



**SILVASSA MUNICIPAL COUNCIL  
DADRA & NAGAR HAVELI  
SILVASSA – 396230**



Phone No.: 0260-2633192, Fax No.: 0260-2633191

No. SMC/Tender Notice/2017-18/Regi.932

Dated: 13/12/2017

**Tender Notice for the year 2017-18**

On behalf of the President of India, the Chief Officer, Silvassa Municipal Council, Dadra and Nagar Haveli, Silvassa has invited the Short term tender from the registered and experienced firms/companies, for following works to be undertaken by the Silvassa Municipal Council.

Sr. No.	Name of Work	Estimated Cost	Earnest Money	Tender fees	Time limit
1.	ative Designing, Printing, and Installation of Hoardings, and other branding Activities at different locations in Silvassa Municipal Council area for “Swachh Sarvekshan 2018”	5,00,000/-	10,000/-	1000/-	07 days
Last Date Submission	18/12/2017 12.00 hrs	*Bid Opening Date		18/12/2017 16.00 hrs	
*Submission of tender fees, EMD and other documents etc. in hard copy to above mentioned address by RPAD/Speed post, however, tender inviting authority shall not be responsible for any postal delay/lost. The said documents can also be deposited in the Tender Box kept at the office of the undersigned on or before <b>18/12/2017</b> up to 12.00 hrs.					
The tender inviting Authority reserve the right to accept or reject any or all the tender to be received without assigning any reason thereof.					

**Sd/-  
Chief Officer,  
Silvassa Municipal Council  
D. & N. H. SILVASSA**

**Request for Proposal**  
**For**  
**Creative Designing, Printing, and Installation of Hoardings,**  
**and other branding activities at different locations in**  
**Silvassa Municipal Council area for “Swachh Sarvekshan 2018”**

**RFP Ref No: No. SMC/e-tender/2017-18/**

**13<sup>th</sup> December 2017**

**Issued by**  
**Chief Officer,**  
**(Silvassa Municipal Council)**  
**Shaheed Chowk, Silvassa-396230**

**Phone: 0260 2633192**

**Email: [smc2006@ymail.com](mailto:smc2006@ymail.com)**

**U.T. ADMINISTRATION OF DADRA & NAGAR HAVELI,  
OFFICE OF THE CHIEF OFFICER  
(SILVASSA MUNICIPAL COUNCIL) SILVASSA - 396230**

**Section-1 Notice Inviting Tender (NIT)**

**Tender No.SMC/Tender Notice/2017-18/932**

**Dated: 13/12/2017**

1. The Chief Officer, Silvassa Municipal Council, on behalf of president of India invites **SHORT TERM TENDER** in Two bid systems from eligible and qualified firms for following Services.
2. **Name of Services:** Creative Designing, Printing and Installation of Hoardings, Billboards and other branding activities at different locations in Silvassa Municipal Council for “Swachh Sarvekshan 2018”
3. **Estimated Cost:** Rs. 5,00,000/- (Rupees Five Lakhs Only)
4. **Period of Completion:** 07 days from issue of Work order.
5. **Quantity & Specification:** As per Scope of Work.
6. **Tender schedule is as follows:**

<b>1.</b>	Cost of Tender Document (Non-Refundable) in the form of <b>Demand Draft only</b>	Rs.1,000.00
<b>2.</b>	Earnest Money Deposit ( <b>FDR/BG only</b> )	Rs. 10,000.00
<b>4.</b>	Last date of Submission of tender documents	<b>18.12.2017 / 12.00 Hrs</b>
<b>6.</b>	Tender opening date & time (Financial Bid)	<b>18.12.2017 / 16.00 Hrs</b>

7. **Earnest Money Deposit (EMD): Rs. 10, 000/-** (Rupees Ten Thousand only). EMD shall be accepted from the participating firm only in the form of Bank Guarantee (BG)/Fixed Deposit 5receipt (FDR) only. Copy of DD, EMD and any other certificate must be submitted in the office of Silvassa Municipal Council on or before 18/12/2017. EMD shall be valid for 90 days from the date of opening of tender.

**8. Security Deposit:**

Security Deposit for an amount equivalent to 5% of the Agreement Value rounded off to the next Lac shall be furnished before signing of the contract in form of a Bank Guarantee substantially in the form specified in this document.

For the successful bidder, the Security Deposit shall be retained by the Tender Inviting Authority until the completion of the Event and be released within 90 days after the completion of the Event.

The Security deposit shall be forfeited in the following cases:

- a) If a Bidder engages in any of the Prohibited Practices specified in this RFP.
- b) If the Bidder is found to have a Conflict of Interest as specified in this RFP.
- c) If the Selected Bidder commits a breach of the terms and conditions prescribed in this RFP.

**9. Tender Evaluation:** The bids will be evaluated by the Evaluation Committee duly approved by the competent authority which will decide the successful bidder on the basis of Quality cum Cost based Selection (QCCBS).

**10.** The bidder shall download the Tender Enquiry Document from [www.dnh.nic.in](http://www.dnh.nic.in). Bidder shall submit their tender documents in physical format only along with copies of EMD and Tender Fees as Demand Draft. Hard copies of all the relevant documents must be submitted in the office of the Chief Officer, Silvassa Municipal Council on or before the closing date of the tender.

**11.** Demand Draft for tender document cost may be issued in the favour of “**Chief Officer, Silvassa Municipal Council**” and payable at Silvassa.

**12.** Accepting Authority: Chief Officer

Silvassa Municipal Council  
Silvassa  
Dadra & Nagar Haveli-396230

## **Section-2 General Notice**

RFP through two tier bid system is invited by The Chief Officer, Silvassa Municipal Council, Dadra & Nagar Haveli for selection of an agency/firm of repute for Creative designing, Printing, and Installation of Hoardings and other branding activities at prominent locations in Silvassa Municipal Council for the Swachh Sarvekshan 2018 to be held.

### **1. Eligibility and Qualification of the bidder:**

- The bidder should be a Private/Public Ltd company registered under the companies act, 1956/2013 or a firm or a sole proprietorship firm.
- The Company/Firm should have experience in similar field for more than 05 years as on the date of tender and must have a dedicated office with all required services and machineries to undertake such work. The Company which has the Work Orders / Invoices / Agreements directly from Government / State Government / Semi-Government / PSUs / Departments / Chambers of Industry Associations / Private Companies in its own name, pertinent to the 'Eligible Assignments' as below, shall only be considered for this purpose.
- The company should have an office in Silvassa, Daman, Vapi, Balsadh
- The Bidder shall have undertaken 5 (Five) similar nature of outdoor advertising orders where the orders should be of minimum order value of Rs. 2 lakh each or more. Sub-contracted or sublet jobs on their names will not be considered towards eligibility.
- Proof of GST Registration Number.
- Copy of Pan Card number.
- An undertaking that the firm is not blacklisted/debarred from any Government organization/Department Section-3 Tender Form.

All the supporting documents in this regard to be submitted along with the physical bid document.

## **2. Mandatory Documents to be submitted by the bidders:**

- a) Tender Fee of Rs. 1,000/- in the form of a Demand Draft drawn on any nationalized / scheduled bank in favour of Chief Officer, Silvassa Municipal Council, Silvassa.
- b) EMD Fee of Rs. 10,000/- in the form of a Fixed Deposit Receipt on any nationalized / scheduled bank in favour of the Chief Officer, Silvassa Municipal Council, Silvassa.
- c) Company/Firm Registration Details with certificates
- d) PAN card details and GST Certificate.
- e) Cumulative Turnover details of last three years along with CA Certificates.
- f) Audited Balance Sheet of the last three years
- g) Copy of Income Tax Return (ITR) of last three years
- h) An undertaking stating that the agency has not being black listed by any Central Govt/State Govt/ PSU.

## **3. Scope of Work**

**I** The bidder shall prepare and come up with a complete publicity plan for Swachh Sarvekshan 2018 of Silvassa Municipal Council. It shall be his responsibility to execute the same within 7 days of getting the work order. The publicity plan shall include but will not be limited to hoardings, festoons, banners, kiosks, standees, cut-outs, mascot, dummies etc. In technical evaluation he shall be given marks on the basis of this publicity plan.

**II** The Last date of Swachh Sarvekshan 2018 is 31<sup>st</sup> December 2017. There are cultural shows and programmes will organize till 31<sup>st</sup> December 2017. The agency will be required to prepare and get hoardings approved for the same.

**III** The branding must be in Hindi, Gujarati and English language after acquiring appropriate approval from the Tender Inviting Authority. The hoardings must remain at the places for at least two weeks and should not be removed.

**IV** Creative designing of various publicity materials such as newspaper advertisement,

hoardings, banners, invitation cards, certificates, entry gates, stage backdrop, standees, participants identity card, etc. This material will include both the material suggested by the agency itself in the publicity plan and any other printing which the Authority may have to do in respect of Swachh Sarvekshan 2018. His payment shall not exceed the sum quoted by him just because he had to prepare more creatives than what he offered in the tender.

- V.** The successful bidder shall submit 3-4 creative designs options for the above mentioned publicity materials along with his bid. The creative designs shall not be final and the authority/department reserves the right to seek changes in them.
- VI.** The approximate size of the hoardings must be approximately 20' (w) X 10' (h) feet and should be installed at a minimum height of 04 (Four) feet above the ground level. Structural stability, location, municipal or administrative permission, fees, fines, taxes etc. shall fall within the purview of the bidder. Silvassa Municipal Council will have no role, liability, duty or responsibility in any of these respects.
- VII.** Location of the Hoardings: Prominent Locations of Silvassa Municipal Council area, for which the list shall be provided by the Tender Inviting Authority.
- VIII.** The structure of hoardings must be installed after proper grounding work using with 2 No's Mild Steel I beam, Mild Steel Square pipe framing of 1" X 1" and Star Black Back Flex of minimum 340 GSM and size 20' (w) X 10' (h)feet.
- IX.** The Pole Kiosks must be 02' (h) X 03' (w) Feet.
- X.** The agency shall also ascertain transportation and fitting of the hoardings, billboards at the selected locations by the Tender Inviting Authority.
- XI.** Evidence of the hoardings, pole kiosks (installed at the allotted locations) in the form of photographs and video of location along with the date of installation to be submitted immediately after the installation of the hoardings.
- XII.** The bidder shall ensure that in no circumstances any hoarding shall fall/break.

#### 4. Selection Process-

The agencies fulfilling the pre qualification criteria will be asked to make a presentation before a committee constituted by the Administration for this purpose. The agencies will be evaluated on the following parameters and the presentation:

SN	Evaluation criteria	Scoring methodology	Maximum Marks
<b>1.</b>	<b>Proposal and Presentation</b>		<b>60</b>
1.1	Branding Proposal for Silvassa Municipal Council area.	The proposal must include quantity of hoardings, banners, pole kiosks, branding at Bus stations, along with the details of the locations for installation of same. The marks shall be given on ingenuity and thoroughness of the publicity plan submitted by the authority.	30
1.2	Creative Designs	The presentation shall showcase the various creative designs proposed for all the branding activities at Dadra and Nagar Haveli. At least 5 different designs must be presented. Though the creative designs are not final, the marks shall be given on the artistic flavor of the design and on the ability of the designs to reflect spirit of Swachh Sarvekshan 2018.	30
<b>Total ( 1 + 2)</b>			<b>60</b>

- A selection committee will evaluate the technical as well as financial bids on last date of submission.
- The technical bids of all Tenderers will be opened first. The bidders who fulfill pre qualifying criteria will be called for presentations.



- Quality evaluation through Presentation will carry a weight age of 60 marks.
- Financial evaluation will carry a weight age of 40 marks.
- The lowest financial offer will be the benchmark for financial evaluation and will get 40 marks and the next higher offer will be evaluated in the form of lowest rate X 40/Offered rate.
- The agency which scores the highest aggregate marks on the basis of cumulative marks obtained in technical/quality evaluation and financial bids (after adding the scores from the technical and financial evaluation) will be awarded the contract.

**5. Rates and Quotes:**

The rates quoted shall be inclusive of all taxes and duties as applicable as per the law. The quoted rates shall be firm and shall not be subject to any change whatsoever.

**6. Uploading of Tender**

The bidder shall submit the mandatory documents of the tender as described in [www.dnh.nic.in](http://www.dnh.nic.in) and the hard copies of the firm may be submitted in a sealed envelope superscribed as “Request for Proposal For Creative Designing, Printing, and Installation of Hoardings and other branding activities at different locations in Silvassa Municipal Council area for Swachh Sarvekshan 2018” addressed to “Chief Officer, Silvassa Municipal Council, Silvassa”

**7. Opening of Tenders:**

The Chief Officer, Silvassa Municipal Council will open the tenders at the specified date and time as indicated in the NIT.

**8. Tender Evaluation:**

The bids will be evaluated by the Evaluation Committee duly approved by the competent authority which will decide the **successful bidder** on the basis of Quality cum Cost based Selection (QCCBS).

**9. Scrutiny of Tenders**

**Unresponsive bids:**

The tenders will be scrutinized before further evaluation to determine whether they are

complete and meet the essential and important requirements, conditions etc as prescribed in the tender document. The tenders received, are liable to be treated as non – responsive and will be summarily ignored, if following documents are not attached along with the bid.

- (i) Tender form (Section 3) not duly signed and stamped. (i.e all the terms & conditions of tender document are acceptable.)
- (ii) Tender is unsigned and incomplete in any aspect.
- (iii) Tender validity is shorter than the required period.

**10. Tender Validity:**

The tenders shall remain valid for acceptance for a period of 30 days (Thirty days) after the date of tender opening prescribed in the Tender Document.

**11. Award of work:**

Award of work against the tender is at the sole discretion of the Tender Inviting Authority. Proposal of the successful bidder would form the basis for future negotiations and lead to issuing of a Work Order.

**Note:**

- a. In case bidder needs any clarification on the Tender Document or Scope of Work, they can contact in the Silvassa Municipal Council, Near Town Hall, Silvassa- 396230, Dadra & Nagar Haveli during office hours. Tel: 0260 2633192 or Email: smc2006@ymail.com
- b. After selection, a Letter of Award (LOA) shall be issued in duplicate, by the Tender Inviting Authority to the Selected Bidder and the Selected Bidder shall sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event of the duplicate copy of the LOA duly signed by the Selected Bidder is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, cancel the LOA and the next highest ranking Bidder may be considered.
- c. The Tender Inviting Authority reserves the right to relax any of the conditions of the Tender Document if suitable bidders are not found due to exigency of situation.
- d. In case there are any allegations from any third party regarding plagiarism and

infringement of any copyright, then the sole responsibility and the consequent legal proceedings for the same shall be that of the agency and the agency will have to indemnify the SMC Department against the same. The agency will have to indemnify and keep indemnified the SMC Department against any or all claims arising out of any or all actions of the agency.

- e. The agency will have to abide by the guidelines and the standards laid down by the ADVERTISING/MARKETING STANDARDS COUNCIL OF INDIA/ Govt regulations and shall not create anything on behalf of the Department that will violate any moral standards, legal framework and Government guidelines. In case the agency fails to meet these guidelines then Silvassa Municipal Council will terminate the agency and forfeit the EMD.

### **Section-3 TenderForm**

(For all the terms & conditions of tender document are acceptable to bidder)

To  
The Chief Officer,  
Silvassa Municipal Council  
Dadra & Hagar Haveli-396230

Ref No. \_\_\_\_\_

Dated \_\_\_\_\_

I/We, the undersigned have examined the above mentioned tender document, including amendment/corrigendum No. \_\_\_\_\_, dated (*if any*), the receipt of which is hereby confirmed. We now offer to supply and deliver the *goods and services in conformity* with your above referred document.

If our tender is accepted, we undertake to supply the goods and perform the services (Installation & commissioning etc.) as mentioned in tender document.

I/We further confirm that, if purchase order placed with us, we shall provide you with a performance security of required amount in an acceptable form for due performance of the contract.

I/We agree to keep our tender valid for acceptance as required in tender document or for subsequently extended period, if any, agreed to by us. I/We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. I/We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

I/We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.  
I/We confirm that we fully agree to the terms and conditions specified in above mentioned  
TENDER document, including amendment/ corrigendum etc. if any.

(Signature with Date) (Name and Designation)

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To Be Signed By the Proprietor / All Partners of the Firm / Directors of the Company under Its  
Common Seal

## **Section 4 Instructions to Bidders**

### **1. Tender Contents:**

The Tenders are to be submitted offline at the office of The Chief Office, Silvassa Municipal Council, Dadra & Nagar Haveli in 2 part bid system:

- Technical Proposal (signed and stamped RFP document and mandatory document)
- Financial Proposal

#### **Technical Proposal**

The Technical proposal should contain

- a) RFP Document (duly signed and stamped to be submitted along with physical bid document)
- b) Mandatory documents as mentioned below to be submitted in Silvassa Municipal Council along with financial bid in separate cover.
  - I. Tender Fee of Rs. 1,000/- in the form of a Demand Draft drawn on any nationalized / scheduled bank in favour the Chief Officer, Silvassa Municipal Council.
  - II. Earnest Money Deposit of Rs. 10,000/- in the form of a Fixed Deposit Receipt drawn on any nationalized / scheduled bank in favour of The Chief Officer, Silvassa Municipal Council
  - III. Company registration Certificate under the companies act, 1956/2013/ Shop establishment Certificate or any other evidence.
  - IV. Proof of GST Number.
  - V. Copy of Pan Card number.
  - VI. Audited Balance Sheet of the last three years.
  - VII. Copy of Income Tax Return (ITR) of last three years.
  - VIII. An undertaking that the firm is not blacklisted/debarred from any Government Organization/Department which is Section -3 Tender Form

#### **Financial Proposal:**

The financial proposal for Creative designing, Printing, and Installation of Hoardings, banners, pole kiosks, and other branding activities at different locations in Silvassa Municipal Council area should be quoted as the final cost inclusive of all applicable taxes.

