



आरतीय गुणवत्ता परिषद्
QUALITY COUNCIL[®]
OF INDIA
Creating an Ecosystem for Quality

Tender ref. no. QCI/WTC/0425/426

Dated: - 11.04.2025

**Request for Proposal
for
Supply and Installation of External Signage**



QUALITY COUNCIL OF INDIA
2nd Floor, Institution of Engineers Building
2, Bahadur Shah Zafar Marg, New Delhi – 110002
T: +91-11-23378056 / 57; F: +91-11-23378678
W: www.qcin.org E: info@qcin.org

Table of Contents

Table of Contents	2
I. INTRODUCTION	5
II. SCOPE OF WORK.....	5
III. ELIGIBILITY CRITERIA.....	6
IV. TERMS & CONDITIONS	7
V. SUBMISSION OF PROPOSALS.....	15
Annexure-A.....	18
Form 1: Covering letter with the Proposal in response to RFP Notice	18
Form 2: Relevant Project Experience for completed projects	19
Form 3: Details of the responding firm	19
Form 4: Format for Non-Blacklisting Undertaking	22

Tender Notice

1. Quality Council of India invites proposals for **“Supply and Installation of External Signage”**
2. The content of this Request for Proposal (RFP) enlists the requirements of the QCI. It includes the Bidding Terms which details out all that may be needed by the potential bidders to understand the terms and bidding process and explain the contractual terms that the QCI wishes to specify at this stage.
3. After the submission of the Technical and Financial Proposals according to the instructions provided in the sections below, the bids will be evaluated through a two-stage process.
4. The Documents to be submitted:
 - A. The “Technical Bid” shall contain the following:
 - i. Form 1, 2, 3, and 4 attached under Annexure-A
 - ii. All the documents required as per eligibility criteria in Clause III
 - iii. Any other details that the bidder may like to provide
 - B. The “Price Bid” shall be submitted as per format given in Clause V
5. The Technical Bids and Financial Bids should be submitted in separate envelopes enclosed into an outer envelope to Deputy Director (Accounts), Quality Council of India 2nd Floor, 2, Bahadur Shah Zafar Marg, New Delhi-110002, inside a sealed envelope super-scribing **“Supply and Installation of External Signage” on or before April 15, 2025 latest by 5 PM.**

TENDER DOCUMENT FOR HIRING “Supply and Installation of External Signage”

Tender ref. no. QCI/WTC/0425/426

Tender Summary

S. No.	Item	Details
1.	Project Scope	Supply and Installation of External Signage
2.	Contract Duration	Ten (10) Days
3.	Performance Bank Guarantee	5% of total contract value
4.	Proposal Selection	Least Cost System
5.	Earnest Money Deposit (EMD)	₹ 20,000
6.	Bid Validity	120 days
7.	Submission details	Deputy Director (Accounts), Quality Council of India 2nd Floor, 2, Bahadur Shah Zafar Marg, New Delhi-110002, inside a sealed envelope super-scribing “ Supply and Installation of External Signage ” on or before April 15, 2025 latest by 5 PM.

I. INTRODUCTION

Quality Council of India (QCI)

Quality Council of India (QCI) is a premier autonomous body set up by Government of India. QCI is responsible for creating a Quality Mindset and envisions to ensure quality across products and services that touch every citizen. As an independent and autonomous body, QCI creates a mechanism for independent third-party assessments of products, services, and processes, coordinating its activities through its constituent boards and divisions. The Department for Promotion of Industry and Internal Trade (DPIIT), Ministry of Commerce & Industry, serves as the nodal point for QCI. QCI plays a pivotal role in propagating, adoption and adherence to quality standards in all important spheres of activities including education, healthcare, environment protection, governance, social sectors, infrastructure sector and such other areas of organized activities that have significant bearing in improving the quality of life and well-being of the citizens of India.

To achieve this, QCI is playing a pivotal role in propagating, adoption and adherence to quality standards in all important spheres of activities including education, healthcare, environment protection, governance, social sectors, infrastructure sector and such other areas of organized activities that have significant bearing in improving the quality of life and well-being of the citizens of India.

It functions through its five constituent Boards and Project Implementation Divisions to establish National Accreditation Programme and Third-Party Assessment models with an aim to improve the quality ecosystem of the nation.

II. SCOPE OF WORK

The service provider is required to supply External Signage at **Quality Council of India, Tower J and Tower K, World Trade Centre, Nauroji Nagar, New Delhi -110029**. The required details are mentioned below:

S No	Description of items	Qty	Unit
	SIGNAGE-1: 3D "LOGO & QCI" BRANDING SIGN (HIGH LEVEL) as per below specs		Set
1	Designing, manufacturing, supplying, testing, commissioning and installation of External 3D channel letters backlit Signage to be installed on the top right corner of the building over the glass. SIZE - Complete Dimension for the Signage WXH (in meters) - 22x2.2 meters (exact Site Measurements). SIGNAGE BODY - 3D QCI Signage Fabricated out of Aluminium flange notch of 1.5 mm thick back and 1 mm thick on side profile with the depth of 150 mm. FRONT FACE OF THE LETTER - Imported Luxan Brand Poly Carbonate white translucent sheet 3 mm for the easy light illumination. WARRANTY - 5 Years at no further cost. All the letters will be waterproof, dustproof, weatherproof with powder-coated aluminium with an anodized finish on side aluminium strips. For maximum visibility in day and night and more even and uniform illumination.	1	

TENDER DOCUMENT FOR HIRING "Supply and Installation of External Signage"
 Tender ref. no. QCI/WTC/0425/426

	<p>Signage Actual Letter height (In Inches) - 42 Inches, Total 21 Letters, LOGO SIZE - 64 Inches, Total Running Inches - 946 Inches, Actual Signage width - 20 Meters, Margin and space given from left and right corner is 4 Feet (approx.) and from top and bottom is 1 Feet (approx.). LED MODULES - Inserted of Osram brand 1.8-watt power with cool light or natural white light effect of 6-8000k colour temperature. All power supplies / transformers shall be at least IP 66 Rated as per European standards best in its class for illuminating "QCI" Signage. with CE listed Teflon coated cables, reflectors, silicon end caps, silicon sleeves, weatherproof treatment etc. The signage to have perfect edge to edge illumination. All graphics and text shall be uniformly illuminated with NO HOT SPOTS Visible. THE SIGNAGE WILL HAVE VERY STRONG DAY AND NIGHT VISUAL EFFECT. Signage will be secured and fixed on the Tubular galvanized steel using appropriate Hilti make non-corrosive fasteners. (Please refer Drg- Signage fixing detail) powder coated with the matching sky-blue glass colour to be clearly transparent from the distance with dimensions of 1.5"x1" with 50 mm x 25 mm back side angle structure for the foundation and strong support. TIMELINE - It will take around 12-15 days from manufacturing to execution or installation for the external 3d channel letters backlit signages (Including 3-4 days of installation).</p> <p>Provision of a timer system for the specified light fixture is to be included. Wiring must be carried out from the 2nd floor to the connection point for the same light. All costs related to the supply, installation, and commissioning of the timer system and associated wiring shall be included in the quoted rates.</p> <p>NOTE - SAFETY EQUIPMENT AND BELTS ARE NECESSARY FOR THE SAFETY OF THE WORKERS AND HAVE A PROPER INSURANCE FOR THE SAME AS PER THE CONFORMATION STANDARDS to protect workers' rights and ensure fair labor practices, including the Contract Labour (Regulation and Abolition) Act, 1970, the Payment of Wages Act, 1936, and the Factories Act, 1948.</p> <p>Note: The shortlisted bidder shall also submit structural analysis report for the durability of signage after completion of work</p>		
1.1	<p>Use powder-coated aluminium with an anodized finish Required UV-resistant polycarbonate for the front face to prevent yellowing over time. Opt for lens-focused LEDs to achieve better light spread with fewer modules. Include dimmer functionality for automatic brightness adjustment at night based on ambient light. Use laser-cut profiles with TIG welding for cleaner edges and a more refined finish. With galvanized steel to completely eliminate the risk of rusting. Install rubber vibration isolators where the signage meets the façade to avoid stress damage over time.</p>		
2	Cost of standardized Scaffolding/cradle for this type of work with the necessary safety equipment as required Including installation and Transportation as well.	1	Lum

III. ELIGIBILITY CRITERIA

S. No.	Basic Requirements	Specific Requirements	Document(s) Required
1	Legal Entity	The Bidder(s) interested in participating in the Selection Process must be a duly registered	Registration documents of the Bidder as a company/firm or any legal entity along with: i. Certificate of the company

TENDER DOCUMENT FOR HIRING "Supply and Installation of External Signage"

Tender ref. no. QCI/WTC/0425/426

		<p>legal entity in India, under any one of the following categories: -</p> <ul style="list-style-type: none"> • A Limited Liability Partnership ("LLP") registered under the LLP Act,2008; • an Indian Company ("Company") registered under the Companies Act, 1956/ 2013; • a "Partnership Firm" registered under the Indian Partnership Act, 1932; • a Sole Proprietorship firm, registered as such under the Applicable Laws of India <p>With minimum 3 years of existence at the time of submission of the bid.</p>	<p>ii. PAN Card of the registered legal entity</p> <p>iii. GST certificate of the registered legal entity</p> <p>iv. Certified copy of registered Partnership Deed; copy of Statement filed in the Register of Firms disclosing names, addresses and relevant details of ALL partners of the Partnership Firm</p> <p>v. MSME Certificate (if applicable)</p> <p>vi. Any other supporting document, as may be required</p>
2	Average Annual Turnover	<p>The bidding entity must have minimum average annual turnover of ₹ 1 crore or more in the last three financial years (i.e., 2021-22, 2022-23 and 2023-24).</p>	<p>i. Audited Financial Statements of FYs 2021-22, 2022-23 and 2023-24; or</p> <p>ii. Turnover certificate by CA (original) with FRN Number and UDIN Number for FYs 2021-22, 2022-23 and 2023-24</p>
3	Technical Capability & Experience	<p>The Bidder should have at least three work orders of ₹ 25 lakhs or more for providing same services to Central/ State Govt departments/ PSUs/ Autonomous bodies or any government department/ banks/private organisations in last three Financial years and up to last date of original submission of Bid as per below details.</p>	<p>Work Order / Work Completion Certificates issued by Client.</p>
4	Non-Blacklisting declaration	<p>The bidder shall not have been blacklisted by any central or state government agency, PSU etc. in the last 5 years preceding the proposal due date.</p>	<p>As per format in Form 4 of Annexure-A signed and stamped on company letterhead</p>

Interested Bidders submitting their proposals are expected to meet the above eligibility criteria.

