms and conditions carefully. He should submit his bid only if he considers himself eligible and he is in possession of all the documents required. Only sealed quotation will be accepted.
2. Tender documents shall have to be downloaded from the IITG website.

3. Information and Instructions for bidders posted on website shall form part of bid document.
4. The acceptance of tender will rest with the authority of IIT Guwahati who does not bind itself to accept the lowest tender and reserves itself the right to reject any or all the tenders received without assigning any reason thereof. The work may be allotted in part or whole at the discretion of competent authority of the Institute.
5. For all clarifications regarding site conditions, items of works or any other related matters to the tender, HoS may be contacted during office hours on all working days.
6. In case, the day of opening of the tender happens to be a holiday on account of Govt. notification and tender cannot be opened; the tender shall be opened on the next working day at the same time.
7. The tender document shall have to be submitted at office only.
8. Only the authorized person(s) to attend tender opening. All the bidders shall send their representative(s) to attend tender opening with proper authorization during opening of the tenders.

Thanking You,

Yours faithfully,
HoS (Engineering)
IPM Section

ANNEXURE-B

SPECIAL TERMS AND CONDITIONS

1. The work shall be completed within 20 (Twenty) days from the date of issue of work order.
2. Rates shall be quoted in the Bill of Quantity (BOQ) furnished in figures and in words. If there is any variation between the rates quoted in figures and rates quoted in words, the rates quoted in words shall be considered. Any column left blank in the NIQ will be considered as incomplete tender and the tender will be rejected for which no communication will be made.
3. All the pages of tender documents must be signed with date by the quotationer.
4. The rate should be inclusive of all Taxes & duties, loading, unloading and transportation to IITG campus.
5. Payment will be made only after successful completion of work. 3% of the bill Value will be deducted as Security Deposit and will be released after Twelve months. No interest shall be paid on security deposit. The Vendor shall have to rectify the defects/replace the parts at his own cost, for defects identified during the period of warranty.
6. The contractor should have a registered local office at Guwahati (Kamrup District).
7. Copy of PAN card, GST Registration certificate should be submitted along with the quotation
8. Experience documents has to be submitted with the NIQ.
9. The owner reserves the right to take inputs regarding performance of a bidder on any similar work (on-going or completed) from a client whether disclosed in the quotation or not. If any such report from the client is found to be unsatisfactory, the quotation is liable to be rejected.
10. The quotation shall be submitted at IPM Section office during office hours only.
11. The contractor shall arrange all the equipment, machineries etc. required for the works for which no extra charges will be paid.
12. Care shall be taken by the contractor to avoid damage to any part of the building or its finishing. He/they shall be responsible for repairing all damages and resorting the same to their original finish at his own cost. He / they shall also remove at his own cost all unwanted wastage and materials arising out of his work from the site.

13. IIT Guwahati does not bind himself to accept the lowest tender and reserves itself the right to reject any or all the tenders received without assigning any reason thereof. The work may be allotted in part for whole at the discretion of competent authority of the Institute.
14. The Institute reserves the right to stop the work or decrease the items if found necessary at any time.
15. All legal disputes will be subjected to jurisdiction of Guwahati, High Court only.
16. All the general terms & conditions of contract as followed by the institute shall also be applicable.

HoS, Engineering IPM

To

**Head Engineering, IPM Section
Indian Institute of Technology Guwahati
Guwahati-39**

Sub: Submission quotation for the “Trilingual outdoor signage for all Hostels of IITG Campus”

Dear Sir,

I/we do hereby submit our quotation for “Trilingual outdoor signage for all Hostels of IITG Campus” as per Notice Inviting Quotation **No IITG/IPM/NIQ/FY25-26/04 dated 22.07.2025**. The rates quoted by me/us are for the whole works in accordance with Notice Inviting Quotation and Terms & Conditions.

Name of Firm/ Contractor:

Address for correspondence:

Signature of Contractor with seal:

Contact Phone No-