GOVERNMENT COLLEGE OF ENGINEERING, KALAHANDI, BHAWANIPATNA

Quotation Call for Name Plate Display Work

No. GCEK/2389 **Date: 19/11/2026**

Sealed quotations are invited from reputed and experienced suppliers/fabricators for carrying out **Name Plate Display Work** at **Government College of Engineering Kalahandi**, as per the scope, specifications and terms and conditions mentioned in the details of quotation documents which may be downloaded from the college website http://www.gcekbpatna.ac.in.

Quotations call documents must reach the office of the undersigned on or before **26/11/2026 by 5:00 PM** through **Registered / Speed post / Courier services/ By hand etc.** The quotations will be opened on **27/11/2026 at 4.00 PM in the board room.**

The undersigned reserves the right to extend the date and accept or reject any or all quotations without assigning any reason thereof.

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Scope of Work

The scope of work includes **designing, fabrication, supply, and installation** of name plates at various locations within the campus, such as:

- Institute mission vision boards, Departmental name plates, faculty list updation, laboratories name plates, classrooms, club name plates and incubation chart updation

The work shall be completed on a **turnkey basis**, including materials, transportation, installation, and finishing.

Terms and Conditions

1. The quotations received after this deadline & unsealed shall not be entertained under any Circumstances whatsoever. In case of postal delay this College will not be responsible. The offer Submitted Email shall not be considered and no correspondence will be entertained in this matter.
2. Quotations must be in the enclosed prescribed Performa on the letter head of the firm duly signed by the Proprietor/ Partner/ Director or their authorized representative, In case of signing of quotation by the authorized representative letter of authorization must be attached with the quotation. Quotation must be sent to the office of the undersigned by Indian post/courier services.
3. Rates must be quoted in Indian rupees and as per the format specified taxes extra if any must be written separately.
4. Rates must be quoted FOR basis (including Freight charges, Insurance, installation etc.)
5. No overwriting or cutting is permitted in the rate. If found, the quotation shall be summarily rejected.

6. The rates quoted must be valid for 60 days minimum from the date of opening of the quotation and silence of any tendered on this issue shall be treated as agreed with this condition.
7. **Inspection:** The material and workmanship shall be subject to inspection and approval by the College authority.
8. Becoming L1 will not be the criteria for awarding of purchase order unless the rates are reasonable & justified.
9. **Eligibility:** The vendor should have prior experience in similar signage/name plate fabrication and installation work. Supporting documents (work orders or sample photographs) must be enclosed.
10. **Completion Time:** The entire work shall be completed within **15 days** from the date of issue of the Work Order.
11. RTGS/NEFT details need to be furnished by the supplier with the quotation on the letter head of supplier/firm/agency.
12. The firm/agency may satisfy the following conditions and attach self-attested copy of the same with the quotation: -
    - Firm shall be registered with the Government of Odisha / Central Government.
    - The firm shall have valid GST/Other taxes and IT PAN.
    - The firm should not be black listed by any Govt. Agency/Dept.
13. Quotations qualified by such vague and indefinite expressions such as "subject to prior confirmation", "subject to immediate acceptance" etc. will be treated as vague offers and rejected accordingly. Any conditional quotation shall be rejected summarily.
14. Liquidated Damage: - If the supplier fails to complete the work on or before the stipulated date, then a penalty at the rate of 0.5 % per week of the total order value shall be levied subject to maximum of 10% of the total order value.
15. **Damage/Replacement:** Any damage during installation or within the warranty period must be replaced by the vendor at no extra cost.
16. **Payment Terms:** 100% payment will be released after successful completion, installation of the aforementioned work and inspection by the Government College of Engineering, Kalahandi, Bhawanipatna.
17. Disputes: -In the event of any dispute or disagreement arising between the bidders and any other department of GCE, Kalahandi with regards to the interpretation of "Terms & Conditions" of this inquiry, the same shall be referred to the Principal, GCE, Kalahandi whose decision will be final and binding upon the contractor.
18. GCE, Kalahandi reserves the right to increase or decrease quantity and / or amount of work. Decision of Quantity of material in the GCE, Kalahandi will be final in this regard.
19. **Rejection:** The College authority reserves the right to reject any or all quotations without assigning any reason thereof.
20. **Safety:** The contractor must ensure proper safety measures during installation work on the premises.

