

# **Tender**

**No. F.IV-2(156)/PLG/DI/2020/PROM/**

**Government of Tripura**

**Department of Industries and Commerce**

**Shilpodhog Bhawan, Khejurbagan, Agartala-799006**

***email: [industrytripura@gmail.com](mailto:industrytripura@gmail.com)***

Sealed proposals are invited by the Department of Industries and Commerce, Government of Tripura from the potential and eligible agency for Installation, Printing, Fixing of flex and display of 3 (three) hoardings at 3 different districts in Tripura. The complete RFP document may be downloaded from the website of the Department at [www.tripura.gov.in](http://www.tripura.gov.in)

The last date of the submission of proposal is up to 15<sup>th</sup> September, 2021 by 5:00 P.M.

**Sd/-**

**Director, Industries & Commerce,  
Government of Tripura**

No. F.IV-2(156)/PLG/DI/2020/PROM/11,027  
Government of Tripura  
Department of Industries and Commerce  
Shilpodhog Bhawan, Khejurbagan, Agartala-799006  
email: [industrytripura@gmail.com](mailto:industrytripura@gmail.com)

Dated: 31<sup>st</sup> August, 2021

Department of Industries & Commerce, Government of Tripura invites Tender from the potential agency for Installation, Printing, Fixing of flex and Display hoarding at different locations in Tripura.

## 1. INTRODUCTION:

Department of Industries and Commerce is implementing Prime Minister's Flagship programme "Pradhan Mantri Formalisation of Micro Food Processing Enterprises" Scheme (PMFME), which was launched by Ministry of Food Processing Industries, Government of India as part of the Atmanirbhar Bharat Abhiyan and the "Vocal for Local" campaign on 19<sup>th</sup> June, 2020.

Under the scheme, Department intends to install three (3) numbers of hoardings for as a part of promotional activity in 3 districts of the State during current FY 2021-22.

## 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.

Download of RFP document	RFP can be downloaded from website: <a href="http://tripura.gov.in">http://tripura.gov.in</a> .
Last date for submission of bids	Up to 5 PM, 15th September, 2021. All pages of bid documents must be signed by the tenderer while submitting the same otherwise the same shall not be considered.
Venue	Department of Industries and Commerce, Shilpodhog Bhawan, Khejurbagan, Agartala-799006

2.2 Tenders will be received by Speed Post/Registered Post/Courier Services/ by hand in sealed cover addressed to the Director, Department of Industries and Commerce, Shilpodhog Bhawan, Khejurbagan, Agartala-799006 up to to 5 PM, 15<sup>th</sup> September, 2021. The Department of Industries and Commerce 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 (pole) will be 110 mm (OD) dia G. I. pipe- 2 Nos. pole (Medium class, ISI marked & approved quality.
- The beams will be 75mm x 75mm x 5 mm MS angle & diagonally based with 50mm x 5mm MS flat.
- The foundation size for erection of posts will be of 1.00 x 1.00 x 1.30 mtr. (0.30 mtr. 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 1.20 mm thick HR sheet (size: 6.00 mtr. x 3.00 mtr.)

- Flex must be Black back STAR quality front lit make properly pasted with good quality adhesive materials.
- The entire structure will be painted properly with epoxy paint (two or more coats) including priming.
- No transportation charges 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	West Tripura	Near Bhagat Singh Youth Hostel
2	Sepahijala	Near District Industries Centre, Bishramganj
3	Udaipur	Near Matabari/ Near SBI, Ramesh Chowmuhani

The locations are indicative; the bidder may mention the actual execution location in the proposal However the location shall be in prime place where micro investors visit mostly.

**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, pandemic, Lockdown or any other situation beyond control).

**2.10 Estimated Cost for the Project:**

Particulars	No. of Hoarding	Cost Per Hoarding	Total Cost
Installation, Printing, Fixing of flex and Display hoarding	3	55,000	1,65,000
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 Department of Industries & Commerce 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 separate proposal as per scope of work super scribed with "Proposal for publicity through display of Hoarding".
- The bids in two parts, namely "Part – A Technical Bid" and "Part – B Financial Bid" shall be submitted by the interested bidders clearly mentioning the organization name and address on the sealed envelope. 2(two) Bids should be put in 2(two) separate sealed envelopes, indicating on the cover as to which one is the Technical Bid and which one is the Financial Bid. The 2 envelops shall thereafter, be placed inside a large sealed cover and the same may be submitted to the office of the undersigned.
- The Technical Bid shall contain all details regarding the item offered by the bidder, compliance of terms and conditions, submission of documents, EMD money etc. in other words, everything except the rate offered. The "Financial Bid" shall contain the rate offered by the bidder. While opening the Bids, the Technical Bids will be opened first and the financial bids will be opened only for those who have qualified with a minimum score of 70% in technical bids. The Department shall not be required to intimate the Bidder separately. Financial proposals of those Bidders will be opened in the presence of their representatives who choose to attend on the date informed by the Department. Thereafter, financial bids of only short listed bidders will be opened for consideration.

