

Notice Inviting Quotation for SPPL Main Office Board

The quotation is invited for SPPL Main Office Board with Design from the reputed bidder for providing as per the sample approved by SPPL.

Please send your best quote for the above including the design in a sealed envelope to the address given below:

Managing Director

Shivshahi Punarvasan Prakalp Limited,

5th Floor, Grihnirman Bhavan, Bandra (E), Mumbai- 400 051.

The quote must be sent in a sealed cover, with the heading "Inviting Quotations of SPPL office Board" duly mentioning your complete postal address.

Interested vendors/bidders are required to submit their quotes in a sealed envelope. Quotes can be submitted between 10:00 AM to 6:00 PM, Monday to Friday (except Government holidays) by hand/registered speed post.

The last date of receipt of quotations is 13/07/2026 till 1400 Hrs.

1. INSTRUCTIONS TO BIDDERS

The bidder should be duly registered with the relevant tax authorities such as IT & GST, etc. and documentary evidence for such registration shall be furnished. Bidders are requested to submit the necessary documentary evidence for the aforesaid information along with their bid.

2. BID PRICES

- 2.1. The prices shall be quoted in Indian Rupees only.
- 2.2. All taxes, duties, levies applicable, etc. shall be clearly indicated.
- 2.3. Prices quoted must be firm and shall remain constant throughout the period of validity of the bid and shall not be subject to any upward modifications, whatsoever.

3. BID EVALUATION

- 3.1. During Eligibility Criteria Evaluation, the bidder's details shall be evaluated with reference to the required Eligibility Criteria as mentioned in this quotation document, and subsequently the bids of only eligible bidders shall be considered for final evaluation.

- 3.2. The price bids shall be evaluated as under :
- (a) The bidder, whose evaluated price bid is found to be lowest (L-1), shall be considered for placement of Work Order,
 - (b) SPPL reserves the right to accept or reject any or all the proposals without assigning any reason thereof.

4. WORK PERIOD

The completion of the work shall not take more than 7 days from the date of issue of the Work Order. Period which covers from the commencement of the initial audit of identified security vulnerabilities along with remedial solutions/recommendations, fixing those vulnerabilities by SPPL vendor to the issuance of the final security audit certificate by the auditing firm.

5. PAYMENT TERMS

- 5.1. The payment will be made only after submitting the Tax Invoice and Security Assessment Report on completion of the Security Audit.
- 5.2. Payment will be released after deduction of TDS and other statutory dues as applicable within 15-30 days after the receipt of the bill. No claim for interest in case of delayed payment will be entertained by the SPPL.
- 5.3. All payments shall be made to the account of the Agency only.

6. Scope of Work

- i. Design, providing, SPPL Main Office Board.
- ii. Eligible bidder shall provide a sample of Office Board for approval of SPPL.
- iii. Approximate size of Office Board will be 5Ft x6Ft.

Annexure – I Profile of the Bidder

Sr.No.	Particulars	
1.	Name of the Bidder	
2.	Date of Registration/Incorporation (copy of incorporation/ firm registration certificate to be submitted)	
3.	Detailed office address of the bidder with Office Telephone Number, Fax Number, Mobile Number, and Email along with the name of the contact person.	
4.	Status of Applicant (Private Limited/LLP/Ltd./Firm/Enterprises or others) (attach documentary evidence)	
5.	PAN Number and GST Number (copy to be enclosed)	
6.	GST Tax Registration No. (copy to be enclosed)	
7.	List of Clients, Govt. as well as reputed private organizations.	

Note: - Documents to be included when submitting the Proposal.

Signature of the Authorized Signatory Name

Designation

Name of the bidding Entity

Annexure – II

To,
Managing Director,
Shivshahi Punarvasan Prakalp Limited,
5thFloor, Grihnirman Bhavan, Bandra (E),Mumbai- 400 051.

Sub : Notice Inviting Quotations for the design development, Providing and Supplying
SPPL Main office Board.

Sir,
We quote below our firm prices for the Design, Development, providing and supply
office board.

Sr. No	Description	Price (Rs.)
1	i. Design, development, providing, and Supplying office Board. ii. Provision and installation of The approximate size of Office Board will be 5ft x 6 ft background of the board with an orange ACP sheet box with content displayed in 3D SS letters and a 3D frame with text moulding past on the ACP board, and 2nos focus lights on the board. 2Nos acrylic logo with light. (As per approved sample)	
Applicable Taxes		
Total		
Rupees in words :.		

1. Quoted rates are valid for 90 days from the date of opening of the bid.
2. I/We accept all the terms and conditions of your Bidding document referred to above.
3. I/ We understand you are not bound to accept any proposal you receive.

Signature of the Authorized
Signatory Name Designation
Name of the Bidding Entity