21. Bidder must quote the product as per specification provided in Annexure 1.
22. The Bidder must submit the GSTIN Registration and PAN Card self-attested copy with the quotation.
23. The supplier may be asked to arrange inspection of the hoarding structure for which rates have been quoted, to the GCE, Kalahandi, if required. The expenditure incurred for inspection the items will be borne by the College.

Evaluation Criteria

The quotations will be evaluated based on:

- Conformity with specifications
- Quality of materials proposed
- Previous experience and reliability
- Total quoted price (including all taxes and charges)

The decision of the College authority will be final and binding.

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Encl.: Annexure 1 (Technical Specification)
Annexure 2 (Format of price bid)

Annexure 1
Technical Specification

Sl. No.	Description of Item	Material & Specification	Size (inches)	Quantity (approx.)	Remarks
1	Department name plate (Big Size)	Aluminum composite panel (ACP) printed laser-cut vinyl letters (Hanging)	11' x 2'	06	With iron frame
2	Name Plate for HOD/Faculties	Aluminum composite panel (ACP) with both side printed laser-cut vinyl letters (Hanging)	18" x 12"	06	Color as per branding
3	Departmental Faculty List	Ply board with vinyl stickering	72" x 36"	01	Color as per branding
4	Laboratory Name Board	Aluminum composite panel (ACP) with printed vinyl lettering	48" x 12"	37	Mounted above door
5	Laboratory Name Board	Aluminum composite panel (ACP) with printed vinyl lettering	36" x 12"	11	Mounted above door
6	Incubation Charts	ACP sheet with laminated digital print and college logo	36" x 24"	01	Wall-mounted/ceiling-hung
7	Miscellaneous Signage/Writing	As per site requirement	As per actual	As per requirement	Finalized after inspection
8	Club Name Plate	Aluminum composite panel (ACP) with printed vinyl lettering	48" x 24"	06	Mounted on the wall

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GOVERNMENT COLLEGE OF ENGINEERING, KALAHANDI, BHAWANIPATNA

[On the letterhead of firm]
ANNEXURE "2"
PRICE BIDFORM

To

The Principal,
GCE, Kalahandi.
Bandopala
Kalahandi-766003

Dear Sir,

I/We …..... Submitted the quotation for Enquiry No: GCEK/……Dated……. "**Quotation Call for Name Plate Display Work** " DUE ON 26/11/2026 at 05.00 PM at GCE, Kalahandi".

1. I/We thoroughly examined, understood and accepted terms & conditions given in the enquiry document, failing which my quotation will be rejected out rightly.
2. I/We hereby offer to supply at the following rates.

S. No	Particular	Qty.	Price/Unit Exclusive of GST (INR)	GST/ Other Taxes	Price/ Unit Inclusive of GST (INR)	Total Cost Inclusive of GST (INR)

Note:-

1. The Bidder must quote only as per the specification mentioned in the Annexure I.

2. The Bidder must submit the GSTIN Registration and PAN Card self-attested copy with the quotation otherwise quotation will be REJECTED.

3. The bidder must quote their quotation only in above said format on the letter of firm otherwise quotation will be REJECTED.

5. The supplier may be asked to arrange inspection of the work for which rates have been quoted, to the GCEK, Bhawanipatna, if required. The expenditure incurred for inspection the items will be borne by the College.

Date_____ **(Name)**_____

Place _____ **Name of Firm/Company/Agency**_____

GSTIN No.: _____

GOVERNMENT COLLEGE OF ENGINEERING, KALAHANDI, BHAWANIPATNA

Bank Name:- _____

Bank Account No.: _____

IFSC Code:- _____

Branch Name: _____

Phone No._____

Email:_____

(Signature of Authorized Person) _____

Seal:_____

Address for Submission:

To
The Principal,
Government College of Engineering Kalahandi,
At: Kandhabandopala
Po: GCE campus,
Bhawanipatna,
Kalahandi, Pin- 766003

Contact Person and No.: Mr. Niranjan Behera, 8763632249
Email: niranjan@geckbpatna.ac.in

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