

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

NO. DNH/TOUR/SPOTAC/ADVT/2018/57/357

DATE : 24 /11/2018

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 advertising agencies/supplier/manufacturer as per the detail below:

Sr. No.	Particulars	Estimate (in Rs)	Tender fees	Work Period	EMD
1.	<i>Designing, Printing and mounting of Publicity materials for Tarang-a musical evening for U.T. Administration of Dadra & Nagar Haveli.</i>	Rs. 3,62,000/-	Rs. 1000/-	2 days	Rs. 9000/-

Tender document for “*Designing, Printing and mounting of Publicity materials for Tarang-a musical evening 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 **24/11/2018 to 28/11/2018 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. 9,000/-** 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 “*Designing, Printing and mounting of Publicity materials for Tarang -a musical evening 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 28/11/2018.**

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 : 28/11/2018 up to 12:00hrs

LAST DATE OF RECEIPT OF TENDER: 28/11/2018 up to 15:00hrs

E.M.D. Rs. 9,000/-

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 “*Designing, Printing and mounting of Publicity materials for Tarang-a musical evening*” as per “Annexure-I & II” and also agree with the terms and conditions attached with this tender document as attached.

Place:

Date: /11/2018.

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.9,000/-** 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 ***“Designing, Printing and mounting of Publicity materials for Tarang -a musical evening for U.T. Administration of Dadra & Nagar Haveli”*** 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 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 “***Designing, Printing and mounting of Publicity materials for Tarang-a musical evening for U.T. Administration of Dadra & Nagar Haveli***” 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 “***Designing, Printing and mounting of Publicity materials for Tarang-a musical evening for U.T. Administration of Dadra & Nagar Haveli***” 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 assignment any reason any 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.
25. Payments will be done as per actual.

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

Signature of the Supplier.

Tender Inviting Authority.

Date: /11/2018

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

ANNEXURE – I (SCOPE OF WORK)

Name of Work: - “Designing, Printing and mounting of Publicity materials for Tarang-a musical evening for U.T Administration of Dadra & Nagar Haveli”

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

- 1) The hoardings must be installed at all the prominent places of Dadra and Nagar Haveli and Daman as well as at all the panchayat’s area of DNH. The locations where the hoardings are to be mounted shall be fixed after taking due approvals from the Tender Inviting Authority.
- 2) The hoardings, banners, and entrance gate must carry information regarding the programme.
- 3) The hoardings should be printed on normal flex and the rate should include of all the taxes.
- 4) Designing, Printing & Installation of flex at the base of stage and stage backdrop at Venue and also installation of entrance gates.
- 5) The entrance gate must be installed at the venue as per the approval from Tender Inviting Authority.
- 6) The agency has to pay the rent to the authority and also take prior permission from the Silvassa Municipal council to install the branding materials.
- 7) The number of advertising material required along with the sizes are as below:

Sr No	Particulars	QTY
1	i) Creative designing, printing on normal flex and mounting of :	
	a. 20x10ft hoardings in DNH - 10 nos (includes rent) in DNH	10 nos
	b. 20x10ft hoardings in DNH - 10 nos District panchayat	10nos
	c. 20x10ft hoardings in Daman - 3 nos (includes rent)	3 nos
	d. Invitation Cards -	150 nos
	e. Stage Backdrop 40x10ft-	2 nos
	f. Venue box Gate -21x 31ft	1 nos
	g. Flex for the standee-	12 nos
	h. 5x6 Banners-	20 nos
	i. Signages 16x8 ft	12 nos
	j. Flex for stage (top/Base)- 32' x 5'	2 nos

- 5) All the designs and creative must be approved by the Tender Inviting Authority before printing.
- 6) The hoardings must be in the language of English after acquiring appropriate approval from the Tender Inviting Authority.
- 7) The bidder has to submit 3 different creative’s which shall include the theme and concept of the event highlighted along with the short term notice
- 8) The payment will be done on actual basis as per the work done.

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

PART B
(Financial Bid)

ANNEXURE – II

Sr No	Particulars	QTY	Rate (in Rs)	Amount (in Rs)
1	i) Creative designing, printing on normal flex and mounting of :			
	a. 20x10ft hoardings in DNH - 10 nos (includes rent)	10 nos		
	b. 20x10ft hoardings in District Panchayat - 10 nos	10nos		
	c. 20x10ft hoardings in Daman - 3 nos (includes rent)	3 nos		
	d. Invitation Cards - 150 nos	150 nos		
	e. Stage Backdrop 40x10ft- 2 nos	2 nos		
	f. Venue box Gate -21x 31ft	1 nos		
	g. Flex for the standee- 12 nos	12 nos		
	h. 5x6 Banners- 20 nos	20 nos		
	i. Signages 16x8 ft 12 nos	12 nos		
	j. Flex for stage (top/Base)- 32' x 5' - 2 nos	2 nos		
	Sub total			
	GST 18 %			
	Total			

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: