

**Basic Details**

Organisation Chain	All India Institute of Ayurveda		
Tender Reference Number	M-50/61/2023-AIIGoa		
Tender ID	2026_AIIA_846049_1		
Tender Type	Open Tender	Form of contract	Supply
Tender Category	Goods	No. of Covers	2
Payment Mode	Offline	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Payment Instruments

Offline S.No	Instrument Type
1	Demand Draft
2	Bank Guarantee
3	As Per Tender Document

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	Technical Bid
2	Finance	.xls	Financial Bid

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00		
Fee Payable To	NA	Fee Payable At	NA
Tender Fee Exemption Allowed	NA		

EMD Fee Details

EMD Amount in ₹	2,40,000	EMD Exemption Allowed	Yes
EMD Fee Type	percentage	EMD Percentage	2.0%
EMD Payable To	Director, All India Institute of Ayurveda, Delhi	EMD Payable At	Delhi

Work /Item(s)

Title	Empanelment for supply and fixing of Signages, Name Plates, Rubber Stamp, Banners etc at AIIA Goa				
Work Description	Empanelment for supply and fixing of Signages, Name Plates, Rubber Stamp, Banners etc at AIIA Goa				
Pre Qualification Details	Please refer Tender documents.				
Tender Value in ₹	1,20,00,000	Product Category	Consumables - Paper/Printing/Photocopy Paper	Sub category	Printing and fixing of signages, rubber stamp etc
Contract Type	Empanelment	Bid Validity(Days)	730	Period Of Work(Days)	7
Location	All India Institute of Ayurveda, GOA	Pincode	403513	Pre Bid Meeting Place	GOA
Pre Bid Meeting Address	Central Store, AIIA Goa	Pre Bid Meeting Date	27-Jul-2026 12:00 PM	Bid Opening Place	All India Institute of Ayurveda, Goa

Critical Dates

Publish Date	24-Jul-2026 04:00 PM	Bid Opening Date	08-Aug-2026 11:00 AM
Document Download / Sale Start Date	24-Jul-2026 04:00 PM	Document Download / Sale End Date	07-Aug-2026 04:00 PM
Clarification Start Date	24-Jul-2026 04:00 PM	Clarification End Date	25-Jul-2026 04:00 PM
Bid Submission Start Date	28-Jul-2026 09:00 AM	Bid Submission End Date	07-Aug-2026 04:00 PM

Tender Documents

NIT Document	S.No	Document Name	Description	Document Size (in KB)
	1	Tendernotice_1.pdf	Empanelment for supply and fixing of Signages, Name Plates, Rubber Stamp, Banners etc at AIIA Goa	7309.32
			1	

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7/24/26, 4:00 PM

ePublishing System, Government of India

Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	Tender for supply and fixing of signages.pdf	Empanelment for supply and fixing of Signages, Name Plates, Rubber Stamp, Banners etc at AIIA Goa	7309.32

Tender Inviting Authority

Name	Director, AIIA
Address	All India Institute of Ayurveda, GOA

Tender Creator Details

Created By	MOHIT KAUSHIK
Designation	Store Keeper
Created Date	24-Jul-2026 03:39 PM



ALL INDIA INSTITUTE OF AYURVEDA(AIIA) GOA

**Village-Dhargal, Taluka – Pernem, Manohar International Airport
Road, Goa- 403513
(India)**

Website: www.aiia.gov.in

Email: central-storegoa@aiia.gov.in

Phone Number 011-26950401(Ext. 372/244)

Tender No.:

Dated:

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), Village-Dhargal, Taluka – Pernem, Manohar International Airport Road, Goa- 403513.”

INDEX

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), Village-Dhargal, Taluka – Pernem, Manohar International Airport Road, Goa-403513.

S. No.	Description	Page No.
1.	Information And Instructions for Bidders For tendering Forming Part of the Bid Document	
2.	Form of Bank Guarantee for Earnest Money Deposit/ Performance Guarantee	
3.	Evaluation and Award of Work	
4.	Agreement (Format)	
5.	Scope of Work	
6.	Implementation Schedule and Deliverables	
7.	General Conditions of Contract	
8.	Appendix-I Formats of Technical Proposal	
9.	Appendix-II Format of Financial Proposal/Bid	
10.	Sample Letter of Acceptance of Bid	
11.	Sample Letter of Commencement of Work	

Notice Inviting Tender

The Director, AIIA, Goa 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) Goa.** Both the envelop should be placed in a bigger envelop super-scribed with Technical and Financial Bid 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), Village-Dhargal, Taluka – Pernem, Manohar International Airport Road, Goa- 403513."