#### **2.13 Amendment of Tender Document**

- At any time prior to 5 (five) days from the deadline for submission of the tender, Department 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.
- Department of Industries and Commerce 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 (12 months would be calculated from the date of submission of work completion certificate) after installation of all the 3 hoarding at the proposed locations. The Bidder shall replace the flex, in case within 12 months periods of time the flex/ Hoardings get damaged due to any reason.

#### **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.
- Department of Industries and Commerce 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 will be deducted from the bill at the applicable rate and TDS certificate shall be issued in due course
- 2.17 **Payment Miles stone:** Payment would be made on bill basis, post receipt of work completion report along with picture of the placed hoarding before and after installation 90% of the approved cost would be disbursed to the selected bidder. Remaining 10% of the payment would be disbursed post completion of one year period of time, where the agency shall maintain all the installed hoardings in all aspects. 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 Department of Industries and Commerce and 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 tendered shall indemnify and keep indemnified the Department of Industries and Commerce 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 Department of Industries and Commerce, Tripura including black listing / delisting the tenderer for future supply.
- 2.20 The work shall be completed within 1 month from the date of issuance of work order.
- 2.21 If any item supplied is found to be not of standard quality as specified above, 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 The qualifying score in technical Bid is 70%. **The proposals of the agency, who qualifies in technical bid, would be only opened in financial bid.** The technically qualified agency who bid lowest would be offered the work order by the authority under the scheme.
- 2.25 Clarification, if any, may be written to the official mail i.d of Department of Industries and Commerce at [pmfmetripuraspmu@gmail.com](mailto:pmfmetripuraspmu@gmail.com) .

Sd/-

Director,

Department of Industries and Commerce



## TECHNICAL BID

### 1. Profile of the Agency

<b>1</b>	Name of the Agency, complete postal address with PIN, Mobile /telephone no., e-mail, I.D, Fax No, Website				
<b>2</b>	Registration number, date of registration, validity of registration., Act under which registered				
<b>3</b>	Status of the organization (i.e company /Partnership firm /etc)				
<b>4</b>	Name & designation of Chief functionary with Tel No. /Mobile No				
<b>5</b>	Name & designation of Contact person for this Tender with Tel No. /Mobile No				
<b>6</b>	PAN/TIN, Sales Tax/ VAT registration certificate and Trade License				
<b>7</b>	No. of years in this field				
<b>8</b>	<p>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 no. of work executed. Attach the work order/sanction letter (Max mark – 30 marks),</p> <p>a) Below 3 work orders but more than 1 work order= 5 marks</p> <p>b) More than 3 work orders but less than 5 work orders 10 marks</p> <p>c) More than 5 work orders but less than 7 work orders 20 marks</p> <p>d) More than 7 work orders 30 marks</p>	Type of Activity	Name & Address of the Client	No. of work order received	
		1	2	5	
<b>9</b>	<p>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 value of the work order (Max mark – 30 marks),</p> <p>a) Below 3 work orders but more than 1 work order worth 2 lakhs each= 10 marks</p> <p>b) More than 3 work orders but less than 5 work orders worth 2 lakhs each 20 marks</p> <p>c) More than 5 work orders but less than 7 work orders worth 2 lakhs each 30 marks</p> <p>d) More than 7 work orders worth 2 lakhs each 40 marks</p>	Type of Activity	Name & Address of the Client	Duration of Project (in month) & Year of Start & Completion	Project Cost (Rs. in Lakh)
<b>10</b>	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				

	incorporated as one of the objectives in the Memorandum and Article of Association of the Organization (max marks – 10 marks)			
11	Turnover in Rs. (Max mark – 10 marks) More than 5 lakhs but below 7 lakhs = 2 marks More than 7 lakhs but below 10 lakhs = 4 marks  More than 10 lakhs but below 15 lakhs = 6 marks More than 15 lakhs = 10 marks	2017-18	2018-19	2019-20
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)*

### III. Any other detail which is relevant to the bid

Authorized signatory of the Organization

With seal Name/Designation/Address

Date:

Place:

# FINANCIAL BID

Sr. No.	Item / Module	Estimated Cost (INR)	Offered Cost by Bidder (INR)
1.	Identification of Hoarding Location and arrangement of the space from the local authority	Rs. 55,000	Rs..... (excluding GST)
2.	Printing and design of flex		
3.	Installation of Hoarding structure and fixing of flex		
4.	Maintenance of Hoarding for 1 year		
Applicable Tax/GST			
Total Offered Cost including GST			

**Rupees in Figure.....**



## 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 .....  
.....

## 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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.....  
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