

**U. T. ADMINISTRATION OF
DADRA AND NAGAR HAVELI,
SOCIETY FOR PROMOTION OF TOURISM ART AND CULTURE (SPOTAC),
DEPARTMENT OF TOURISM, SILVASSA**

No.F/23/19/335/2019/SPOTAC/151

Date: 17/10/2019

**SHORT TERM TENDER NOTICE
TENDER FOR DESIGNING AND PRINTING OF WALL CALENDAR - 2020
FOR DAMAN & DIU AND DADRA & NAGAR HAVELI**

The Member Secretary (SPOTAC), Society for Promotion of Tourism, Art and Culture, Dadra & Nagar Haveli invites 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 completion Period	EMD	Estimated cost of this tender
1.	<u>Designing and Printing of Wall Calendar – 2020</u> Size: (16.5” X 24.9”) 170 GSM import quality art paper.	Rs. 1000/- (non-refundable in any case)	15 days	Rs. 12,500/-	Rs. 4,25,000/-

Tender document for Designing and Printing of Wall Calendars 2020 for Daman, Diu and Dadra & Nagar Haveli will be available in the office of the Member Secretary (SPOTAC), Near Tribal Museum, Silvassa on all working days from 17/10/2019 to 01/11/2019 at the cost of Rs. 1000/- only. The tender notice can be seen on website www.dnh.nic.in. Also the tender document can be collected from the undersigned office and rate can be offered by interested agencies/firm in a sealed envelope.

The complete tender form along with tender fees and EMD in the form of Demand Draft only of any Nationalized Bank in favour of **Member Secretary (SPOTAC)**, Dadra & Nagar Haveli should be sealed and superscribed as “*Designing and Printing of Wall Calendar 2020 for Daman and Diu & Dadra and Nagar Haveli*” and deliver it in person or post/courier so as to reach in the office of the Member Secretary (SPOTAC) on or before **12.00 hours on 01/11/2019**.

The tender will be opened on the date finalized by the competent authority, and in presence of the tenderer if possible. Tender without Tender fees, EMD and valid tender document shall not be entertained.

The right to reject any or all tender without giving reason is reserved. The validity of the tender shall be for one year from the date of opening of the tender form.

Sd/-
**MEMBER SECRETARY (SPOTAC)
DADRA AND NAGAR HAVELI
SILVASSA**

LAST DATE OF ISSUE OF TENDER: 17/10/2019

LAST DATE OF RECEIPT OF TENDER:01/11/2019

EMD Rs: 12,500/-

TENDER FORM

This tender is issued to Shri/M/s. _____ of
Village _____. Tender fees Rs. 1000/- received vide receipt
No. _____ dated _____.

Silvassa.

Date: /10/2019

Sd/-
Member Secretary (SPOTAC)
Tourism Department
Dadra & Nagar Haveli, Silvassa.

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

I/We undersigned Shri. /M/s _____ hereby offer my/our rates as under/as
enclosed. I/We agree with the terms and conditions attached with this tender and promise to pay the
rates shown against the item in the financial bid.

Place:
Date : /10/ 2019

Signature of the tenderer
along with the rubber stamp

Note: Strike out whatever is not applicable.

**GENERAL TERMS AND CONDITIONS TO CARRY OUT THE WORK
AS PER TENDER DOCUMENT**

1. The rates should be quoted inclusive of all taxes. The bill shall be paid after deducting TDS/Income Tax amount.
2. The rates should be quoted only for the items specified in list of requirements. The successful bidder must deliver the items to the department, no delivery charges will be paid to the bidder by the department.
3. The EMD of unsuccessful bidders will be returned to them within 2 weeks by the Tender Inviting Officer and the EMD of successful bidder will be returned after completion of work.
4. No extension of time shall be granted to the successful bidder for competing the work by the tender Inviting Officer.
6. All bills should be in DUPLICATE and should invariably mention the number and date of supply order.
7. If possible, the tenders will be opened in presence of Tenderer or their representative if any present, in the office of the Tender Inviting Officer.
8. The right to accept or reject any or all tenders without assigning any reason in part or whole is reserved with the Tender Inviting Officer and his decision(s) on this matter will be final and binding to all.
9. The tender offer received which do not confirm with the terms and conditions of this office will be summarily rejected. All the pages of this tender shall be duly signed, stamped and submitted with the technical bid documents compulsorily.
10. If the tenderer whose tender is accepted, fails to execute the mentioned work within stipulated time the EMD of such tender will be forfeited and the work order shall be terminated with no further liabilities on either party of the contract.
11. The successful tenderer shall have to undertake all the work required for designing and printing of wall calendar and shall have to create designs as per the directions and satisfaction of the tender inviting authority.
14. The bids will be evaluated by the Evaluation Committee duly approved which will decide the lowest bidder (L-1) on basis of financials quoted.
15. In case, the L-1 (lowest bidder) fails to comply with the requirements/execute the work as directed by the department, then the tender inviting authority may select the successive lowest bidder for this work.

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

Date: 17/10/2019

Signature and stamp of the bidder

A. Technical eligibility criteria:

- 1) Tender fees (non-refundable) and EMD in form of Demand Draft only.
 - 2) The Bidder can be a sole Proprietorship firm / a Partnership firm/ limited liability partnership/a Company incorporated under the Companies Act 1956 / 2013/ any other legal person.
 - 3) The bidder should have an experience of having successfully completed designing and printing of calendar work during last seven years ending on the last day of the month previous to the one in which the following works are invited.
 - Three similar completed works costing not less than the amount equal to 40% of the estimated cost of the tender.
OR
 - Two similar completed works costing not less than the amount equal to 60% of the estimated cost of the tender.
OR
 - One similar completed work of aggregate cost not less than the amount equal to 80% of the estimated cost of the tender.
- * Similar works of designing and printing of calendars only shall be considered.**
Work Order from Central Government / State Government/Semi-Government / PSUs / Private Companies/ Individual persons shall be considered.
- 4) Average annual financial turnover of the agency shall be at least 50% of the estimated cost during the last 3 consecutive financial year. (Chartered account certificate).
 - 5) Income tax return of last three years.
 - 6) Proof of Goods and service tax registration certificate.
 - 7) Copy of PAN.
 - 8) Copy of Company registration certificate, in case of company.
 - 9) An undertaking that the firm/agency is not blacklisted/debarred from any Government organization/Department on the firm/agency's letter head.

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

B : SPECIFICATION OF WALL CALENDAR – 2020

1. Wall calendars should be printed in English language with designing and offset printing.
2. Size (16.5" X 24.9"), 170 GSM import quality art paper, spiral binding with hanging rod.
3. Total number of wall calendars to be printed: 4000 Nos.

Signature of the Supplier

Sd/-

Date: 17/10/2019

Tender Inviting Officer

Selection Process:

Technical bids of all applicants would be opened on the 01/11/2019 at 3.00 PM. After technical evaluation, the financial bids of only technically qualified bidders will be opened.

Other important Information:

1. The tender inviting authority reserves the right to accept the tender in full or in part. Conditional bids would be rejected outright.
2. The tender inviting authority reserves the right to place an order for the full or part quantities under any items of work indicated above.

**FINANCIAL BID FOR DESIGNING AND PRINTING OF WALL
CALENDAR – 2020**

Sr.No	Particulars	Quantity	Amount
1.	<u>Designing and Printing of Wall Calendar – 2020</u> Size: (16.5” X 24.9”) 170 GSM import quality art paper,	4000	
2.	Applicable taxes, if any		
3.	Grand Total		

Sign & Signature of the Bidder

Date:

Place: