

NOTICE INVITING TENDER

**Tender Notice for the selection of an agency for the Design, Supply and
Installation of Name Boards in IIITM-K**

IIITM-K BUILDING, TECHNOPARK CAMPUS, KARIAVATTOM P.O. THIRUVANANTHAPURAM —
695581, KERALA
TELEPHONE 91-0471- 2784100

Website: <https://IIITM-K.ac.in/>

E-mail: info@IIITM-K.ac.in

(Tender Ref No IIITMK/164/PROJECT ADMINISTRATOR/2025 dtd 21.10.2025)



**Tender Notice for the selection of an agency for the Design,
Supply and Installation of Name Boards in IIITM-K**

Notice inviting Tender	Design, Supply and Installation of Name Boards in IIITM-K
Name of work	The Design, Supply and Installation of Sign Boards in IIITM-K
Tender Reference No.	IIITMK/164/PROJECT ADMINISTRATOR/2025
EMD (Earnest Money Deposit)	Rs: 1200/-
Tender Fee (non refundable)	Rs: 500/-(excluding GST)
Last date of bid submission	03.11.2025, 3 PM
Date and time for opening of quotations	03.11.2025, 4 PM
Bid validity period	12 months
Address for communication	IIITMK Building, Technopark Rd, Technopark Campus, Karyavattom, Kazhakkootam, Thiruvananthapuram, Kerala 695581 Tel: + 91 471 2700777/ 8281750754 Email: info@iiitmk.ac.in

Sealed tenders are invited for the Rate contract for Design, Supply and Installation of Sign Boards in IIITM-K. Interested bidders, those who have prior experience in doing the erection Sign Boards on towers are requested to submit the bid to "The Director, IIITM-K, IIITMK Building, Technopark Rd, Technopark Campus, Karyavattom, Kazhakkootam, Thiruvananthapuram, Kerala 695581".

I. Eligibility Criteria of the bidder

Sl No	Clause	Documents required
1	The bidder should have experience in successful execution of design, supply and installation of Sign Boards above Rs.One Lakh.	Copy of Work order / Work completion Letter in this regard to be submitted. The contact details of the client should be provided.

II. Scope of Work



Design, Supply and Installation of sign boards in IIITM- K.

Sl No	Item	Size	Type	Locations
1	IIITM-K Name Board	18 ft length*4ft height fitted in 15ft*3 inch diameter 3 legs with supporting stays on the roof top of IIITM-K Building	Acrylic Board with Illuminated LED Board	IIITM- K
2	IIITM-K Name Board	10ft length * 4ft height fitted in Stainless Steel BarLegs 15ft * 3 inch diameter.	ACP based Acrylic Illuminated LED Board	IIITM- K

III. Delivery Location

At Indian Institute of Information Technology and Management- Kerala, IIITMK Building, Technopark Rd, Technopark Campus, Karyavattom, Kazhakkootam, Thiruvananthapuram.

IV. Financial Bid:

Sl No	Bid Description	Unit Price (Including GST, inclusive of all taxes, design, printing, transportation, installation, loading, unloading or any other charges if any.)
1	IIITM-K Name Boards (18 ft length*4ft height)	
2	10ft length * 4ft height	

V. Terms & Conditions

- No bids shall be accepted after the stipulated date and time. IIITM-K reserves the right to accept or reject the entire quotation, without assigning any reason thereof at any stage.



- b. Validity: The rates quoted shall be valid upto 12 months. IIITM- K however, reserve the right to call for fresh quotations at any time during the period if considered necessary or extend the current rate with consent of L1 bidder.
- c. Prices to be quoted must be inclusive of THREE YEARS ONSITE WARRANTY support, onsite installation including all taxes and transportation to respective locations. During the warranty period for any issues like fading, Acrylic manufacturing issue bidder has to replace the board without any additional cost to IIITM- K.
- d. Order will be placed in phased manner. Delivery of boards and installation thereof to be made in IIITM- K. Delivery shall be made within 15 days from date of purchase order and installation has to be completed within 30 days from date of purchase order.
- e. Approximate requirement – 2 Unit sign boards/Display Boards. The quantities can be decreased or increased at the discretion of Director, IIITM- K. The prices should be inclusive of all taxes, design, printing, transportation, installation, loading, unloading etc. The quantity mentioned is an approximation only and actual quantity will be varied as per requirements of IIITM- K during the period of contract.
- f. IIITM- K will seek clarification from the bidder for the evaluation of bids and the decision taken by IIITM- K will be final. The bidder will be qualified for evaluation, only if the firm meets the eligibility criteria and submitted the proof of the documents as mentioned in this tender document.
- g. Earnest Money Deposit (EMD) and tender fee shall be submitted in the form of DD to Director, IIITM- K at the time of submission of bid. The bids will be rejected if the EMD is not submitted. MSME firms will be exempted from EMD and tender fee.
- h. The financial bid to be submitted as per the format given above, **and in sealed cover.**
- i. Any bid received after the time fixed on the due date is liable to be rejected.
- j. IIITM-K reserves the right to reject any bid or re-tender or cancel the tender process without assigning any reasons what so ever and without incurring any liability to the bidder.

VI. Payment Terms

- a. On supply of sign board at respective locations 60% of payment and after Installation 30% of payment will be released and rest 10% will be paid after on expiry of warranty period of THREE YEARS.
- b. In case of failure on the part of the vendors to provide warranty / sustain repair or maintenance work to the satisfaction of IIITM-K, IIITM-K reserves the right to withheld the 10% amount and any of the dues to vendor, terminate the contract with immediate effect.
- c. Damage during supply/shipment will not be accepted and payment will not be released. Supplier must replace the damaged boards within 15 days.
- d. Payment will be released within 30 days on submission of invoices, photo and installation certificate duly signed by DPMS.



VI. Document check list

Cover No	Clause	Documents required	Compliance
1.	Demand Drft and Tender Fee in favour of Director, IIITM-K for the mentioned amount.	Original Demand Draft	Yes / No
		Copy of work order /	
2.	The bidder should have experience in successful execution of design, supply and installation of Sign Borads above Rs.One Lakh.	Work completion Letter in this regard to be submitted. The contact details of the client should be provided.	Yes / No
	Financial Bid as per section IV (in a sealed cover)	Financial bid	Yes / No

DIRECTOR
IIITM-K

* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.

