

**UT ADMINISTRATION OF
DADRA AND NAGAR HAVELI
DEPARTMENT OF TOURISM, SILVASSA-396230
E-MAIL: dnhtourism@gmail.com**

NO. DNH/TOUR/SPOTAC/ADVT/60/224

DATE : 03/08/2018

SHORT TERM TENDER NOTICE

The Member Secretary (SPOTAC), Dadra and Nagar Haveli invite sealed tenders on behalf of the President of India from any interested agencies/supplier/manufacturer as per the detail below:

Sr. No.	Particulars	Tender fees	Work Period	EMD
	<i>Various advertising materials for Monsoon Magic festival on 9th and 10th August, 2018 are below:</i>	Rs. 1000/-	2 days	Rs. 10,000/-
1.	<i>Designing, Printing and installation of flags on periphery of ground</i>			
2.	<i>Designing of logo for the festival,</i>			
3.	<i>Designing of signage with logo of festival,</i>			
4.	<i>Designing and preparation of momentos to the winners.</i>			
5.	<i>Designing of handbill,</i>			
6.	<i>Decoration of the venue</i>			
7.	<i>Designing and printing of Invitation cards</i>			
8.	<i>Designing and printing of certificate,</i>			
9.	<i>Designing and printing of bus banners in cloth material.</i>			

Tender document for “*Various advertising materials for Monsoon Magic festival on 9th and 10th August, 2018 for U.T. Administration of Dadra & Nagar Haveli*” will be available in the office of the Member Secretary (SPOTAC), Dadra and Nagar Haveli on all working days from 03/08/2018 to 06/08/2018 up to 12:00 hrs. at the cost of **Rs. 1000/-** only. The tender is also available on Website www.dnh.nic.in which can be downloaded, and rate can be offered by interested agencies/Proprietors/Partnership firms/ LLPs/Companies, the document must also contain the Tender Fees in the form of Demand Draft. The complete tender form along with **EMD of Rs. 10,000/-** in the form of Demand Draft of any Nationalized Bank only in favor of **Member Secretary (SPOTAC), Dadra and Nagar Haveli** should be properly covered sealed and super scribed “*Various advertising materials for Monsoon Magic festival on 9th and 10th August, 2018 for U.T. Administration of Dadra & Nagar Haveli*” on envelop and deliver it in person or post/courier to reach in the office of the Member Secretary (SPOTAC), Office of the Department of Tourism, Near Tribal Museum, Shaheed Chowk, Silvassa, UT of DNH on or before **12.00 hours on 06 /08/2018.**

The tender will be opened on the same day by the Tender Inviting Authority.
Tender without EMD and Tender Fees shall not be entertained.
The right to reject any or all tender without giving reason is reserved with the Tender Inviting Authority.

Sd/-
Member Secretary (SPOTAC),
Dadra and Nagar Haveli.
Silvassa.

- Copy to NIC, DNH for publication/hosting on official website.

LAST DATE OF ISSUE OF TENDER : 06 /08/2018 up to 12:00hrs

LAST DATE OF RECEIPT OF TENDER: 06/08/2018 up to 1:00hrs

E.M.D. Rs. 10,000/-

TENDER FORM

This tender is issued to Shri. M/s. _____ of
village/city _____ tender fees Rs. 1000/- received vide receipt No. _____
Dated: _____.

Silvassa.

Date: /08/2018

Sd/-
Member Secretary (SPOTAC)
Dadra and Nagar Haveli.
Silvassa.

To,
The Member Secretary (SPOTAC),
Department of Tourism,
Dadra and Nagar Haveli.
Silvassa.

I, the undersigned Shri. M/s _____
hereby enclose the offer for "*Preparation of Various advertising materials for Monsoon Magic festival on 9th and 10th August, 2018*" as per "Annexure-I & II" and also agree with the terms and conditions attached with this tender document as attached.

Place:

Date: /08/2018.

Signature of the tenderer
along with the rubber stamp

GENERAL INSTRUCTIONS TO BIDDER

1. The rate(s) quoted should be strictly for Dadra and Nagar Haveli and operative for supply orders issued by the department.
2. The rates should be quoted inclusive of all taxes. Any other taxes, etc. payable will be the responsibility of the tenderer and will be deducted from the bill by the department.
3. G.S.T as applicable has to be paid by the tenderer.
4. All other Taxes/duties/royalties charges payable on the sale/ transport etc. within and/or outside the State, the supplier shall be responsible for the same.
5. No extra charge for packing, forwarding and insurance etc. will be paid on the rates quoted.
6. **The rates should be quoted only for the items specified in list of requirements and should be for the items of given specifications confirming to the standard(s) requirements of the given specification/ mark/manufactures.**
7. The decision of the Tender Inviting Authority for acceptance rejection of any item mention including the decision for equivalent specification, standard and quality etc. of articles shall be final.
8. The tenderer should enclose **Rs.10,000/-**with tender as Earnest Money Deposit by drawing a Demand Draft of any Nationalized Bank at DNH in favor of the Member Secretary (SPOTAC), DNH. Tenders received without Earnest Money will be summarily rejected.
9. Only on satisfactory completion of the supply order by the successful bidder, the amount of Security Deposit or Earnest Money deposit will be refunded. The EMD of the unsuccessful bidders will be refunded to them by the Tender Inviting Authority.
10. The Head of Office will consider extension of item for remitting the Security Deposit as demanded. However, in case of denial to consider such extension the supplier is bound to abide by the limit given and liable to make good any loss to the Government on account of his failure to abide by the limit.
11. The components required for the event of ***“Preparation of Various advertising materials for Monsoon Magic festival on 9th and 10th August, 2018”*** as per tender document if found of inferior quality/ standard or of different specifications after then that ordered/ specified and /or incompletes or torn articles will not be accepted. The successful bidder will have to replace the same at his own cost and risk. However, if no communication then the Tender inviting Authority will not be responsible for any damage, loss etc. of such rejected articles.
12. In case of failure to replace the accepted and rejected work from tenderer made, as mentioned in the conditions, the loss undergone by the Govt. will be recovered from

the tenderer from security deposit/ earnest money or payment due of any bill (s) to the extend required.

13. In case of failure for "***Preparation of various advertising materials for Monsoon Magic festival on 9th and 10th August, 2018***" ordered for as per conditions and within the stipulated time limit, the same articles will be obtained if required from the tenderer who offered next higher rates or from any other sources, as may be decided by the Tender Inviting Officer and the loss to the Govt. on account of such purchases shall be recovered from the former supplier from security deposit/ earnest money deposit or bill (s) payable. The tenderer shall have no any right to dispute with such procedure.
14. If any time after the work order "***Preparation of various advertising materials for Monsoon Magic festival on 9th and 10th August, 2018***" the tender Inviting Officer shall for any reason what so ever not required the whole or part of the quantity as per specification in the order the Tender Inviting Officer shall give notice in writing to the supplier who shall have no claim to any payment of compensation whatsoever on account of any profit or advantage which the supplier might have deprived from the supply of article in full quantity of articles not having been purchased not shall have any claim for compensation by reason of any alteration having been done in the original instructions which shall involved any curtailment of the supply original contemplated.
15. If possible, the tenders will be opened in presence of tenderer or their representative if any present in the office of the Tender Inviting Authority.
16. The Earnest Money/ Security Deposit(s) paid by the Tender earlier against any tender(s) or supply order(s) is/are not adjustable with EMD or Security Deposit required by these conditions.
17. All bills should be in DUPLICATE and should invariably be mention the number and date of supply order.
18. The tender offer received which do not confirm with the terms and conditions of this office will be summarily rejected.
19. The right to accept or reject without any assignment any reason or all tenders in part or whole is reserved with the Tender Inviting Authority and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.
20. The tender offer received which do not confirm with the terms and conditions of this office will be summarily rejected.
21. If the tenderer whose tender/quotation is accepted fails to execute the work order within stipulated time the EMD of such tender will stand forfeited to the Govt. and the for the supply shall stand terminated with no further liabilities on either party to the contract.

22. The tenderer shall submit the GST registration certificate of the firm and PAN card of the agency/individual.
23. No Separate agreement will be required to be signed by the successful tenderer(s) for the work of the contract for supply. Rates tendered/offered in response to the concerned tender/quotation notice shall be considered as acceptance of all legal purpose.
24. If, in the opinion of the Authority, it is necessary to carry out any additional work, the Bidder shall carry out such additional work and with the prior authorization of the Authority. Fees for such additional work shall be decided by mutual agreement at rate similar to that finalized for other similar project.

The above conditions are accepted and are binding to me and my assignee.

Signature of the Supplier.

Date: /08/2018

Sd/-
Tender Inviting Authority.

NOTE: Please return the copy of the conditions duly signed along with your Tender / quotation.

ANNEXURE – I (SCOPE OF WORK)

Name of Work: - “Preparation of various advertising materials for Monsoon Magic festival on 9th and 10th August, 2018”

The scope of work shall include but not be limited to the following:

- 1) The logo of the Monsoon Magic festival should be designed which shall represent ethos, core, values, characteristics, aspirations, heritage and distinctions of the territory
- 2) Designing, Printing & Installation of various signage at the venue, designing of logo, handbill and momentos, designing and printing of decorative flags and innovative decoration of the venue for creating the festive ambience, designing and printing of certificates and invitation cards and designing and printing of bus banners in cloth material.
- 3) The number of advertising material required along with the sizes are as below:

Sr No.	Particulars	Size (In ft)	Required quantity
1	Logo for Monsoon Magic Festival (silk cloth)	---	1 no.
2	Signage	3” x 4”	100 nos.
3	Memontos	NA	45 nos
4	Decorative flags (satin flag)	7”	200 nos
5	Decoration of the venue	Lumpsum	Lumpsum
6	Designing and printing of Handbill	---	1000 nos
7	Designing and printing of invitation cards	---	250 nos
8	Designing and printing of certificates	---	3000nos
9	Designing and printing of bus banners on cloth material	6x4	30 nos

- 5) All the designs and creative must be approved by the Tender Inviting Authority before printing.

- 6) The logo of the monsoon magic festival should be designed accordingly as it will be printed on a silk cloth.
- 7) The signage should be designed according to the required directions at the venue .
- 8) The decoration of the venue should relate to the theme of the Monsoon Magic festival.
- 9) Designing and printing of handbill, invitation cards, certificates and bus banners as per approved by tender inviting authority.

Sd/-

Member Secretary (SPOTAC)

Dadra and Nagar Haveli.

Silvassa.

PART B
(Financial Bid)

ANNEXURE – II

Sr No.	Particulars	Size (In ft)	Required quantity	Amount (in Rs)
1	Logo for Monsoon Magic Festival (silk cloth)	---	1 no.	
2	Signage	3” x 4”	100 nos.	
3	Memontos	NA	45 nos	
4	Decorative flags (satin flag)	7”	200 nos	
5	Decoration of the venue	Lumpsum	Lumpsum	
6	Designing and printing of Handbill	---	1000 nos	
7	Designing and printing of invitation cards	---	250 nos	
8	Designing and printing of certificates	---	3000nos	
9	Designing and printing of bus banners on cloth material	6x4	30 nos	

Inclusions:

Rates quoted above should be all included turn key rate for the finished product and service as per your designs and presentation inclusive of, Setup, Transportation cost, Entire manpower cost for setup – operations – maintenance & management,;, insurance cost of manpower and equipment, all inclusive taxes, installation and dismantling, and all other items mentioned in the Scope of Work in the tender, GST or other tax / levy if required to be paid.

Signature & Stamp
of the Bidder Date: