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SCHOOL OF ENGINEERING AND TECHNOLOGY

(Department of Technology)
SHIVAJI UNIVERSITY, KOLHAPUR -416004 (MAHARASHTRA)

अभियांत्रिकी व तंत्रज्ञान प्रशाळा
(तंत्रज्ञान अधिविभाग)

शिवाजी विद्यापीठ, कोल्हापूर -४१६००४ (महाराष्ट्र)

दुरध्वनी 0231-2609424, 2609414

web-site : <http://unishivaji.ac.in> E-mail : director.tech@unishivaji.ac.in



No. SUK/SET/8277

Date: 30/05/2026

To,

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Sub. : Request to send the quotations for Supply, Fabrication, Transportation and Installation of Acrylic Sign Board

Dear Sir,

We are going to call quotations for a **Supply, Fabrication, Transportation and Installation of Acrylic Sign Board** in the School of Engineering and Technology, (DOT) Shivaji University, Kolhapur as per the following specifications.

Sr. No.	Name of the Item	Qty
1	Supply, Fabrication, Transportation and Installation of Acrylic Sign Board अधिविभागाच्या मुख्य इमारतीच्या प्रवेशद्वारावरील भिंतीवर अधिविभागाचे नवीन नाव Acrylic Sign Board वर करून मिळणेबाबत. Specifications सोबत जोडले आहे.	01

So, kindly request you to send the quotations for the Supply, Fabrication, Transportation and Installation of Acrylic Sign Board as per the specifications including supply, installation, commissioning and other charges up to 06/06/2026. Quotation Cover must be sealed and superscripted "Quotation Supply, Fabrication, Transportation and Installation of Acrylic Sign Board " and bear the address of Director, School of Engineering and Technology, (DOT), Shivaji University, Kolhapur to Inward Section, Room No.138, Shivaji University, Kolhapur

Yours faithfully,

I/c. Director
School of Engineering & Technology,
Shivaji University, Kolhapur.

DETAILED SPECIFICATIONS FOR INVITING QUOTATIONS

Work: Supply, Fabrication, Transportation and Installation of Acrylic Sign Board

Sealed quotations are invited for the work of providing and fixing Acrylic Sign Board as per the following detailed specifications and conditions.

1. Name of Work

Providing, Fabrication, Transportation and Installation of Acrylic Sign Board with Acrylic Letters and M.S. Supporting Framework at School of Engineering & Technology, Shivaji University, Kolhapur.

2. Scope of Work

The work includes:

- Preparation of design and artwork
- DTP and layout work
- Fabrication of sign board
- Supply of all materials
- Laser cutting of acrylic letters
- UV printing work
- Fabrication of supporting framework
- Transportation to site
- Complete installation at site
- Finishing and cleaning after installation

The contractor shall execute the work complete in all respects as directed by the competent authority.

3. Size of Board

- Overall Size of Board: **20'-0" × 4'-0"**
(Approx. 80 Sq.ft.)

4. Detailed Specifications

A) Base Board Material

- The sign board shall be fabricated using **10 mm thick Aluminium Composite Panel (ACP)/Composite Bending Sheet** of approved make and quality.
- The sheet shall be weather resistant, waterproof and suitable for outdoor use.
- Colour and finish shall be as approved by the authority.

B) Supporting Framework

- The board shall be supported on suitable framework made from:
 - **1.2 mm thick M.S. Square Hollow Pipe**
 - **Size of hollow section as required structurally for proper rigidity and stability.**
- Framework shall include:
 - Vertical and horizontal members
 - Necessary stiffeners/bracings
 - Base plates, clamps, nuts and bolts as required

- All M.S. sections shall be:
 - Properly welded
 - Ground smooth
 - Treated with anti-rust primer
 - Finished with two coats of synthetic enamel paint of approved shade.

C) Acrylic Letters

- Outer cutting acrylic letters of **1.5 feet height** shall be provided.
- Letters shall be made from:
 - **4 mm thick Black Acrylic Sheet**
- Letters shall be:
 - Laser cut with smooth finished edges
 - Uniform in shape and thickness
 - Properly aligned and fixed on board
 - Weatherproof and fade resistant.

