

**TRIPURA UNIVERSITY**

(A Central University)  
Suryamaninagar  
Tripura West – 799022

**No.F.TU/FIN/Equip/13/Vol-XI/2023**

**Date: 27-06-2025**

**NOTICE INVITING e- TENDER**

Tripura University invite e- Tender from resourceful, experienced and bonafide supplier/firm for Design, Making, supply, fitting & fixing of Signages in the Tripura University Campus. The Details can be seen at Tripura University website: [www.tripurauniv.ac.in](http://www.tripurauniv.ac.in). However, for submission of documents please visit <https://eprocure.gov.in/eprocure/app>

**Sd/-**  
**[Sri Pranay Pal]**  
**Asstt. Registrar (Finance)**

**Signature Not Verified**

Digitally signed by PRANAY PAL  
Date: 2025.06.27 14:11:05 IST  
Location: eProcure-EPROC

# TRIPURA UNIVERSITY

## (A CENTRAL UNIVERSITY)

**Tender No:-** No.F.TU/FIN/Equip/13/Vol-XI/2023



### **E-TENDER Document for:**

**Name of the Item: -** Design, Making, supply, fitting & fixing of Signages in the Tripura University Campus.

# TRIPURA UNIVERSITY

(A Central University)

Suryamaninagar – 799022

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No.F.TU/FIN/Equip/13/Vol-XI/2023

Date: 27-06-2025

**Name of Item:** Design, Making, supply, fitting & fixing of Signages in the Tripura University Campus.

SL No.	SECTION	PARTICULARS	PAGE No.
1.	Section - I	List of Dates, Tender Details and	3
2	Section-II	General Terms & Conditions	8
2.	Section – III	Instruction to Bidder	11

(Sri Pranay Pal)  
Asstt. Registrar (Finance)

## **SECTION- I**

### **NOTICE INVITING TENDERS**

#### **LIST OF DATES**

# TRIPURA UNIVERSITY

(A Central University)

Suryamaninagar – 799022

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## **NOTICE INVITING e-TENDER**

1. Tripura University invite e- Tender from resourceful, experienced and bonafide supplier/firm for Design, Making, supply, fitting & fixing of Signages in the Tripura University Campus. The Details can be seen at Tripura University website: [www.tripurauniv.ac.in](http://www.tripurauniv.ac.in). However, for submission of documents please visit <https://eprocure.gov.in/eprocure/app>

### **List of Items with Specification and quantity**

Sl No	Name of item	Size of each Signage	Specifications	Qty.
01	Design, Making, supply, fitting & fixing of Signages (Department/Building Name)	16' X 4' = 64 Sqft	Blue ACP with Aluminum structure (size: 2½ inch X 1½ inch) with Tri-Lingual white stickering	31 Nos. (Tentative)

2. The tenderers fulfilling the required criteria as mentioned may download the tender document from the website <https://eprocure.gov.in/eprocure/app> and submit online as per the schedule given below. However, the tender documents can also be viewed in the website of the University [www.tripurauniv.ac.in](http://www.tripurauniv.ac.in).

Date and time of tender publication in the websites.	27-06-2025 at 3.00 PM
Date and time for closing of submission.	05-07-2025 at 10.00 AM
Date and time for opening of technical bid document.	07-07-2025 at 11.00 AM
Date and time for opening of financial bid.	08-07-2025 at 10.30 AM

## **SECTION- II**

### **General Terms & Condition**

### General Terms & Condition

1. **Scope of Work:** Design, Making, supply, fitting & fixing of Signages (Department/Building Name)
2. **Qualifying requirements:** The bidder must have experience in design, making, supplying and fitting & fixing of Signage.
3. The bidder should have been in existence for not less than three years in similar work in any Central Government organisation.
4. GST, PAN Number should be submitted along with tender document.
5. Valid Municipal Trade License from Agartala Municipal Corporation towards engagement in signage related business.
6. **An amount Rs. 500.00 (non-refundable cost of tender fee) in the form of Demand Draft in favour of Finance Officer, Tripura University on State Bank of India payable at Tripura University Campus Branch. Photocopy of the same is to be uploaded along with the tender documents and original DD has to be compulsorily deposited to Tripura University through post or by hand so as to reach the office of the Finance Officer on or before opening date and time of Technical Bid. Without receipt of Tender Fee, Financial Bid of vendor/ s shall not be considered.**
7. **EMD: An amount Rs.20,000.00 (Refundable) in the form of Demand Draft in favour of Finance Officer, Tripura University on State Bank of India payable at Tripura University Campus Branch. Photocopy of the same is to be uploaded along with the tender documents and original DD has to be compulsorily deposited to Tripura University through post or by hand so as to reach the office of the Finance Officer on or before opening date and time of Technical Bid. Without receipt of EMD, Financial Bid of vendor/ s shall not be considered.**
8. **Rate:** The bidder should quote the rate in Indian Currency per Sq. ft. i.e. INR and such rates are FOR destination basis i.e. at the site of Tripura University, Suryamaninagar-799022. Bidders are required to quote their rate inclusive of taxes.
9. **Time for Completion:** Delivery and installation of the items must be completed within 10 (Ten) days from the date of issue of supply order.
10. **Payment Terms:**
  - A. Payment will be made on actual measurement basis subject to certification/verification by the University.
  - B. 95% of the total payment will be made after completion of the work and certification by the concerned officials. Balance 5% will be kept as Performance

Security Deposit and will be released after one year from the date completion of all the works subject to satisfactory service.

- C. The contract shall be governed by the Laws and Procedures established by the Government of India and subject to exclusive jurisdiction of competent Court and Forum in Agartala only.
- D. Payment will be made strictly through RTGS/NEFT/Bank Transfer.
- E. **Note:** Tripura University reserves the right to reject any/all the quotations without assigning any reason thereof for the interest of the University and lowest rate may not be the only criteria for selection of the bid.



**SECTION - III**

**INSTRUCTIONS TO BIDDERS**

**Tripura University (A Central University)**, Suryamaninagar, Agartala, Tripura invites E-tenders for: **“Subject: - Making, supply, fitting & fixing, design & commissioning of Signage in the Tripura University Campus”** as per details given in the tender document uploaded on <https://eprocure.gov.in/eprocure/app>.

The offers, in the prescribed format, shall be submitted online at <https://eprocure.gov.in/eprocure/app> as per the tender document. No tender will be accepted in hard copy, fax, e-mail or any other such means. The intending bidders must be registered with e-tender website <https://eprocure.gov.in/eprocure/app>.

The tender document is also available on Tripura University (A Central University) website: <https://www.tripurauniv.ac.in/> for reference and viewing only but not for submission. **However, for the purpose of submission, the website <https://eprocure.gov.in/eprocure/app> should be referred to NIT (notice inviting tender).**

#### **Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the e-tender Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the e-tender Portal, prepare their bids in accordance with the requirements and submitting their bids online on the e-tender Portal.

More information useful for submitting online bids on the e-tender Portal may be obtained at: <https://eprocure.gov.in/eprocure/app>.

#### **REGISTRATION**

Bidders are required to enroll on the e-Procurement Portal (<https://eprocure.gov.in/eprocure/app>).

1. with clicking on the link **“Online bidder Registration”** on the e-tender Portal by paying the requisite **Registration fee through online banking.**
2. As part of the enrolment process, the bidders will be required to choose a unique user name and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication with the bidder.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (**Only Class III Certificates with signing + encryption key usage**) issued by any Certifying Authority recognized by CCA India (e.g. Sify/ TCS/ nCode/ eMudhra etc.), with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
6. Bidder then logs in to the site through the secured log-in by entering their user ID/password and the password of the DSC/ e-token.
7. The scanned copies of all original documents should be uploaded on portal.

**Annexure I**

**All the documents mentioned should be submitted/uploaded in the Central Procurement Portal**

**Technical Bid**

Sl No	Particulars	
01	Name of the Bidder / Firm / Agency / Vendor	
02	Address of the Bidder/Firm/Agency/ Vendor	
03	Valid Municipal Trade License from Agartala Municipal Corporation towards engagement in signage related business (copies to be submitted)	
04	PAN and GST Registration along with upto date GST clearance certificate issued by the competent authority (Copies to be submitted)	
05	Experience certificate/Work order supporting execution of similar works put to tender (Copies to be submitted)	
05.	EMD (Refundable) Amount ..... Transaction No..... Dt. .... Name of the drawing Bank .....	
06.	Cost of Tender Document (Non-Refundable) Amount ..... Transaction No..... Dt. .... Name of the drawing Bank .....	

**Declaration by the Bidder/ Firm/Agency/Vendor**

*I/we am/are submitting my/our best offer in response to your NIT vide No ..... Dated..... For further course of evaluation. I/ We have gone through the terms and conditions as mentioned and understood properly without any short of ambiguity. Therefore, all the informations given by me/us are true to the best of my/our knowledge and belief. I/ We bind myself/ourselves for compliance of all the terms and conditions as mentioned if the work is offered.*

*Signature of the Bidder/Firm/Agency/Vendor with seal*

Signature Not Verified

Digitally signed by PRANAY PAL  
Date: 2025.06.27 14:25:46 IST  
Location: eProcure-EPROC