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), Village-Dhargal, Taluka – Pernem, Manohar International Airport Road, Goa- 403513.	As given in Scope of work	1.2 Crores

3. SCHEDULE OF TENDER:

Sl. No.	Activity Description	Schedule	
a.	Tender No.		
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	23/07/2026	4.00 P.M
d.	Seeking clarification end date	25/07/2026	4.00 P.M
e.	Pre-bid meeting	27/07/2026	12.00 P.M
f.	Bid submission start date	28/07/2026	9.00 A.M
g.	Bid submission end date	07/08/2026	4.00 P.M
h.	Technical Bid opening date	08/08/2026	11.00 A.M
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), Village-Dhargal, Taluka – Pernem, Manohar International Airport Road, Goa- 403513.	
k.	Tender Document fee	NIL	
l.	Performance Security	5% of the bid amount after award of contract.	
m.	EMD	2% of the bid amount.	

4. Submission of Tenders: The bid along with the necessary documents should be dropped in the Tender Box placed at Central store, Hospital Block, All India Institute of Ayurveda (AIIA), Village-Dhargal, Taluka – Pernem, Manohar International Airport Road, Goa- 403513 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 central-storegoa@aiia.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.

For and on behalf of Director, AIIA, Goa

Special terms & conditions / pre-qualification criteria

1. The bidder shall be an original equipment manufacturer (OEM), authorized dealer, distributor, converter, printer or fabricator engaged in the business of sign boards, name plates, flex printing, vinyl printing, stickers, rubber stamps and allied signage works.
2. The bidder shall possess valid PAN, GST registration and other statutory registrations required for carrying out the work.
3. The bidder shall have a minimum of three (03) years' experience in providing similar services to government departments, autonomous bodies, PSUs, hospitals, establishments or other reputed organizations. Documentary proof in the form of work orders/completion certificates/performance certificates shall be submitted.
4. Similar work shall mean supply, fabrication, printing, installation and fixing of sign boards, directional signages, name plates, flex banners, vinyl graphics, stickers, rubber stamps and related printing/signage works.
5. The bidder shall have successfully executed at least three similar work orders during the last three years. Copies of work orders along with satisfactory completion/performance certificates shall be submitted.
6. The bidder shall have an average annual turnover of not less than 50% of the estimated annual contract value during the last three financial years ending 31.03.2026. Audited financial statements and ca-certified turnover certificate shall be submitted.
7. The bidder shall possess adequate printing, fabrication and installation infrastructure including manpower, machinery, tools and equipment required for execution of the work. Details of infrastructure shall be furnished.
8. The bidder shall provide warranty/guarantee for materials supplied wherever applicable. Any defect noticed during the warranty period shall be rectified/replaced by the contractor at no additional cost to the institute.
9. The bidder shall not have been blacklisted/debarred by any central government department, state government department, PSUs, autonomous body or statutory authority. A self-declaration to this effect shall be submitted.
10. Non-submission of mandatory documents relating to experience, turnover, statutory registrations shall render the bid liable for rejection.
11. The successful bidder shall execute the work strictly as per the specifications, artwork, dimensions and timelines communicated by the institute from time to time during the validity of the rate contract.
12. Relevant documentary proof in support of all eligibility criteria shall be submitted along with the technical bid.
13. Bidder shall have to furnish a certificate (from original manufacturer) that the Reflective Media & UV INK 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 Twelve years warranty (as detailed in the Technical Specifications in this document) from the original manufacturer for the Reflective Media & UV INK that will be used in the signages and also for the entire sign boards
14. UV Printing with 12 years Warranty
15. UV INK manufacturer & Reflective Media material should be of same OEM.
16. Pre-qualification warranty certificate required.

1. SCOPE OF WORK:

The work involves designing, 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)	Providing, fabricating, supplying, and installing wall-projected and hanging type signage made from modular aluminium extrusions manufactured from Alloy 6060 conforming to EN 755-2:2008 standards, produced from virgin aluminium homogeneous billets, having a typical tensile strength of 190 MPa and Brinell Hardness Number (BHN) of 70. The aluminium profiles shall be premium-grade anodized with anodizing thickness of 15-20 microns, conforming to international standards, and shall carry a lifetime warranty under normal working conditions. The sign shall be single-sided, comprising aluminium profile frames with click-fit construction and fitted with black injection-moulded plastic end caps. The end caps shall be press-fitted directly onto the profiles. The graphic media shall consist of high-quality self-adhesive vinyl applied neatly over the panel surface as per the profile design. The work shall include fabrication of MPI panels, complete assembly, supply, transportation, and installation at site in true plumb and level at the locations shown in the approved drawings, complete in all respects and to the satisfaction of the Authorized Representative of AIIA Goa
B	WALL MOUNTED INDOOR SIGNAGE	
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 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 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

4	SUNBOARD 3-MM AND VINYL	Indoor signage made in 3 mm sunboard base and artwork printed on one side vinyl (Glossy/matte finish) pasted as per the approved artwork on Same
5	SUNBOARD 5-MM AND VINYL	Indoor signage made in 5 mm sunboard 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 Aluminum emissions (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.
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 warranty
E	OUTDOOR 3D LETTER SIGNAGES	
1	ACP ACRYLIC VINYL ALUMINIUM GI 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.
2	ACP SHEET	Retroreflective ACP Sheet 05 mm with design print and installation
3	ACP SHEET	Retroreflective ACP Sheet 3 mm with design print and installation
4	GS PIPE	3x3 Inch, 3mm thickness, (with installation)
5	GS PIPE	2x2 Inch, 3mm thickness, (with installation)
6	GS 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)
10	PYLON SIGNAGES	Providing, fabricating, supplying, transporting and installing free-standing pylon signage of approved design and dimensions, comprising MS structural framework fabricated from IS 2062 Grade E250 steel sections, clad with minimum 3 mm exterior-grade ACP or 2 mm aluminium sheet, complete with weather-resistant vinyl graphics and/or acrylic, stainless steel or brass letters as specified. The structure shall be treated with anti-corrosive primer and finished with PU paint/powder coating. The item shall include RCC foundation, anchor fasteners, erection, testing, commissioning, all fixing accessories, labour, transportation and allied civil/electrical works complete in all

		respects as approved by the Authorized Representative of AIIA Goa Measurement shall be based on the visible sign face area in square metres (m²). The signage shall be provided with IP65-rated energy-efficient LED illumination complete with drivers, wiring, junction boxes and associated electrical accessories.
11	BOTH SIDE PYLON SIGNAGES	Providing, fabricating, supplying, transporting and installing free-standing pylon signage of approved design and dimensions, comprising MS structural framework fabricated from IS 2062 Grade E250 steel sections, clad with minimum 3 mm exterior-grade ACP or 2 mm aluminium sheet, complete with weather-resistant vinyl graphics and/or acrylic, stainless steel or brass letters as specified. The structure shall be treated with anti-corrosive primer and finished with PU paint/powder coating. The item shall include RCC foundation, anchor fasteners, erection, testing, commissioning, all fixing accessories, labour, transportation and allied civil/electrical works complete in all respects as approved by the Authorized Representative of AIIA Goa Measurement shall be based on the visible sign face area in square metres (m²). The signage shall be provided with IP65-rated energy-efficient LED illumination complete with drivers, wiring, junction boxes and associated electrical accessories.
F	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. 10Watt Light source-LED, Film (content) – easily changeable (All sizes A1, A2, A3, A4, A5 B1, B2 etc.). Price inclusive of installation and content design
G	ROLL UP STANDY	Design and print on premium flex - Size 3ft *6ft
H	LETTERS	
1	LETTERS - BRASS MATERIAL	Rate per square cm/ inch as per approved size with installation. Providing, fabricating, supplying and fixing solid brass letters, numerals and symbols manufactured from minimum 2.0 mm thick commercial-grade brass sheet, laser cut or CNC routed to approved design and dimensions. The letters shall have polished brass finish with clear protective lacquer coating or antique brass finish as specified. Edges shall be smooth and uniformly polished. The letters shall be fixed with concealed brass/stainless steel studs and approved adhesive complete. The rate shall include material, fabrication, polishing, protective coating, transportation, fixing hardware and installation complete. Unit of Measurement: Square centimeter (cm/ inch²) of visible letter face area.

