



## Instructions to Bidders

1. The party shall be deemed to have visited to the site, understood the work prior to quoting of rates.
2. The agency should have valid License / Registrations whichever are applicable by law and required for providing services mentioned in this tender.
3. The tender is not transferable.
4. The Agency should have experience of undertaking such works/projects for Commercial/Education/Government establishments etc.
5. Assigning or Subletting full or any portion of the contract shall not be allowed under any circumstances.
6. The bidder must quote the prices strictly in the matter as indicated in the document, failing which tender is liable for rejection. The rate/ cost shall be entered in words as well as in figures.
7. Tender with incomplete details / false details / with omissions & errors etc. shall be rejected. Conditional tender will be rejected.
8. Tenders offer shall be valid for a period of 90 days from the date of submission of tender.
9. HIMSR does not bind to accept the lowest or any tender and reserves the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons thereof. HIMSR may finalize the agency based on the criteria which deemed to be fit as per HIMSR requirements.
10. Direct or indirect canvassing in any form is strictly prohibited.
11. **Warranty / Guarantee:** Bidder must provide one (1) year warranty and it commence from the date of the satisfactory commissioning of signage against any manufacturing defect, workmanship or poor quality of the components. No offer of the vendor will be accepted without warranty/ guarantee of their supplied/ installed goods. During warranty defective signage will be replaced free of cost.
12. **Installation:** All the work shall be completed within 30 days from the date of issue of work order. All the aspects of safe installation shall be the exclusive responsibility of the supplier.
13. **Payment Term:** After satisfactorily delivery & Installation of the goods, completion of work. The bill should have full particulars of the items.
14. The above rates must be inclusive of all applicable Taxes, handling and freight charges etc. & all applicable taxes shall be deducted at source from the contractor's bill.

Note: Payment will be made as per actual measurement basis.