D) Printing Work

- Required graphics, logos and text shall be executed using:
 - **High quality UV Printing Technology**
- Printing shall be:
 - Scratch resistant
 - Waterproof
 - UV resistant
 - Suitable for long outdoor exposure.

E) Design and DTP Work

- Contractor shall prepare:
 - Layout design
 - Artwork
 - DTP work
 - Font selection
 - Colour scheme
- The design shall be submitted for approval before fabrication.
- Necessary modifications suggested by the authority shall be incorporated without extra cost.

F) Fixing and Installation

- The board shall be installed at the specified location complete in all respects.
- Necessary anchor fasteners, clamps, supports, welding, scaffolding and fixing accessories shall be included in the scope.
- Installation shall ensure:
 - Proper alignment
 - Rigidity
 - Safety against wind and weather conditions.

5. Rates

The quoted rates shall include:

- Cost of all materials
- Fabrication charges
- Design and DTP work
- Laser cutting
- UV printing
- Welding and painting
- Transportation
- Loading and unloading
- Labour charges
- Installation charges
- All taxes and incidental charges
- Complete finishing work

No extra payment shall be made for any item necessary for completion of the work.

6. Quality of Materials

- All materials shall be of approved make and standard quality.
- Inferior or damaged materials shall not be accepted.
- The authority reserves the right to reject substandard materials/workmanship.

7. Completion Period

- The entire work shall be completed within _____ days from the date of issue of work order.

8. Defect Liability

- The contractor shall rectify any defects noticed during a period of _____ months from completion, at no extra cost.

9. Measurement

- Measurement shall be taken on actual completed work basis.

10. Payment

- Payment shall be made after satisfactory completion and installation of the work.

11. Special Conditions

1. The contractor shall visit the site before quoting the rates.
2. All safety precautions during fabrication and installation shall be followed.
3. The contractor shall be responsible for any damage during execution of work.
4. Work shall be carried out as per instructions of the authority.

TERMS AND CONDITIONS

1. While indication the make of a product, the name of manufactures may be clearly specified to us to consider your offer and expedite orders. Supplies are to be made in the manufactures packing only. Your quotation should accordingly be adjusted to the nearest size of the original packing of the manufactures.
2. The price may be as indicated below in clause (a) for outstation firms and (b) local firms
 - a) F.O.R. Destination/dispatching station by goods/passenger train.
 - b) For free delivery at the School of Engineering and Technology, (DOT), Shivaji University, Kolhapur 416 004**
3. Your rates are assumed to include packing and forwarding charges, unless separately stated. The Goods should be insured against theft, loss or breakages during transits and insurance charges should not exceed 3 of the cost of materials supplied.
4. The rate of Sales Tax, GST, CST and excise duty may be clearly indicated wherever chargeable, in the absence of which it will be deemed that no taxes are payable by us.
5. A.P. form for Sales Tax Concession will be sent to you after execution of order for claiming concession in payment of Sales Tax in Maharashtra State.
6.
 - a) Specification information is required as to whether the items have been offered ex-stock or will have to be imported, as also how much time will be required for delivery after placing of the order.
 - b) Your offer should be kept open for at least 2 months from the date of opening of the quotation/tender.
- 7. The quotation must be submitted in two separate envelopes, one for Technical (Specifications, GST certificate, Registration Certificate, and PAN card details) and the second for commercial (price and other relevant information)**
8. The outer cover must be sealed and superscripted **“Quotation for Supply, Fabrication, Transportation and Installation of Acrylic Sign Board”** Your No. Date **” up to 06/06/2026.** In addition the outer cover may bear only the address of **Director, School of Engineering and Technology, (DOT), Shivaji University, Kolhapur to Inward Section, Room No.138, Shivaji University, Kolhapur**
9. Offers made on conditions like “subject to prior sale” ‘subject to availability of stores’ taxes as applicable or with similar other vague conditions are liable to be ignored.
10. In the case of supply order for the scientific equipment /apparatus/Glassware/Chemicals, the date of delivery should be strictly adhered; otherwise the supply order is liable to cancelled.
11. Department reserves to all rights to change or cancel the quotation without assigning reason.