2	LETTERS - MATERIAL	SS	Rate per square cm/ inch as per approved size with installation. Providing, fabricating, supplying and fixing individual three-dimensional laser-cut Stainless Steel (SS-304) letters, numerals and symbols made from minimum 1.2 mm thick SS-304 sheet, having return depth from 20 mm to 50 mm as approved by the Authorized Representative of AIIA Goa The letters shall be fabricated with mirror, satin, hairline or titanium-gold finish as specified. Edges shall be smooth and burr-free. The letters shall be fixed using concealed stainless-steel studs, spacers, approved epoxy adhesive or other approved fixing systems. The rate shall include design, fabrication, polishing, transportation, scaffolding, fixing accessories, installation and all incidental works complete in all respects. Unit of Measurement: Square centimetre (cm/ inch²) of visible letter face area.
3	LETTERS - MATERIAL	PLASTIC	Rate per square cm/ inch as per approved size with installation. Providing, fabricating, supplying and fixing laser-cut cast acrylic letters, numerals and symbols of approved colour and design, manufactured from premium quality UV-stabilized cast acrylic sheet of minimum 3 mm, 5 mm or 10 mm thickness as specified. Letters shall be accurately cut by laser or CNC router, with smooth polished edges and uniform finish. Fixing shall be by concealed studs, spacers or approved adhesive. The acrylic shall be weather-resistant, non-fading and suitable for indoor and outdoor applications. The rate shall include material, cutting, edge finishing, transportation, fixing accessories and installation complete in all respects. Unit of Measurement: Square centimetre/ Square inch (cm/ inch²) of visible letter face area.
I	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
J	FLEX AND BANNERS		(With material, design, printing and installation with rate per sq ft) 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
		Fabric Print
K	STAMPS	Manual stamps special flash self-inking (48*12 mm)
		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 self-inking (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
		Rate to be quoted per sq mm or per sq cm/ inch
L	ID CARDS WITH LANYARDS	Premium ID cards should be made from high -quality PVC or plastic composite material with a glossy or matt finish, measuring 85.60 mm x 53.98 mm and 0.76 mm in thickness (credit card size). They should feature full - color, high - resolution (300-600 dpi) printing on both sides, allowing for personalized information such as name, photo, designation, and department. Optional security features like holographic overlays, barcodes, QR codes, or RFID chips can be included for enhanced functionality and access control. The cards should be durable, scratch-resistant, and waterproof, with optional lamination for extra protection. Cardholder should be of a durable metal. Accessories such as custom lanyards with breakaway clasps, transparent cardholders, and clips should also be provided.
M	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 matt 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.
N	CERTIFICATES	Printing of certificates of 200gsm- Glossy/ matt finish, Size: A4
O	COLOR PAMPHLET/ BROCHURE PRINTING	A5 SIZE - Multicolor Glossy/ matt finish -bifold/trifold/z fold 100-200gsm
		A4 SIZE - Multicolor, Glossy/matt finish -bifold/trifold/z fold 100-200gsm

P	INVITATION CARD ENVELOPS WITH	Multicolour, 100-200GMS glossy/matte finish
Q	MEMENTOS	Mementos with design - Acrylic/PVC/POP/Wooden
R	BOOKS	Printing of books with cover page of varied finishing like matt finish, glossy and others of 300 GSM and inner pages of 150 GSM or as per the requirement. Size Text pages Cover page Binding Rates with or without designing and page setup should be mentioned.
S	BRAILLE / TACTILE SIGNAGES	Providing, fabricating, supplying and fixing Braille/Tactile signages comprising room name plates, directional signs, toilet signs, lift signs and floor directories made from 5 mm cast acrylic or SS-304 with ACP backing, complete with raised tactile lettering, Grade-1 Braille, bilingual text, UV-resistant graphics, concealed SS-304 fixing accessories, transportation and installation complete, conforming to Accessible India Guidelines/IS 17802:2022
T	PHOTOLUMINESCENT (GLOW) SAFETY SIGNAGES	Providing, fabricating, supplying and fixing photoluminescent (Glow) safety signages comprising Exit, Fire Exit, Directional Arrows, Staircase Identification, Fire Safety, Assembly Point and Evacuation Signs made from 2 mm rigid PVC/3 mm acrylic/ACP with high-performance non-radioactive photoluminescent coating, complete with bilingual graphics, UV protection, SS fixing accessories, transportation and installation complete, conforming to NBC 2016, ISO 7010 and ISO 16069.

