

**Request for Proposal**

**For**

**Designing, Printing, Fixing of Flex and Installation of  
Hoardings at different locations in Dadra and Nagar Haveli**

**RFP Ref No: DNH/TOUR/SPOTAC/ADVT/72/96**

**Issued by**

**Office of the Member Secretary,**

**(Society for Promotion of Tourism, Art & Culture)**

**Paryatan Bhawan, Shaheed Chowk, Near Tribal Museum**

**Silvassa – 396 230**

**Phone: 0260 2641399**

**Email: [dnhtourism@gmail.com](mailto:dnhtourism@gmail.com)**

**U.T. ADMINISTRATION OF DADRA & NAGAR HAVELI,  
OFFICE OF THE MEMBER SECRETARY,  
(SOCIETY FOR PROMOTION OF TOURISM, ART & CULTURE)  
SILVASSA – 396 230**

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

**Tender No. DNH/TOUR/SPOTAC/ADVT/**

**Dated: 13/07/2019**

1. The Member Secretary (Society for Promotion of Tourism, Art & Culture), Department of Tourism, Dadra & Nagar Haveli, on behalf of president of India invites **ONLINE TENDER** in (02) two bid systems from eligible and qualified firms for following Services.
2. **Name of Services:** Designing, Printing, Fixing of Flex and Installation of Hoardings at different locations in Dadra and Nagar Haveli
3. **Estimated Cost:** Rs. 10.00 lakhs (Rupees Ten Lakhs only) (inclusive of all taxes)
4. **Period of Completion:** 03 days from issue of Work order.
5. **Quantity & Specification:** As per Scope of Work.
6. **Tender schedule is as follows:**

1.	Cost of Tender Document (Non-Refundable) in the form of <b>Demand Draft only</b>	₹1000.00
2.	Earnest Money Deposit ( <b>FDR/BG only</b> )	25,000.00
3.	Document Downloading Starts	13.07.2019 at 1700 Hrs
4.	Closing date and time for submission of tender online and hardcopy of the documents offline	18.07.2019 at 1200 Hrs
5.	Tender opening date & time (Technical Bid)	18.07.2019 at 1230 Hrs
6.	Tender opening date & time (Financial Bid)	18.07.2019 at 1500 Hrs

7. **Earnest Money Deposit (EMD): Rs. 25,000/-** (Rupees Twenty Five Thousand only). EMD shall be accepted from the participating firm only in the form of Bank Guarantee (BG)/Fixed Deposit Receipt (FDR) only. Signed and scanned copy of DD, EMD and any other certificate must be uploaded on [eprocure.gov.in](http://eprocure.gov.in) EMD shall be valid for 180 days from the date of opening of tender.

## 8. Security Deposit

Security Deposit for an amount equivalent to 5% of the Agreement Value 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. The bidder shall download the **Tender Enquiry Document** from <https://dnhtenders.gov.in/nicgep/app>

Bidder shall upload their tender ONLINE through <https://dnhtenders.gov.in/nicgep/app>, along with scanned copies of EMD and Tender Fees as Demand Draft as mentioned in Point 6 (1) & (2) above. **Hard copies of all the relevant documents must be submitted in the office of Member Secretary (SPOTAC) on or before the closing date of the tender.**

10. Demand Draft for tender document may be issued in the favour of “**Member Secretary (SPOTAC)**” and payable at Silvassa.

11. Accepting Authority: Member Secretary

Society for Promotion of Tourism, Art & Culture (SPOTAC)

Paryatan Bhawan, Shaheed Chowk,

Near Tribal Museum, Silvassa

Dadra & Nagar Haveli – 396230

Phone: (0260) 2641399

## **Section-2 General Notice**

RFP through two bid system is invited by the Member Secretary (Society for Promotion of Tourism, Art & Culture), Department of Tourism Dadra & Nagar Haveli for selection of an agency/firm of repute for Designing, Printing in color, Fixing of Flex and Installation of Hoardings at different locations in Dadra and Nagar Haveli.

### **1. Eligibility and Qualification of the bidder (Mandatory Documents):**

- The bidder should be a legal person including company, individual, partnership firm or proprietorship concern.
- The bidder should have experience in similar field for more than 05 years as on the date of tender. The bidder 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 Bidder shall have undertaken in past 3 years similar nature of outdoor advertising orders for Government or Semi-Government agencies
  - Three (03) of minimum value of ₹ 2 lakhs each or more OR
  - Two (02) of minimum value of ₹ 3 lakhs each or more OR
  - One(1) of minimum value of ₹ 5 lakh or more
- Sub-contracted or sublet jobs on their names will not be considered towards eligibility.
- The bidder should have an annual average turnover of 4.00 lakhs during last three years. A CA Certificate in this regard must be submitted.
- The Copies of ITR for last three financial years.
- Proof of Sales Tax Number/VAT /GST 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. Scope of Work**

- I. The hoardings must be prepared on the recent flagship schemes of the central government and on such other material as may be specified. The data in this regard shall be provided by the Tender Inviting Authority to the selected bidder.
- II. The bidder shall create the designs for the hoardings. The selected bidder shall have to provide sample of creative designs o select from for the Tender Inviting Authority. No payment for the creative work will be given by the Department. The designing cost shall be deemed to be included in the bid amount. The samples should be furnished within 8 hours of the supply of material/data. If the agency is not prompt in supply of designs, the bid shall be summarily rejected and the department shall be free to award the bid to next lowest bidder.
- III. The hoardings must be in the languages of Hindi, Gujarati, English Marathi and English after acquiring appropriate approval from the Tender Inviting Authority.
- IV. The successful bidder has to pay all the advertisement taxes/rental charges for the hoardings at permanent structures as well as for temporary structures to the Concerned Authority. He shall have to present receipt or proof of such payment to the Tourism department at the time of submission. The advertisement charges applied by any local body shall be reimbursed by the department provided that the bidder takes approval of the competent authority before installation of such hoardings which are chargeable.
- VI. The successful bidder can use the pre-existing hoarding space of private or public players for installation of the temporary hoardings for which no Municipal advertisement taxes will be paid.
- VII. There shall be approximate 80 nos. of hoardings to be installed by the successful bidder in entire area of DNH. In addition to this the bidder shall be required to prepare box gates, cut-outs, banners and pole kiosks. Bidder shall be required to quote only unit per square feet rates. The quantities indicated in the bid document are only indicative. These quantities are subject to variation subject to total estimated cost put to tender. For eg. Hoardings can increase from 80 but total cost of all items can not exceed the estimated cost.
- VIII. Evidence of the hoardings (installed at the allotted locations) in the form of tagged photographs and video of location along with the date of installation to be

submitted immediately after the installation of the hoardings.

- IX. The bidder shall ensure that in no circumstances any hoarding shall fall /break. It is the responsibility of successful tenderer to replace torn or damaged hoardings/ banners and has to remove hoardings and temporary structure after completion of event. The structure of hoarding, put by the bidder, shall remain under ownership of the bidder and can be removed after the event.

### 3. Rates and Quotes

The bidder has to quote the rates inclusive of taxes but exclusive of any advertisement taxes/rental charges. The quoted rates shall be firm and shall not be subject to any change whatsoever.

### 4. Uploading of Tender

The bidder shall upload the mandatory documents of the tender on <https://dnhtenders.gov.in/nicgep/app> only and the other related hard copies of the firm may be submitted in a sealed envelope super scribed as “Selection of an Agency/Firm for Designing, Printing, Fixing of Flex and Installation of Hoardings at different locations in Dadra and Nagar Haveli” addressed to “The Member Secretary (SPOTAC), Department of Tourism, Dadra & Nagar Haveli”

### 5. Opening of Tenders

The Member Secretary (SPOTAC) will open the on-line tenders at the specified date and time as indicated in the NIT.

