



## सॉफ्टवेयर टेक्नोलॉजी पार्क्स ऑफ़ इंडिया

(इलेक्ट्रॉनिक्स एवं सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार)

Webel STP II Building, 2<sup>nd</sup> Floor,  
DN - 53, Sector- V, Salt Lake, Kolkata-700091.  
[kolkata.stpi.in](http://kolkata.stpi.in)

**एसटीपीआई खड़गपुर में ग्लो साइनबोर्ड और एसीपी साइनबोर्ड की आपूर्ति और स्थापना के लिए निविदा**

सन्दर्भ संख्या - STPI/KOL/ADM/GENA/F&F/2022-2023/1

दिनांक – 12.10.2023

सॉफ्टवेयर टेक्नोलॉजी पार्क्स ऑफ़ इंडिया, खड़गपुर में ग्लो साइनबोर्ड और एसीपी साइनबोर्ड की आपूर्ति और स्थापना के लिए प्रतिष्ठित एजेंसी/विक्रेता से सीलबंद कोटेशन आमंत्रित कर रहा है।

निविदा जमा करने की अंतिम तिथि 19.10.2023 अपराह्न 3:00PM बजे तक है और निविदा तिथि 26.10.2023 अपराह्न 3:00AM बजे खोला जायेगा।

**मनजीत नायक**  
**निदेशक**  
**एसटीपीआई-कोलकाता**

**Seal & Signature of the Bidder**

**Limited Tender for Supply & Installation of Glow Signboard & ACP Signboard at STPI-Kharagpur**

Software Technology Parks of India, Kolkata, an Autonomous body under Ministry of Electronics and Information Technology, Govt. of India, invites sealed quotations from the reputed agency/vendor for Supply & Installation of Glow Signboard & ACP Signboard at STPI-Kharagpur , WBIIDC Industrial Growth Center, Plot No. 3, Sector B, Nimpura, Paschim Medinipur, Kharagpur-721303 WB.

Interested agency/ vendor can collect this bid document from STPI-Kolkata or STPI-Kharagpur office on all working days between 11:00 AM to 04:00 PM or may download from our official website <https://kolkata.stpi.in> & <https://kolkata.stpi.in/kharagpur>.

**The last date & time of submission of sealed quotations is 19<sup>th</sup> October 2023 on or before 03:00 PM.**

The agency/vendor have to submit the sealed quotation at Software Technology Parks of India, 2<sup>nd</sup> Floor, Weibel STP – II Building, Plot No.:53, Block – DN, Sector – V, Saltlake, Kolkata – 700 091 by Hand/ Post/ Currier.

The sealed quotations will be opened on 26<sup>th</sup> October,2023 at 03:00 P.M. at STPI-Kolkata.

**Manjit Nayak**  
**Director**  
**STPI-Kolkata**

**Seal & Signature of the Bidder**

### **General Terms & Conditions**

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

### **Scope of Work**

#### **(A) For Glow Signboard:**

1. Glow Signboard (12’ X 4’ incl. all accessories like aluminum, LED lights, wire, etc.) at roof top angle of STPI-Kharagpur building. The Glowsign Board must glow & shine properly with sufficient number of LED tube light).
2. The front facia should be vinyl board along with printed of color/material/text/logo & design as instructed/ provided by STPI.
3. The body material of the glow signboard should be of good quality.
4. The party will provide all man, material & transport for carrying & installation of glow signboard till the completion of installation process and successful testing at their own cost.
5. Specimen copy of Glow sign Board is given in ***Annexure – III***.

**Seal & Signature of the Bidder**

**(B) ACP Signboard:**

1. Supply & Installation of ACP Signboard (Size 8' x 3') in front of STPI-Kharagpur office building near office main gate.
2. The signboard must be made of Good GI material with Iron pole( Galvanized or GI ) and will be installed along with all other necessary items.
3. The both Iron pole must be installed upon the 2 nos. of concrete base of minimum 2ft. height from the ground.
4. The front facia should be printed of color/ material/ text/ logo & design as instructed/ provided by STPI.
5. The party will provide all man, material & transport for carrying & installation of glow signboard till the completion of installation process and successful testing at their own cost.
6. Specimen copy of ACP Sign Board is given in **Annexure – III**.

**Seal & Signature of the Bidder**

**Annexure – I**

**DETAILS OF BIDDING PARTY**

1. Name of the Company :

2. Full postal address :

Email id :

Mobile No. :

3. Name & designation of  
Authorized person :

4. PAN card no. :

5. GST registration no. :

6. Bank Account Details :

a. Name of the Bank :

b. Account No. :

c. Branch Address :

d. Branch Code :

e. IFSC Code :

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

**Seal & Signature of the Bidder**

**Annexure-II**

**Price Quote**

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

Signature :

Name :

Designation :

Seal :

Date :

Place :

**Seal & Signature of the Bidder**

**Annexure-III**

**Specimen copy of Glow Signboard**



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**Software Technology Parks of India**  
खड़गपुर / खड़गपुर / Kharagpur

**Specimen copy of ACP Signboard**



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**Software Technology Parks of India**

इलेक्ट्रॉनिक्स ও তথ্য প্রযুক্তি মন্ত্রণালয়, ভারত সরকার  
इलेक्ट्रॉनिक्स और सूचना प्रौद्योगिकी मंत्रालय, भारत सरकार  
Ministry of Electronics & Information Technology, Govt. of India,  
WBIDC Industrial Growth Center, Plot No. 3, Sector B,  
Nimpura, Paschim Medinipur, Kharagpur-721303, West Bengal.  
<https://kolkata.stpi.in/kharagpur> Phone: 03222234436, 03222233014.

Seal & Signature of the Bidder