**Additional Information:**

- Bidders may add any further information that they consider relevant for the evaluation of their tender that gives a better understanding of their capability.
- However, the bidders will have to apply offline. The mandatory documents specified in this document shall be submitted before the prescribed dates physically in the office of Chief Officer, Silvassa Municipal Council.

**2. Right to accept / reject tender:**

No tender will not be considered unless the tender documents are fully and completely filled in. All information that may be asked from a bidder must be unequivocally furnished. The Chief Officer, Silvassa Municipal Council reserves to itself the right to accept or reject any tender or reject all tenders without assigning any reason thereof, and without thereby incurring any liability to the affected bidders.

The tenders shall be considered invalid and non-responsive for non-submission of any document stipulated herein.

**3. Commencement of work:**

The date of receipt of Work order shall be considered to be the date of commencement of work.

**4. Escalation of Prices**

The prices quoted shall be firm and shall remain applicable during the entire period of the contract till completion (including extension of time granted, if any) and no escalation in prices will be permitted due to increase in prices of materials, rise in labour prices or due to any other reasons

## **SECTION 5: TERMS & CONDITIONS**

1. Bidders are strictly advised to go through all the documents in connection with this contract carefully.
2. The work shall be carried out in appropriate stages under the direction and supervision of the Tender Inviting Authority.
3. The Successful Bidder shall not be entitled to any compensation for any loss suffered by him on account of delay in commencing or executing the work whatever the cause for such delays may be including delays in procuring Government controlled or other materials.
4. The Tender Inviting Authority decision with regard to the material and the workmanship will be final and binding and any material rejected by the Tender Inviting Authority shall be immediately removed from the site.

### **5. Damage to Persons and Property:**

The Successful Bidder shall indemnify and keep indemnified the Tender Inviting Authority against all losses and claims for injuries or damages to any person or property whatsoever which may arise out of or in consequence of the construction and maintenance of works and against all claims, demands, proceedings, damages, costs, charges, expenses, whatsoever in respect thereof in relation there to.

### **6. Compliance with the Law**

1. The Successful Bidder shall comply with all the bye-laws and regulations of local and other statutory authorities having jurisdiction over the works and shall be responsible for the payment of all fees and other charges and the giving and receiving of all necessary notices, and keep the Tender Inviting Authority informed of the said compliance with the by-laws, payments made, notices issued and received.
2. If any conflict arises between the selected bidder and the Tender Inviting Authority during the period of execution or after completion of work, Hon'ble Courts of Dadra & Nagar Haveli shall have the jurisdiction and the venue of arbitration shall be Dadra & Nagar Haveli and will be governed by provisions of the Indian Arbitration & Reconciliation Act.



## **7. Payments**

Successful Bidder can claim the payment only after completion of the job against invoice. The selected agency shall be ready to take up work beyond the mentioned scope if felt necessary and asked by the Tender Inviting Authority and the Tender Inviting Authority shall give effect to such payment arising out of the additional work.

## **8. Work treated as Completed**

The work shall not be treated as complete until and unless

- a) The site is clear from all unused, excess, waste material etc.
- b) The Successful Bidder to the satisfaction of the Tender Inviting Authority has rectified any damage caused by the Successful Bidder to the location where the work is executed.

## **9. Scope of Contract**

The Successful Bidder shall carry out and complete the said work in every respect in accordance with this contract.

- a. The removal/re-execution of any works executed by the successful Bidder.
- b. The amending and making good of any defects after completion.

## **10. Prices for Extra Work, Ascertainment of:**

Should it be found after the completion of the works that some extra work has been carried out on due instruction from the Tender Inviting Authority, the price for such extra work will be ascertained on mutually negotiated terms.

**APPENDIX-I**  
**Financial Bid**  
**(To be submitted offline only)**

Financial Bid for Creative designing, Printing, and Installation of Hoardings, and other branding activities at different locations in Dadra and Nagar Haveli for the Swachh Sarvekshan 2018

Details	Quantity	Rate per unit in INR	Amount in INR
Sub Total			
Taxes			
Grand Total			

**Inclusions:**

- Please note that all the prices quoted above must be for the specifications/ quality of work as specified in Scope of Work of the Tender Document.
- Authority can increase or decrease any item up to any extent.
- Rates quoted above shall be the final rate for all the above mentioned items and services to be provided as mentioned in the Scope of Work in the RFP along with all applicable taxes or any other tax / levy if required to be paid.

Signature & Seal of the Bidder

Date: