

Request for Proposal

Government of Tripura
Directorate of Skill Development
Department of Industries & Commerce
Indranagar, Agartala-799006
e-mail: skilltripura@gmail.com

NO. F.6 (16)/TSDM/2020/13, 766

Dated 27/11/2020

Sealed proposals are invited by the Directorate of Skill Development, Government of Tripura from the potential agency for Installation, Printing, Fixing of flex and display of 8 hoardings at different locations in Tripura. The complete RFP document may be downloaded from the website of the Directorate www.tripura.gov.in

The last date of the submission of proposal is up to 20th December, 2020 by 5:00 P.M.

Sd/-
Director, Skill Development,
Government of Tripura

**Government of Tripura
Directorate of Skill Department
Department of Industries and Commerce
Indranagar, Agartala-799006**

Phone: (0381) 2353166, Fax- (0381) 2353167, email: skilltripura@gmail.com

NO. F.6 (16)/TSDM/2020/ 13,766

Dated 27/11/2020

Directorate of Skill Development invites Request for Proposal from the potential agency for Installation, Printing, Fixing of flex and Display hoarding at different locations in Tripura.

1. INTRODUCTION:

Directorate of Skill Development, Govt. of Tripura intends to install eight (8) numbers of hoardings for IEC activity on Skill Development Trainings at different locations in all the districts of Tripura during the year 2020-21.

2. GENERAL TERMS AND CONDITIONS:

2.1 Key Events & Dates:

The schedule of activities for the purpose of the Request for Proposal (RFP) is outlined below.

Non Refundable Tender Cost	Rs. 500 through demand draft from any nationalised bank, drawn in favour of "Member Secretary, SOFED", Payable at Agartala as non-refundable processing fee.
Download of RFP document	RFP can be downloaded from website: http://tripura.gov.in .
Last date for submission of bids	Up to 5 PM, 21 st December, 2020. All pages of bid documents must be signed by the tenderer while submitting the same otherwise the same shall not be considered.
Venue	Directorate of Skill Development, ITI Road, Indranagar, Agartala, West Tripura-799006

2.2 Tenders will be received by Speed Post/Registered Post/Courier Services/ by hand in sealed cover addressed to the Director, Skill Development, Tripura, ITI Road, Indranagar, Agartala, West Tripura-799006 up to to 5 PM, 21st December, 2020. The Directorate of Skill Development will not be responsible for any postal delay.

2.3 The specification of the Installation of hoardings structure along with requirement are given below:

- The posts will be of 110 mm (OD) dia G.I. pipe, Length of each 3.00 mtr. (Medium class, ISI marked & of approved quality).
- The beams will be of 100 x 100 x 6 mm MS angle & diagonally braced with 50 x 6 mm MS flat.
- The foundation size for erection of posts will be of 1.00 m x 1.00 m x 1.30 m (0.30 m will be above ground level) with CC 1:2:4 Base.
- The height of the display portion will be 1.20 mtr. Above Ground Level.
- The assembly will be of 3.15 mm thick HR sheet (size:- 6.00 mtr. x 3.00 mtr.)
- The entire structure will be painted properly with epoxy paint (two or more coats) including priming.
- No transportation charge will be made separately for installation/ carrying to the work site.

2.4 Specification for Flex: Flex must be standard make properly pasted with good quality adhesive material.

2.5 Specification for printing material: Multi colour machine based solvent printing with UV resistant ink. Printing should carry a warranty of at least 12 months outdoor stability

2.6 Tentative Locations for installing the Hoardings:

Sl. No.	District	Preferable Location* (Subject to change)
1	North Tripura	Dharmanagar
2	Unakoti	Kailashahar
3	Dhalai	Kamalpur Bus stand
4	Sepahijala	Bishalgarh
5	Gomati	Rajarbag/Ramesh Chowmuhani
6	South Tripura	Santirbazar
7	Khowai	Khowai Bus Stand
8	West Tripura	Battala/Melarmath/Bordowali/AD Nagar

The locations are indicative, the bidder may mention the actual execution location in the proposal.

2.7 Eligibility and Qualification of the bidder:

- The bidder should be a private/ Public Ltd. Company registered under the companies act, 1956 or a firm or a sole proprietorship firm.
- The Company/Firm should have excellence in similar field for more than five (5) years as on the date of tender and must have a dedicated office in Tripura with all required services to undertake such work.
- The Company/Firm must be registered with appropriate authority on all applicable statutory duties/Taxes.
- The agency must have proven experience in works of similar nature of outdoor advertising.

2.8 Commencement of work:

The date of receipt of Work order shall be considered to be the date of commencement of work. In case of failure to commence the work within 7 (seven) days of issue of Work order, the award of work shall be cancelled and the bid security/earnest money shall be forfeited.

2.9 A penalty @ 1% of the total value shall be charged for every day or part thereof for delay beyond stipulated date of supply for a maximum period of 04(four) weeks after which order shall be deemed to be expired. However relaxation will be entertained only in special circumstances (Natural calamities, war or any other situation beyond human control).

2.10 Approved Cost for the Project

Particulars	No. of Hoarding	Cost Per Hoarding	Total Cost
Installation, Printing, Fixing of flex and Display hoarding	8	52,000	4,16,000
GST (as applicable) would be disbursed separately with the bill			

2.11 Printing and Fixing of Flex on hoarding:

- Design and contents for flex printing will be supplied by Directorate of Skill development to the awardees along with the work order.
- Print and material of flex and fixing of flex are to as per agreed standards.
- The replacement of torn or mutilated flex are to be replaced

2.12 Tender Contents:

The interested bidders shall submit the Technical bid in a sealed envelope, indicating the name of the tender, Organization name with Address on the cover.

2.13 Amendment of Tender Document

- At any time prior to 5 (five) days from the deadline for submission of the tender, DSD reserves the right to add / modify / delete any portion of the tender document by issuing an addendum, which will be sent to all bidders. In case of amendment of tender document, the directorate may, at their own discretion, extend the bidding period only under exceptional circumstances.
- DSD will not entertain any request from any bidder to extend the tendering period.

2.14 Maintenance of Hoardings:

Hoarding shall be maintained in all aspects by the selected tenderer at least for the duration of 12 months after installation of all the 8 hoarding at the proposed locations.

2.15 Right to accept / reject

- No tender will 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.
- DSD reserves to itself the right to accept or reject any tender or annul the tendering process 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.

2.16 Income Tax/ VAT will be deducted from the bill at the applicable rate and TDS certificate shall be issued in due course

2.17 Payment would be made on bill basis, post receipt of work completion report along with picture of the placed hoarding. No advance payment shall be made under any circumstances. The selected agency shall be ready to take up work beyond the mentioned scope if felt necessary and asked by DSD and DSD shall give effect to such payment arising out of the additional work

2.18 No insurance charge is admissible and the successful tenderer will be responsible for any breakage, damage and loss in transit on way to destination. The successful tenderer shall indemnify and keep indemnified the Directorate 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

2.19 Any default or breach of contract or non-execution of supply shall lead to appropriate action by the Directorate of Skill Development, Tripura including black listing / delisting the tenderer for future supply.

2.20 The selected tenderer will be required to submit monthly Progress Reports of the work undertaken.

2.21 If any item supplied is found to be not of standard quality, it should be taken back and replaced by fresh one at own cost of supplier.

2.22 In case of legal dispute the jurisdiction will be the High Court of Tripura.

2.23 All the documents submitted along with the tender should be duly signed by the authorized person

2.24 Clarification, if any, may be written to the official mail i.d of Directorate of Skill Development skilltripura@gmail.com .

**Sd/-
Director,
Skill Development**

TECHNICAL BID

1. Profile of the Agency

1	Name of the Agency, complete postal address with PIN, Mobile /telephone no., e-mail. I.D, Fax No, Website					
2	Registration number, date of registration, validity of registration., Act under which registered					
3	Status of the organization (i.e company /Partnership firm /etc)					
4	Name & designation of Chief functionary with Tel No. /Mobile No					
5	Name & designation of Contact person for this Tender with Tel No. /Mobile No					
6	PAN/TIN, Sales Tax/ VAT registration certificate and Trade License					
7	No. of years in this field					
8	Whether the organization has any past experience in successfully Installation, Printing, Fixing of flex and Display hoarding under any State/ Central Government in last 5 years, if yes then the details thereof. Attach the work order/sanction letter (Max mark – 40 marks)	Type of Activity	Title of the Project	Name & Address of the Client	Duration of Project (in month) & Year of Start & Completion	Project Cost (Rs. in Lakh)
		1	2	3	4	5
9	Whether the institution/organization is having sufficient managerial and technical capacity for running the project, if yes the details thereof (Max mark – 10 marks)	No. of full time employees			No. of part time employees	
10	Whether the organization is engaged in Installation, Printing, Fixing of flex and Display hoarding. If yes, whether it is incorporated as one of the objectives in the Memorandum and Article of Association of the Organization (max marks – 20 marks)					
11	Turnover in Rs. (Max mark – 10 marks)	2016-17		2017-18		2018-19
12	Documentary proof of having office in Tripura (Max mark – 10 marks)					

Please attach supportive self-attested documents against point no. (2), (3), (6), (8), (9), (10), (11), (12)

II. Brief on the proposed assignment and proposed project management and functional management methodology in detail to be followed by the agency for executing the project. (Max mark – 20 marks) along with proposed execution location.

III. Any other detail which is relevant to the bid

Authorized signatory of the Organization
With seal Name/Designation/Address

Date:
Place:

Undertaking to be submitted by the tenderer

Tender No. _____
For supply of _____

Sir,

I/We Shri/Smt. _____, on behalf of M/s. _____ having registered office at _____, do hereby declare that I/we have gone through the terms and conditions mentioned for the above and undertaken to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance for a period of 01(one) year from the date of award of contract to me/us.

2. I/We undersigned hereby bind myself/ourselves to the Office of _____ to supply _____. The rates quoted by me/us for the items tendered for are specified against each.
3. The articles shall be strictly as per specification and of the best quality as per requirement of the institution. The decision of the Office of _____ (Hereinafter called the said Purchaser) as regards to the quality and specification of article shall be final and binding on me/us.
4. I/We hereby undertake to pay the penalty as per the terms and conditions of the contract for delayed supply of the ordered items.
5. I/We agree to accept the amount of the bill to be paid by the purchaser after completion of all formalities and should any amount of the bill found by the purchaser/auditors to have been over-paid; the amount so found shall be refunded by me/us.
6. I/We hereby undertake to supply the items during the validity of the tender as per direction given in supply order within the stipulated period.
7. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.
8. I/We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.
9. I/We hereby declare that I/We have not been disqualified/ de-barred from supply of similar goods by any Government organization during last three years.

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM

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Declaration

I / We..... have gone through carefully all the tender conditions and solemnly declare that I /We abide by any penal action such as disqualification or black listing or determination of contract or any other action deemed fit, taken by the department against us, if it is found that the statement, documents, certificated produced by us are false/ fabricated.

I / We hereby declare that, I /We have not been blacklisted / debarred / suspended/ demoted in any department in Tripura or any state in India due to any reasons

FULL SIGNATURE OF TENDERER:

DATE:

NAME & ADDRESS OF THE FIRM

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