In case any Bidder fails to either meet all these criteria or does not furnish the requisite supporting documents/ documentary evidence in support thereof, the bid is liable to be summarily rejected.

IV. TERMS & CONDITIONS

TENDER DOCUMENT FOR HIRING "Supply and Installation of External Signage"

Tender ref. no. QCI/WTC/0425/426

1. **Contract Duration:** The contract will be assigned for a period of 10 days from the date of issuance of the work order, which may be extended further, subject to satisfactory performance of the service provider on the same terms & conditions and the requirements of QCI.
2. **Earnest Money Deposit (EMD)/ Bid Security:** Bidders shall submit, along with their Bids, Bid Security (EMD) of **₹ 20,000** as per the details mentioned below:
 - i. By demand draft in favour of Quality Council of India, payable at New Delhi, or
 - ii. Deposit through RTGS/ NEFT as detail under**: -

TENDER DOCUMENT FOR HIRING "Supply and Installation of External Signage"
Tender ref. no. QCI/WTC/0425/426

**For payment of EMD through Bank transfer:

Name of the Bank	Axis Bank LTD, 6/83, Padam Singh Road, Karol Bagh, New Delhi
Name of the Account	Quality Council of India
Saving Bank Account	223010100053020
IFSC Code	UTIB0000223

Note:

- i. NO CHEQUES WILL BE ACCEPTED. The applicant whose Tender Fee and EMD has been deposited by NEFT/RTGS, must enclose the transaction details/ evidence along with their technical bid, otherwise the bid will be rejected.
- ii. Bid security in any other form will not be entertained.
- iii. No interest will be payable to the Bidder on the amount of the EMD. Unsuccessful Bidder's EMD will be discharged/ returned as promptly as possible, but not later than 30 days of completion of the process
- iv. In case bid is submitted without the bid security then QCI reserves the right to reject the bid without providing opportunity for any further correspondence to the bidder concerned. The EMD may be forfeited:
 - If a bidder withdraws its bid during the period of bid validity.
 - Bidder does not respond to requests for clarification of its Proposal.
 - Bidder fails to provide required information during the evaluation process or is found to be nonresponsive.
 - In case of a successful bidder, if the bidder fails to sign the contract in accordance with this RFP.

3. **Exemption of EMD for MSEs/ Startups applicant:** "Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) and Startups as recognized by Department for Promotion of Industry and Internal Trade (DPIIT)" are exempted from submission of EMD (Bid security) in this tender. Bidders claiming exemption of EMD under this rule (170 of GFR) are however required to submit a signed Bid securing declaration accepting that if they withdraw or modify their Bids during the period of validity, or if they are awarded the contract and they fail to sign the contract, or to submit a performance security before the deadline defined in the request for bids document, they will be suspended for the period of 24 months from being eligible to submit Bids for tenders with QCI. Scan copy of the signed documents related to exemption of EMD along with Bid Security Declaration shall be submitted at the time of submission of bid.

Note: MSEs with trading as major activity will not be allowed exemption for payment of EMD.

4. **Performance Security:** The selected Bidder shall submit irrevocable Performance security, within 15 days from the Notification of award, for a value equivalent to **5% of the contract value**. The Performance security submitted in the form of Bank Guarantee shall contain a claim period of three months from the last date of validity. The bank guarantee shall be valid for the period of 12 months from the date of issuance of work order plus three (03) months of claim period. The selected Bidder shall be responsible for extending the validity date and claim period of the Performance Bank Guarantee as and when it is due on account of non-completion of the delivery and Warranty period.

TENDER DOCUMENT FOR HIRING "Supply and Installation of External Signage"

Tender ref. no. QCI/WTC/0425/426

The selected vendor can submit e-PBG OR physical copy of Performance Guarantee should be submitted at QCI-HO within 15 days from the notification of award. The selected bidder would be required to send SFMS code while creation of PBG to the IFSC code provided by QCI.

In case the selected bidder fails to submit a Performance Guarantee within the time stipulated, QCI at its discretion may cancel the order placed on the selected bidder without giving any notice. QCI shall invoke the performance guarantee in case the selected bidder fails to discharge their contractual obligations during the period or QCI incurs any loss due to bidder's negligence in carrying out the project implementation as per the agreed terms & conditions.