2. EARNEST MONEY DEPOSIT (EMD):

Technical Bid must be accompanied with a refundable **EMD of Rs. 2,40,000/- (Rupees Two Lakh Forty Thousand only)** for which price bid is submitted by way of Demand Draft drawn in favor of Director, AIIA, New Delhi payable at New Delhi or Bank Guarantee (as per draft furnished in Annexure 6) having validity up to 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:

- The Bidder withdraws or unilaterally modifies the Bid during the period of Bid validity, or
- 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
- The Bidder fails to perform the work according to the agreed specification, time schedule and in accordance with conditions of contract.

- If the Bidder fails to give the Performance Guarantee within the specified period.
3. 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.
 4. **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, Goa reserves the right to invoke the Bank Guarantee submitted in lieu of Earnest Money Deposit/forfeit the Earnest Money Deposit and cancel the contract.
 5. **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) Technical specifications.
 - g) Annexures 1 to 9
 - 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 central-storegoa@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 Central Store office Hospital block, AIIA, Dhargal, Taluka – Pernem, Manohar International Airport Road, Goa- 403513 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
		Central Store office, Hospital Block, All India Institute of Ayurveda, Village-Dhargal, Taluka – Pernem, Manohar International Airport Road, Goa- 403513

No separate communication will be sent for this meeting. If the meeting date is declared as a holiday under 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, Goa 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, Goa 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, Goa.

c) Amendment to Tender Document:

At any time prior to deadline for submission of bid, AIIA, Goa, 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.aiaa.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, Goa 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, Goa 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:

The Rate Contract shall remain valid for a period of two (02) year from the date of award of contract, which may be extended for a further period of one year on the same terms and conditions with the approval of the Competent Authority.

The successful bidder shall complete the work order within 07 days from the date of issue of work order or approval of artwork/design, whichever is later.

In case of urgent requirements, the contractor shall execute and deliver the required items within 24 to 72 hours, or within such time as may be specified by AIIA, Goa, depending upon the nature and urgency of the work.

Failure to adhere to the prescribed timelines may attract appropriate action, including imposition of liquidated damages, risk purchase, or termination of contract as per the terms and conditions of the tender.

15. PENALTY FOR THE DELAY: In case of delay in execution of any work order beyond the stipulated timeline, Liquidated Damages (LD) @ 0.5% per week or part thereof of the value of the delayed work order shall be levied, subject to a maximum of 10% of the value of the concerned work order.

However, AIIA, Goa may waive or reduce the LD on receipt of a written representation supported by documentary evidence, if the delay is found to be due to reasons beyond the control of the contractor.

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 Institute 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 AIIA, Goa shall at reasonable times have free access to the works and/or to the workshops, factories or other places where the signages are being manufactured. Such inspection may be carried out even after the signage is installed. AIIA, Goa 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, Goa 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, Goa 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, Goa, 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, Goa 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, Goa 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 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, Goa 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, Goa 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: The successful bidder shall be responsible for the safety of its personnel, tools, equipment and materials deployed for execution of the work. The bidder shall comply with all applicable labour laws, safety regulations and statutory requirements. The Institute shall not be liable for any accident, injury, loss or damage to the bidder's personnel, equipment or property during the execution of the work.

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, Goa are liable for cost adjustments and the decision of AIIA, Goa 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, Goa for noncompliance of the above shall be recovered from the bills.

25. IDLE MANPOWER: Whatsoever the reasons may be no claim for idle manpower additional establishment cost of hire and manpower 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, Goa 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, Goa 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, Goa 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, Goa.

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. Further, AIIA 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, which shall be given in writing, shall be final, conclusive and binding on the bidder. If the bidder considers that any decision of AIIA 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, Goa shall finalize the names of 3 Arbitrators. The bidder has to choose ONE among them. The seat of arbitration will be at Goa. 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, 1st Floor, Hospital Block, the All India Institute of Ayurveda (AIIA), Goa 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: The contract shall initially be valid for a period of two (02) year from the date of award of work. Based on satisfactory performance of the contractor and requirement of the Institute, the contract may be extended for a further period of one (01) year on the same terms, conditions, and rates, subject to approval of the Competent Authority.