### 6. Tender Evaluation

The bids will be evaluated by the Evaluation Committee duly approved by the competent authority which will decide the **lowest bidder (L-1)** on the basis of total cost quoted by each bidder.

### 7. 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 validity is shorter than the required period.

## **8. Tender Validity**

The tenders shall remain valid for acceptance for a period of 180 days (one hundred eighty days) after the date of tender opening prescribed in the Tender Document.

## **9. 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:**

- In case bidder needs any clarification on the Tender Document or Scope of Work, they can contact in the Office of the Society for Promotion of Tourism, Art and Culture, Paryatan Bhawan, Shaheed Chowk, Near Tribal Museum, Silvassa – 396 230, Dadra & Nagar Haveli during office hours. Tel: 0260 2641399 or Email at dnhtourism@gmail.com
- In case bidder needs any clarification or if training required for participating in online tender, they can contact the following office: - National Informatics Centre, Secretariat, Silvassa-396230, Ph No. 0120-4200462  
Website: <http://dnhtenders.gov.in/nicgep/app>
- After selection, a Letter of Award (LOA) shall be issued in duplicate, by the Tender Inviting Authority to the Successful Bidder and the Successful Bidder shall sign and return the duplicate copy of the LOA in acknowledgement/acceptance of the work thereof. In the event of the duplicate copy of the LOA duly signed by the Successful 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.

- The successful bidder has to submit the Creative designs for each of the items mentioned in the Appendix - I to the Tender Inviting Authority within Two days after receiving the Letter of Award.
- 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.

### **Section-3 Tender Form**

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

To  
The Member Secretary,  
Society for Promotion of Tourism, Art & Culture,  
Saheed Chowk, Silvassa  
Dadra & Nagar Haveli

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 with the delivery schedule specified in the “List of Requirements “of 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 TE document, including amendment/ corrigendum etc. if any.

(Signature with Date) (Name and Designation)

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 online on <https://dnhtenders.gov.in/nicgep/app> and offline (hardcopy of all the relevant documents) at the office of The Member Secretary (SPOTAC), Dadra & Nagar Haveli in 2 bid system:

- Technical Proposal (mandatory document)
- Financial Proposal (To be submitted only Online)

#### **Technical Proposal**

The Technical proposal should contain

- a) Mandatory documents as mentioned at Section-2 Point-1 to be uploaded online along with financial bid:

#### **Financial Proposal**

The financial proposal for Designing, Printing, Fixing of Flex and Installation of Hoardings at different locations in Dadra and Nagar Haveli should be quoted as the final cost inclusive of all applicable taxes and Service tax.

#### **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 on-line. The mandatory documents specified in this document shall be submitted before the prescribed dates physically in the office of the Member Secretary (SPOTAC) as well.

### **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 Member Secretary (SPOTAC) 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's 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. All applicable taxes shall have to be paid as per actual and shall be reimbursed subject to actual proof of payment.
6. Rentals for already installed structures shall be deemed to be included within the rates quoted. No other charges for rentals shall be paid.
7. Already installed structures can be used. In that case payment shall be made as per actual subject to maximum rate quoted for structure and framing.

### **8. 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 thereto.

### **9. 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 final 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 online only)**

<b>Sr. No.</b>	<b>Particulars</b>	<b>Approximate Quantity (In Sq. Feet) (subject to variation)</b>	<b>Rate Per Sq Ft (Including all applicable taxes)</b>	<b>Total Amount</b>
a.	Printing and installation of flex of 300 GSM with black back of hoardings (20'X10'), banners, etc.	17000.00		
b.	Rate of temporary structure and frame of hoardings, banners, pole kiosks, etc.	13000.00		
c.	Cut outs with printing, framing, structure, installation, transportation, etc.	1200.00		
d.	MS Box Gate of different sizes with iron pipe structure or wooden structure with the transportation and printing	3500.00		
e.	Pole Kiosks on both side with installation of size 3 ft X 2 ft	300.00		
<b>Total Amount (In INR)</b>				

**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
- 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 if required to be paid.