5. Payment Terms:

- i. Payment will be made after 100% Completion of Work and within twenty (20) days of submission of tax invoice(s) complete in all respect.
- ii. Incorrect Invoices, Under/Over Payment: In case an invoice is found to have been rendered incorrectly after payment, any underpayment or overpayment will be recoverable by or from the Service provider, as the case may be, and, without limiting recourse to other available means, may be offset against any amount subsequently due by QCI to the Service provider under this contract.

6. The Agency shall be solely responsible for discharge of all the legal obligations/statutory requirements under various labour legislations as may be in force from time to time in so far as the workmen engaged by him for this work are concerned. Such deployed manpower or the Agency will have no right or claim of any kind from QCI.

7. The responsibility of fulfilling the requirements, of EPF, ESIC and other allowances of the deployed resource shall be of the agency

8. Conflict of Interest:

- i. QCI requires that the Service Provider provides professional, objective, and impartial advice and at all times hold the QCI's interest paramount, avoid conflicts with other assignments or its own interests, and act without any consideration for future work.
- ii. The Service Provider shall not accept or engage in any assignment that would be in conflict with its prior or current obligations to other clients, or that may place it in a position of not being able to carry out the assignment in the best interests of the QCI.
- iii. In the event that a Service Provider identifies a potential conflict of interest, they shall make a disclosure to QCI as soon as any potential conflict comes to their notice but in no case later than 7 (seven) days from any breach of this obligation of disclosure shall be construed as Conflict of Interest. QCI shall, upon being notified by the Service Provider under this Clause, decide whether it wishes to terminate this service or otherwise, and convey its decision to the service provider within a period not exceeding 15 (fifteen) days.

9. **Fraud/Corruption:** QCI requires that the service provider throughout the execution of the Contract adhere to the highest ethical standards. In pursuance of this policy, QCI defines, for the purpose of this paragraph, the terms set forth as applicable to both the parties:

TENDER DOCUMENT FOR HIRING “Supply and Installation of External Signage”

Tender ref. no. QCI/WTC/0425/426

- i. “corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value (whether in cash or kind) to influence the action of a public official in the selection process or in Contract execution.
- ii. “fraudulent practice” means a misrepresentation or omission of facts in order to influence a selection process or the execution of a Contract.
- iii. “collusive practices” means a scheme or arrangement between two or more service providers with or without the knowledge of QCI, designed to establish prices at artificial, non-competitive levels.
- iv. “coercive practices” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or affect the execution of a Contract; and
- v. QCI will terminate the Contract, either indefinitely or for a stipulated period of time, if at any time it determines that the service provider has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in executing, a Contract.

10. Termination of Contract:

i. Termination for Default

QCI reserves the right to terminate / short close the contract, without prejudice to any other remedy for breach of contract, by giving 15 days' notice if the Service Provider fails to perform any obligation(s) under the contract and if the Service Provider, does not cure their failure within a period of 7 days (or such longer period as QCI may authorize in writing) after receipt of the default notice from QCI.

ii. Termination for Insolvency

QCI may at any time terminate the contract by giving written notice without compensation to the Service Provider, if the Service Provider becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to QCI.

iii. Termination for Convenience

QCI may by written notice sent to Service Provider, terminate the contract, in whole or part, at any time for its convenience, by giving 15 days' notice. However, the payment shall be released to the extent to which performance of work executed as determined by Service Provider till the date upon which such termination becomes effective.

iv. The Service Provider may terminate this contract, or any particular Services, by giving 15 days' written notice to QCI, if the Service Provider reasonably determines that the Service Provider can no longer provide the Services in accordance with applicable law or professional obligations.

11. The service provider should adhere to laws of land and rules, regulations and guidelines prescribed by various regulatory, statutory and Government authorities which are applicable to respective business, obligations and subject matters of the contract. QCI reserves the right to conduct an audit / on-going audit of the services provided by the service provider. QCI reserves the right to ascertain information from organizations to which the service providers have rendered their services for execution of similar projects.

12. **Ethics:** QCI expects all assessors, Service Provider to show highest ethical standards during the course of the assignment; if any complaints/information regarding any incident of bribery, corrupt payment, an unauthorized offer etc., is brought to the fore, the Service Provider shall take the necessary action (to the extent of expulsion/removal) as per its organization rules and laws applicable at that time; QCI is absolved of any liability/claim arising out of any such above situations; all personnel should have signed the code of conduct with the Service Provider and any conflict of interest shall be declared to QCI.
13. **Written Undertakings:** QCI may at any time require the Service Provider and its employees/advisors/professionals/ contractors, to whom confidential information may be disclosed in the course of execution of contract, to give a written undertaking in the form of a deed reasonably accepted to QCI and relating to the use and non-disclosure of the confidential information relating to QCI or any Government Department or relating to any Ministry and or such other information that QCI suggests to be confidential. Upon receiving a request aforesaid the Service Provider must promptly arrange for all such undertakings to be given to QCI.
14. **Subcontracting:** There must be no further subcontracting without prior written consent of QCI; all manpower deployed by the Service provider shall be on-roll employees of the Service provider or must have a direct employment contract with the Service provider.
15. **Health, Safety and Environment:**
 - i. **Safety:** - The Successful bidder(s) shall observe and comply with all laws, regulations, restrictions, guides and issued by any authority having jurisdiction in the respect of the Site relating to health, safety and environment.
 - ii. **Obligations of Successful bidder(s):** - It shall be the Successful bidder(s)'s obligation to determine at all times whether the Services can be safely continued or undertaken including, without limiting the generality of the foregoing, determining by the Successful bidder(s)'s own inspection that all Successful bidder(s)'s Equipment is loaded and/or stored in a proper and safe manner and that the Successful bidder(s)'s Equipment is in all respects suitable to undertake the Services in the then existing conditions. Further, Successful bidder (s) shall ensure that equipment or rubbish in any form originating from the Services will be collected promptly in a place at the Site suitable for ready and prompt removal there from.
 - iii. **Responsibility for Safety of Successful bidder (s)'s Personnel:**
 - a. The Successful bidder (s) Shall, throughout the duration of the Contract be responsible for the safety of their Personnel and agrees that the Successful bidder (s) 's Personnel, whilst on the Site.
 - b. at all times provide appropriate and adequate personal protective equipment and safety equipment to their Personnel.
 - c. have proper arrangements in place for the effective supervision of the execution of the Services by their Personnel so as to ensure safe and proper execution of the Services.

16. **Compliance with QCI's Instructions:** Without prejudice to the foregoing provisions of this Clause, the Successful bidder(s) shall comply with all safety instructions of QCI consistent with the provisions of the Contract including, without limitation, the safety instructions of any of QCI's other Supplier(s).
17. **Emergency:** Notwithstanding any other provisions of this Clause, QCI shall be entitled in the event of any emergency (including, without limitation), with immediate effect, to direct the Successful bidder(s)'s Personnel as it considers fit and to use as it considers fit all or part of the Successful bidder(s)'s Equipment, if any.
18. **Reporting:** The Successful bidder(s) shall immediately inform QCI in writing when an incident or accident occurs (including, without limitation, any fatality, lost time incident, medical treatment case, first aid case near miss or any other loss related incident) in any way connected with the Services, whether or not it may affect any operations of the QCI or the operations of others working on behalf of QCI, and shall maintain accurate records thereof. Any fatality or major accident or incident shall be reported to the QCI within 24 hours of occurrence.
19. **Permits and Authorizations:**
 - i. Except to the extent that the same have been obtained by the Corporation, the Successful bidder (s) shall, at its own cost, be responsible for obtaining all certificates, licenses, permits, clearances, approvals and authorizations required for the performance of the Services and in respect of the Successful bidder(s) Equipment and the Successful bidder(s) Personnel and for all approvals and permits required for the Successful bidder(s) to engage in business and provide services of the nature contemplated by this Contract.
 - ii. The Successful bidder(s) shall apply for appropriate licenses, if any required for the completion of scope of work stipulated under the contract.
20. **Laws:** The Successful bidder (s), during the period of this Contract, shall be responsible for maintaining legal and statutory compliances (the "Compliances"), if any required for the execution of the contract, with respect to its Equipment(s), Personnel(s) employee(s) and/or nominees, including payment of all relevant social security benefits, under all the Labour Law legislations, as may be applicable to the Successful bidder (s), from time to time.
21. **Indemnity:** The Successful bidder(s) shall defend, indemnify and hold the Corporation harmless from and against any Claim, in connection with Clause (Permits and Authorizations) and (Laws), which may be levied or imposed on the Successful bidder(s) or its sub-contractor(s) by any Government Authority, State Government/ Local Authority arising out of or in connection with the performance of this Contract.
22. **Liability for Personnel:** Through participation in this tender enquiry, the bidders are bound to indemnify the Corporation against all claims whatsoever, in respect of the personnel engaged by them for fulfilment of the contract, under the Workmen's Compensation Act, 1923 or any statutory modification thereof, or otherwise for in respect to any damage or compensation payable in consequence of any accident or injury.

23. **Limitation of Liability:** Except in cases of criminal negligence or wilful misconduct, the aggregate liability of the supplier to the Corporation, whether under the contract, in tort or otherwise, shall not exceed two times of the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier to indemnify the Corporation.
24. **Removal of Data:** The Service Provider must ensure that its employees/ professionals' subcontractors and/ personnel do not:
 - i. remove any data or allow any data concerned with this contract to be removed from the places as notified/directed by QCI; or
 - ii. take any data or allow any data to be taken outside of India, without QCI's prior written consent.
25. **Security:** The Service Provider shall not disclose the details of this Contract with any third party at any point of time unless required by law. That the Service Provider and its employees/professionals/personnel are only authorized to access the information shared and or collected under this project and no third party shall have any access to any information either written or oral without the written consent of QCI.
The Service Provider shall ensure that all the data collected and processed and information received under this project or during the execution of this project and or required to be shared with QCI, by the Service Provider under this Contract shall be in totally secure mode and that the Service Provider shall take all necessary steps to prohibit any unauthorized sharing/publishing of data in the public domain or with any other party or person who is not authorized by QCI to receive such information and or data. That the Service Provider shall ensure that all the data collected and information received under this contract shall be used only for the purpose of execution of this contract and once the purpose of this contract is fulfilled then all the papers, drawings, notes, memoranda, manuals, specifications, designs, devices, documents, diskettes, CD's, DVD's. Tapes, Trade Secrets and any other material on any media containing or disclosing any confidential or proprietary technical or business information shared during the course of execution of this contract shall be returned to QCI.
26. **Indemnity:** Service Provider undertakes to indemnify QCI from and any losses that QCI may incur due to any deficiency in services rendered by Service Provider or any instance of corruption or improper payment.
27. **Taxes & Duties:** The service provider shall be liable to pay all direct and indirect taxes, duties, fees and other impositions levied under the laws of India.
28. **Maintenance of Confidentiality:** The service provider must not divulge any confidential information and assure that reasonable steps are taken to provide for the safe custody of any and confidential information in its possession and to prevent unauthorized access thereto or use thereof. The service provider must not, without the prior written consent of QCI, disclose any confidential information of QCI or any government department or relating to any ministry or any other party. In giving written consent to the disclosure of confidential information, QCI may impose such conditions as it thinks fit, and the service provider must comply with these conditions. Confidentiality clause shall survive the termination of contract or contract expiry period.

29. Force Majeure: Neither party shall be held responsible for non-fulfillment of their respective obligations due to the exigency of one or more of the force majeure events such as but not limited to Acts of God, war, flood, earthquakes, strike, lockouts, epidemics, pandemics, riots, civil commotion etc., provided on the occurrence and cessation of any such events. The affected party thereby shall give a notice in writing to the other party within one week of such occurrence or cessation. If the force majeure conditions continue beyond six months, the parties may then mutually decide about the future course of action.

Force Majeure shall not include:

- i. any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor
- ii. any event which a diligent Party could reasonably have been expected both to take into account at the time of the signing of the Contract and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder.
- iii. Insufficiency of funds or manpower or inability to make any payment required for execution of services under this Contract.

30. Rescinding of Work order: The work order issued by QCI to Service Provider for the above scope can be withdrawn at any time by giving a notice period of 7 days if a Service Provider fails to perform/execute work as per the requirements specified in this document after two warnings (served in writing) or in case of non-compliance/breach of any of the terms and conditions of this order.

31. Disclaimer: QCI shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered. QCI reserves the right.

- i. To reject any/all applications without assigning any reasons thereof.
- ii. To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the QCI without assigning any reasons thereof.
- iii. To include any other item in the Scope of work at any time after consultation with applicants or otherwise
- iv. To adopt method deemed fit to evaluate the proposals.
- v. To select multiple Service Provider for the project for allocation of work in different areas if it meets the essential criteria for qualification.

V. SUBMISSION OF PROPOSALS

The intending Service Provider is expected to prepare proposals covering the following aspects:

A. Technical Bid

The "Technical Bid" shall contain the following:

- i. Signed and stamped Form - 1, 2, 3, and 4 attached as Annexure-A
- ii. All the supporting documents as detailed in eligibility criteria
- iii. Any other details that the bidder may like to provide.

TENDER DOCUMENT FOR HIRING "Supply and Installation of External Signage"

Tender ref. no. QCI/WTC/0425/426

B. Financial Bid:

The bidder should submit the proposal as per the following format, stamped and signed by the authorized signatory on the company letterhead:

S No	Description of items	Qty	Unit	Rate (₹)*	Amount (₹)*
	SIGNAGE-1: 3D "LOGO & QCI" BRANDING SIGN (HIGH LEVEL) as per below specs		Set.		
1	<p>Designing, manufacturing, supplying, testing, commissioning and installation of External 3D channel letters backlit Signage to be installed on the top right corner of the building over the glass. SIZE - Complete Dimension for the Signage WXH (in meters) - 22x2.2 meters (exact Site Measurements). SIGNAGE BODY - 3D QCI Signage Fabricated out of Aluminium flange notch of 1.5 mm thick back and 1 mm thick on side profile with the depth of 150 mm. FRONT FACE OF THE LETTER - Imported Luxan Brand Poly Carbonate white translucent sheet 3 mm for the easy light illumination. WARRANTY - 5 Years at no further cost. All the letters will be waterproof, dustproof, weatherproof with powder-coated aluminium with an anodized finish on side aluminium strips. For maximum visibility in day and night and more even and uniform illumination.</p>	1			
1.1	<p>Signage Actual Letter height (In Inches) - 42 Inches, Total 21 Letters, LOGO SIZE - 64 Inches, Total Running Inches - 946 Inches, Actual Signage width - 20 Meters, Margin and space given from left and right corner is 4 Feet (approx.) and from top and bottom is 1 Feet (approx.). LED MODULES - Inserted of Osram brand 1.8-watt power with cool light or natural white light effect of 6-8000k colour temperature. All power supplies / transformers shall be at least IP 66 Rated as per European standards best in its class for illuminating "QCI" Signage. with CE listed Teflon coated cables, reflectors, silicon end caps, silicon sleeves, weatherproof treatment etc. The signage to have perfect edge to edge illumination. All graphics and text shall be uniformly illuminated with NO HOT SPOTS Visible. THE SIGNAGE WILL HAVE VERY STRONG DAY AND NIGHT VISUAL EFFECT. Signage will be secured and fixed on the Tubular galvanized steel using appropriate Hilti make non-corrosive fasteners. (Please refer Drg- Signage fixing detail) powder coated with the matching sky-blue glass colour to be clearly transparent from the distance with dimensions of 1.5"x1" with 50 mm x 25 mm back side angle structure for the foundation and strong support. TIMELINE - It will take around 12-15 days from manufacturing to execution or installation for the external 3d channel letters backlit signages (Including 3-4 days of installation).</p> <p>Provision of a timer system for the specified light fixture is to be included. Wiring must be carried out from the 2nd floor to the connection point for the same light. All costs related to the supply, installation, and commissioning of the timer system and associated wiring shall be included in the quoted rates.</p> <p>NOTE - SAFETY EQUIPMENT AND BELTS ARE NECESSARY FOR THE SAFETY OF THE WORKERS AND HAVE A PROPER INSURANCE FOR THE SAME AS PER THE CONFORMATION STANDARDS to protect workers' rights and ensure fair labor practices, including the Contract Labour (Regulation and Abolition) Act, 1970, the Payment of Wages Act, 1936, and the Factories Act, 1948.</p> <p>Note: The shortlisted bidder shall also submit structural analysis report for the durability of signage after completion of work</p>				

TENDER DOCUMENT FOR HIRING “Supply and Installation of External Signage”
 Tender ref. no. QCI/WTC/0425/426

	Use powder-coated aluminium with an anodized finish Required UV-resistant polycarbonate for the front face to prevent yellowing over time. Opt for lens-focused LEDs to achieve better light spread with fewer modules. Include dimmer functionality for automatic brightness adjustment at night based on ambient light. Use laser-cut profiles with TIG welding for cleaner edges and a more refined finish. With galvanized steel to completely eliminate the risk of rusting. Install rubber vibration isolators where the signage meets the façade to avoid stress damage over time.				
2	Cost of standardized Scaffolding/cradle for this type of work with the necessary safety equipment as required Including installation and Transportation as well.	1	Lum		
TOTAL AMOUNT (₹) *					

**Exclusive of taxes*

Please mention the following in preparing your bid:

- Dated this [date / month / year]
- Authorized Signatory (in full and initials)
- Name and title of signatory.
- Duly authorized to sign this proposal for and on behalf of [Name of service provider]
- Name of the Firm
- Address of the Firm

C. Submission Details

1. The Applicants shall submit the proposals submitted in separate envelops enclosed into an outer envelope to Deputy Director (Accounts), Quality Council of India 2nd floor, 2, Bahadur Shah Zafar Marg, New Delhi-110002, inside a sealed envelope super-scribing “**Supply and Installation of External Signage**” on or before **April 15, 2025 latest by 5 PM**.
2. Bids/Proposals not conforming to the prescribed format and not containing all the relevant documents /information would be summarily rejected.
3. The original proposal (Technical Proposal and Financial Proposal) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder itself. Any such corrections must be authenticated by the persons or person who sign(s) the proposals. All the pages of the proposal/ bid document must be sequentially numbered and must contain the list of contents with page numbers. Any deficiency in the documentation may result in the rejection of the Bid.
4. All pages of the bid including the duplicate copies, shall be signed and stamped by the authorised signatory.
5. Please Note that Prices must not be indicated in the Technical Bid.

For any queries, you may please contact the below

Procurement Team, QCI

Email id: procurement@qcin.org

Annexure-A

Form 1: Covering letter with the Proposal in response to RFP Notice

(To be submitted on the Letterhead of the responding firm)

To,
Deputy Director (Finance & Accounts),
Quality Council of India,
Institution of Engineers Building,
2nd Floor, 2, Bahadur Shah Zafar Marg, New Delhi-110002

Subject: Submission of proposal in response to the RFP for "**Supply and Installation of External Signage**".

Dear Sir,

1. Having examined the RFP document, we, the undersigned, herewith submit our proposal in response to your RFP dated 04.04.2025 for "**Supply and Installation of External Signage**", in full conformity with the said RFP document.
2. We attach our technical response and our financial quotation in a separate sealed cover as required by the RFP both of which together constitutes our proposal, in full conformity with the said RFP.
3. We undertake, if our proposal is accepted, to adhere to assign a team dedicate to this project.
4. We have read the provisions of RFP and confirm that these are acceptable to us. We further declare that additional conditions, variations, deviations, if any, found in our proposal shall not be given effect to.
5. We undertake, if our proposal is accepted, to adhere to the scope of engagement or such modified plan as may subsequently be mutually agreed between us and QCI or its appointed representatives.
6. We agree to unconditionally accept all the terms and conditions set out in the RFP document and also agree to abide by this bid response for a maximum period of 120 days from the date fixed for bid opening and it shall remain binding upon us with full force and virtue, until within this period a formal contract is prepared and executed, this bids response, together with your written acceptance thereof in your notification of award, shall constitute a binding contract between us and QCI.
7. We affirm that the information contained in this proposal or any part thereof, including its exhibits, schedules, and other documents and instruments delivered or to be delivered to through this proposal is true, accurate, and complete.
8. This proposal includes all information necessary to ensure that the statements therein do not in whole or in part mislead the QCI as to any material fact. We agree that QCI is not bound to accept the lowest or any bid response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ service specified in the bid response without assigning any reason whatsoever.

It is hereby confirmed that I/We are entitled to act on behalf of our corporation/company/firm/organization and empowered to sign this document as well as such other documents, which may be required in this connection.

Dated this Day of 2025 (Signature) (In the capacity of)

Duly authorized to sign the Bid Response for and on behalf of: (Name and Address of Company)

Seal/Stamp of Bidder

{Place}

{Date}

TENDER DOCUMENT FOR HIRING "Supply and Installation of External Signage"
Tender ref. no. QCI/WTC/0425/426

Form 2: Relevant Project Experience for completed projects

S. No.	Area/ Location	Client name	Name and Size of the project	Executed Contract Value	Completion date	Nature of works

Form 3: Details of the responding firm

Section No.	S. No.	Particular	Detail
I	COMPANY PROFILE:		
	1.	Name of the Organization * (As appearing on PAN Card)	
	2.	Registered Office Address *	
	3.	SPOC for the bid submitted:	
		Name:	
		Mobile no.:	
		Email Address:	
	4.	Address for Billing Office*	
		Name of Contact Person *	
		Contact No. *	
		Mobile No.	
		E mail ID *	
	5.	Name of Contact Person (Finance & Accounts) *	
		Contact no.	
		Mobile no.	
		E mail ID *	

II	STATUTORY DETAILS:		
	1.	GST Details: -	

TENDER DOCUMENT FOR HIRING "Supply and Installation of External Signage"
Tender ref. no. QCI/WTC/0425/426

		Whether Registered Assessee (Yes or No)	
		If Yes: -	
		GSTIN Number # *	
		Type of Assessee	
	2.	MSME	
		Whether Registered under MSME (Yes or No) *	
		If Yes: -	
		MSME Registration No. and validity date # *	
	3.	Permanent Income Tax No. (PAN) #	
	4.	NATURE OF ENTITY: * PROPRIETOR/PARTNERSHIP/ LPP/ PRIVATE LIMITED /PUBLIC LIMITED/GOVERNMENT	
	5.	WHETHER FUNCTIONING IN A SPECIAL ECONOMIC ZONE. (SEZ) (YES/ No) *	

III	BANK DETAILS: -		
		Name of Bank	
		Address of Bank	
		Bank Account No.	
		IFSC Code	
		SWIFT CODE (If party's billing address is outside India)	

IV	Details of responding Company		
1.	Current Year Turnover (Rs Crores)		
2.	Company Profile (Operations in India)		
2.1	Average turnover from Indian Operations	(Turnover in Rs Crores)	
2.2	Full-time professional staff engaged in related services	(Number of Staff)	

TENDER DOCUMENT FOR HIRING "Supply and Installation of External Signage"

Tender ref. no. QCI/WTC/0425/426

2.3	Extent of operations in India (national spread) i.e. number of offices in India (client specific / project specific offices should not be taken into account)	(Number of Offices in different cities/towns and their address)	
3.	Company Experience		
3.1	Experience of providing similar services		(Number of clients and their brief description)

Declaration by Director/ Proprietor/ Partner:

I/We declare that the information furnished above are correct to the best of my/our knowledge / belief.

I/We undertake to inform you of any change in above particulars at the earliest.

Form 4: Format for Non-Blacklisting Undertaking

(To be submitted on the Letterhead of the responding firm)

To,
Deputy Director (Finance & Accounts),
Quality Council of India,
Institution of Engineers Building,
2nd Floor, 2, Bahadur Shah Zafar Marg,
New Delhi-110002

Subject: Non-Blacklisting declaration in connection with RFP Ref. No. _____ dated____ for _____

Dear Sir,

This is to notify you that our Firm/Company/Organisation _____ intends to submit proposal in response to invitation for Tender Ref. No. _____ for <>. In accordance with the above, we declare that:

- a. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this agreement
- b. We are not blacklisted by any Central/ State Government/ agency of Central/ State Government of India or any other country in the world/ Public Sector Undertaking/ any Regulatory Authorities in India or any other country in the world for any kind of fraudulent activities.

Dated this Day of (Year)

(Signature) (In the capacity of)

Duly authorized to sign the Proposal Response for and on behalf of:

(Name and Address of Company) Seal/Stamp of Bidder

TENDER DOCUMENT FOR HIRING "Supply and Installation of External Signage"
Tender ref. no. QCI/WTC/0425/426

Annexure-B