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). Bidder should have average annual turnover not less than Rs. 1 Crore during the last three financial years ending 31st March 2026. (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). The bidder should have maintained a positive net worth during each of the last three consecutive financial years ending on **31st March 2026**. In case of zero profit or zero loss in any financial year, the same shall be treated as a year with no loss, provided the bidder continues to maintain a positive net worth.

iv). Bidder 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. 48 lakh or

(B) Two similar works each costing not less than Rs. 72 lakh or

(C) One similar work costing not less than Rs. 96 lakh

Similar work shall mean supply, installation/fixing and maintenance (where applicable) of Sign Boards, Name Plates, Directional Signages, Rubber Stamps, Flex Banners, Stickers or other similar signage and branding works executed for Government Departments, Autonomous Bodies, PSUs or reputed private organizations

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 that the similar work(s) submitted for meeting the eligibility criteria have been executed by us and have not been executed through any other contractor on a back-to-back basis. If any information furnished is found to be false or misleading at any stage, AIIA Goa reserves the right to reject the bid, forfeit the Earnest Money Deposit/Performance Security (as applicable), terminate the contract and debar the bidder from participating in future tenders of the Institute in accordance with the applicable rules.

2) Evaluation Of Technical Bid (Stage-I):

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

S. No.	Attribute	Evaluation	Maximum Marks
1	Average Annual Turnover	(i) Minimum eligibility turnover – 12 Marks (60%) (ii) Twice the minimum eligibility turnover or above – 20 Marks (100%) (iii) Intermediate values shall be awarded marks on a pro-rata basis.	20
2	Experience in Similar Works	(i) Minimum eligibility experience – 12 Marks (60%) (ii) Twice the minimum eligibility experience or above – 20 Marks (100%) (iii) Intermediate values shall be awarded marks on a pro-rata basis.	20
3	Presentation before the duly constituted Evaluation Committee of AIIA, Goa	(i) Understanding of Requirement – 5 Marks (ii) Concept & Design Approach – 5 Marks (iii) Execution Methodology – 5 Marks (iv) Quality Assurance & Material Selection – 5 Marks (v) Project Implementation & Delivery Plan – 5 Marks (vi) Maintenance & Warranty Support – 5 Marks	30
	Total		70

Notes:

- 1. Average Annual Turnover shall be evaluated based on the information submitted in Format-II.**
- 2. Experience in Similar Works shall be evaluated based on Format-I.**
- 3. The Presentation shall be made before the duly constituted Evaluation Committee of AIIA, Goa.**
- 4. The committee shall award marks independently against each evaluation parameter mentioned above.**
- 5. Applicants securing 42 marks or more out of 70 (60%) in the Technical Evaluation shall be declared technically qualified.**
- 6. Only the Financial Bids of technically qualified bidders shall be opened.**

3) 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.

4) Opening and Evaluation of Financial Bid:**Financial Evaluation (30 Marks)**

The Financial Score (FS) shall be calculated as:

$$FS = 30 \times (FM / F)$$

Where:

- **FM** = Lowest Financial Bid
- **F** = Financial Bid under consideration

The bidder quoting the lowest price shall receive **30 marks**, while the remaining bidders shall receive proportionately lower marks.

Final Combined Score

Final Score = Technical Score (70) + Financial Score (30)

The bidder securing the **highest Combined Score out of 100** shall be ranked **Rank-1** and recommended for award of the contract.

5) Illustrative Example:

- Suppose the Financial Bids of three bidders, namely **A, B and C**, are opened.
- The Financial Scores of A, B and C, as explained in Para 5(ii) above, work out to be **25.50, 30.00 and 27.00** respectively.
- The Technical Scores of A, B and C (out of 70) are **58, 62 and 60** respectively.
- The Combined Score of the three bidders shall be calculated as follows:

Bidder	Technical Score (70)	Financial Score (30)	Combined Score (100)	Rank
A	58.00	25.50	83.50	Rank-3
B	62.00	30.00	92.00	Rank-1
C	60.00	27.00	87.00	Rank-2

Accordingly, **Bidder B**, having secured the highest Combined Score, shall be declared **Rank-1** and may be recommended for award of the contract, subject to approval of the Competent Authority.

AIIA, Goa reserves the right to accept or reject any or all bids, wholly or partly, without assigning any reason whatsoever. Such rejection shall not confer any right on any bidder to claim compensation, damages or any financial liability against AIIA, Goa.

6) Award of Contract:

- The selection of agency will be at the sole discretion of the AIIA Goa, which reserves the right to accept or reject any or all the proposals without assigning any reason. AIIA Goa also reserves the right to call for additional information from the bidders as & when required at a later stage.

ii) The contract shall be awarded to the highest scorer. However, AIIA Goa reserves the right to call the successful bidder for negotiation, if need be. The decision of AIIA Goa shall be final and binding in this regard.

iii) **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, Goa shall be final & binding in this regard.

Format

Agreement

This Agreement is made on the ____ day of ____, 2025 Between the AIIA, Goa through the Director, All India Institute of Ayurveda Goa, Village-Dhargal, Taluka – Pernem, Manohar International Airport Road, Goa- 403513, 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 Institute”** 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), Village-Dhargal, Taluka – Pernem, Manohar International Airport Road, Goa- 403513”**.

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) Goa, Village-Dhargal, Taluka – Pernem, Manohar International Airport Road, Goa- 403513”**, 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, Goa**

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,
Village-Dhargal, Taluka – Pernem,
Goa- 403513

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), Village-Dhargal, Taluka – Pernem, Manohar International Airport Road, Goa- 403513”.

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 Goa Village-Dhargal, Taluka – Pernem, Manohar International Airport Road, Goa- 403513 (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), Village-Dhargal, Taluka – Pernem, Manohar International Airport Road, Goa- 403513. 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, Village-Dhargal, Taluka – Pernem, Manohar International Airport Road, Goa- 403513 (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.....

Authorized signatory

Name and Address

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.

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.

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	2023-24	
2	2024-25	
3	2025-26	

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 three years ending 31.03.2026 duly certified by the Chartered Accountant (Audit reports need not be submitted).

Financial Year	Profit in Rs.	Loss in Rs.
2023-24		
2024-25		
2025-26		

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), Village-Dhargal, Taluka – Pernem, Manohar International Airport Road, Goa-403513”.

S. No.	Type of Signage	Technical Specifications	Unit	Qty	Rate	Amount
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	Sq. Inch	40000		
B.	WALL MOUNTED INDOOR SIGNAGE					
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	Sq ft	2000		

		approved artwork on same. Life time warranty under normal working condition for aluminum frame 7 year warranty on ACP and 3year 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.	Sq. Inch	100000		
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	144		
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) paste d a s p e r the approved artwork on Same	Sq Ft	1000		
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	800		
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 condition s. Clip	Sq. Inch	1000		

		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	Sq. Inch	200		
E. OUTDOOR 3D LETTER SIGNAGES						
1.	ACPACRYLIC VINYL ALUMINIUM GI 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.	GI PIPE	3x3 Inch, 3mm thickness, (with installation).	Running Foot	200		
5.	GI PIPE	2x2 Inch, 3mm thickness, (with installation).	Running Foot	200		
6.	GI PIPE	1x1 Inch, 3mm thickness, (with installation).	Running Foot	350		
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.	PYLON SIGNAGES(Both Sided Also)	Outdoor 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-year warranty on acrylic letters against fading other than blue and purple color acrylic.	Sq Ft	1000		
F.	ULTRA SLIM EXTRA BRJGHT 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	100000		
G.	ROLL UP STANDY	Design and print on premium flex - Size 3ft *6ft.	per piece	50		
H. (i)	LETTERS-BRASS Material					
1		Brass Letter (English 2.5 inch per letter)	per letter	25		
2.		Brass Letter (Hindi 2.5 inch per letter)	per letter	25		
3.		Brass Letter (English 3 inch per letter)	per letter	25		
4.		Brass Letter (Hindi 3 inch per letter)	per letter	25		
5.		Brass Letter (English 4 inch per letter)	per letter	25		
6.		Brass Letter (Hindi 4 inch per letter)	per letter	25		
7.		Brass Letter (English 5 inch per letter)	per letter	25		

8.		Brass Letter (Hindi 5 inch per letter)	per letter	25		
(ii) LETTERS-STEEL MATERIAL						
1		Steel Letter (English 2.5 inch per letter)	per letter	25		
2.		Steel Letter (Hindi 2.5 inch per letter)	per letter	25		
3.		Steel Letter (English 3 inch per letter)	per letter	25		
4.		Steel Letter (Hindi 3 inch per letter)	per letter	25		
5.		Steel Letter (English 4 inch per letter)	per letter	25		
6.		Steel Letter (Hindi 4 inch per letter)	per letter	25		
7.		Steel Letter (English 5 inch per letter)	per letter	25		
8.		Steel Letter (Hindi 5 inch per letter)	per letter	25		
(iii). LETTERS- PLASTIC MATERJAL						
1		Plastic Letter (English 2.5 inch per letter)	per letter	25		
2.		Plastic Letter (Hindi 2.5 inch per letter)	per letter	25		
3.		Plastic Letter (English 3 inch per letter)	per letter	25		
4.		Plastic Letter (Hindi 3 inch per letter)	per letter	25		
5.		Plastic Letter (English 4 inch per letter)	per letter	25		
6.		Plastic Letter (Hindi 4 inch per letter)	per letter	25		
7.		Plastic Letter (English 5 inch per letter)	per letter	25		
8.		Plastic Letter (Hindi 5 inch per letter)	per letter	25		
I. NAMEPLATE/ DISPLAY PLATES						
1.		Name Plate Ordinary viny 1 bilingual (per Sq. Inch)	Sq. Inch	1000		
2.		Name Plate acrylic (thickness 5mm) Black or required Colour (per Sq. Inch) bilingual.	Sq. Inch	1000		
3.		Steel Name Plate (per Sq. Inch) bilingual - embossed.	Sq. Inch	1000		
4.		Brass Name Plate (per Sq. Inch) bilingual-embossed.	Sq. Inch	1000		
5.		ACP name plate (3mm) with vinyl pasting (color) with 1 meter GI pipe 3mm thickness used as a stand for the sign boards for displaying the name of medicinal	Per piece	500		

		plants. (Length of stand 3 ft.)				
J.	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		
11.		Fabric print	Sq. ft	1000		
K.	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		

L.	ID CARDS WITH LANYARDS	Premium ID cards should be made from high -quality PVC or plastic composite material with a glossy or matte finish, measuring 85.60 mm x 53.98 mm and 0.76 mm in thickness (credit card size). They should feature full - color, high - resolution (300-600 dpi) printing on both sides, allowing for personalized information such as name, photo, designation, and department. Optional security features like holographic overlays, barcodes, QR codes, or RFID chips can be included for enhanced functionality and access control. The cards should be durable, scratch-resistant, and waterproof, with optional lamination for extra protection. Card holder should be of a durable metal. Accessories such as custom lanyards with breakaway clasps, transparent cardholders, and clips should also be provided.	Per Card	500		
M.	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	100 Card /Box	20-50 Boxes/Year		

		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.				
N.	CERTIFICATES	Printing of certificates of 200gsm- Glossy/ matte finish, Size: A4	Per piece	500		
O.	COLOR PAMPHLET/ BROCHURE PRINTING	Printing of pamphlet of 70gsm	Per piece	1500		
1.		A5 SIZE - Multicolour Glossy/ matte finish - bifold/trifold/zfold 100-200gsm.	PER PAGE	1000		
2.		A4 SIZE - Multicolour, Glossy/matte finish - bifold/trifold/zfold 100-200gsm.	PER PAGE	1000		
P.	INVITATION CARD WITH ENVELOPS	Multicolour, 100-200GMS glossy/matte finish.	PER CARD	500		
Q.	MOMENTOS	Mementos with design - Acrylic/PVC/Pop	Per square Inch	1000		
R. (1)	Book Printing Multi colour glossy paper with 300 GSM cover	Multi colour glossy paper with 300 GSM cover. Approx 120 pages book 200 copies.	per piece	200/yr		
(2).	Book Printing Multi colour glossy paper with Hard cover	Approx 120 pages book 200 copies.	per piece	200/yr		
S	Braille / Tactile	5mm Acrylic / SS-304 + ACP	Sq. Inch	400		
T	PHOTOLUMINESCENT	2mm PVC / 3mm	Sq.	100		

	(GLOW) SIGNAGES	SAFETY	Acrylic / ACP	Foot			
	Total						
	Taxes						
	Grand Total						

**(Signature of the Authorized Signatory)
With Name and Seal**

Place.....

Date.....

Sample Letter of Acceptance of Bid

From,
AIIA, Goa

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), Village-Dhargal, Taluka – Pernem, Manohar International Airport Road, Goa-403513”.

Dear Sir (s),

Your bid for the work mentioned above has been accepted on behalf of the Director, AIIA, Goa 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, Goa

Sample Letter of Commencement of Work

From,
AIIA, Goa

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), Village-Dhargal, Taluka – Pernem, Manohar International Airport Road, Goa-403513”.

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, Goa

