

**UT ADMINISTRATION OF DAMAN & DIU**  
**SOCIETY FOR PROMOTION OF TOURISM, ART & CULTURE (SPOTAC)**  
**DEPARTMENT OF TOURISM, DAMAN-396210**  
**E-MAIL: damantourism2013@gmail.com**

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**NO. 5/170/DDT/DMNDANCE/2017-18/350**

**DATE:29/11/2017**

**SHORT TERM TENDER NOTICE**

The Member Secretary (SPOTAC), Daman invites sealed tenders on behalf of the President of India from any interested agencies/supplier/manufacturer as per the detail below:

<b>Sr. No.</b>	<b>Particulars</b>	<b>Tender fees</b>	<b>Work Period</b>	<b>EMD</b>
1.	<b>Branding activities for the upcoming Daman Dance Competition to be organized on 8<sup>th</sup> Dec 2017</b>	Rs. 500/-	5 days	Rs. 10,000/-

Tender document for “**Branding activities for the upcoming Daman Dance Competition to be organized on 8<sup>th</sup> Dec 2017**” will be available in the office of the Member Secretary (SPOTAC), Daman on all working days from **29/11/2017 to 04/12/2017 upto 1300 hrs** at the cost of **Rs. 500/-** only. The tender is also available on Website [www.daman.nic.in](http://www.daman.nic.in) which can be downloaded and rate can be offered by interested agencies/supplier/manufacturer, but such tender document must also contain the Tender Fees in the form of Demand Draft.

The complete tender form along with EMD in the form of Demand Draft of any Nationalized Bank only in favour of **Member Secretary (SPOTAC), Daman** should be properly covered sealed and superscribed “**Branding activities for the upcoming Daman Dance Competition to be organized on 8<sup>th</sup> Dec 2017**” on envelop and deliver it in person or post/courier so as to reach in the office of the Member Secretary SPOTAC on or before **1500 hours on 04/12/2017**. The tender will be opened on the same day in presence of the Tenderer if possible. Tender without 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)  
Daman**

- Copy to all Head Office for wide publicity
- Copy to the SIO NIC, Daman for publication/hosting on Daman website.

**LAST DATE OF ISSUE OF TENDER: 04/12/2017 upto 1300 hrs**

**LAST DATE OF RECEIPT OF TENDER: 04/12/2017 upto 1500 hrs**

**E.M.D. Rs. 10,000/-**

**TENDER FORM**

This tender is issued to Shri. M/s. \_\_\_\_\_ of  
village \_\_\_\_\_ tender fees Rs. 500/- received vide receipt No. \_\_\_\_\_  
dated: \_\_\_\_\_.

Daman

Date: /12/2017

**Sd/-**

**Member Secretary (SPOTAC)**

**Daman**

To,

The Member Secretary

Society for promotion of Tourism,

Art & Culture (SPOTAC)

Department of Tourism, Daman

I, the undersigned Shri. M/s \_\_\_\_\_  
hereby enclose the offer for “**Branding activities for the upcoming Daman Dance  
Competition to be organized on 8<sup>th</sup> Dec 2017**” as per “Annexure-II” and also agree with  
the terms and conditions attached with this tender document as attached.

Place:

Date: /12/2017.

Note: Strike out whatever is not applicable.

Signature of the tenderer  
along with the rubber stamp

## **GENERAL TERMS AND CONDITION:**

1. The rate(s) quoted should be strictly for Daman 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 tender must include two envelopes named as “Technical Bid” and “Financial Bid” and both the tenders should be sealed and submitted in an outer envelope super as **“Branding activities for the upcoming Daman Dance Competition to be organized on 8th Dec 2017”**.
8. Rates quoted for items other than the specification mark/manufactures will not be considered. However, indigenous manufactures may quote their own makes providing specific/ mark/manufacturers.
9. Where specifications/ mark/manufacture are not specified by this office the rates should be quoted only for the standard quality showing the specification in tender.
10. The decision of the Tender Inviting Officer for acceptance rejection of any item mention including the decision for equivalent specification, standard and quality etc. of articles shall be final.
11. The tenderer should enclose E.M.D. of **Rs. 10,000/-** with tender as Earnest Money Deposit by drawing a Demand Draft of any scheduled Bank at Daman in favour of the Officer Inviting Tenders. Tenders received without Earnest Money will be summarily rejected.

12. The amount of Earnest Money paid by the Tenderer (s) in form of EMD and whose tenders are not accepted, the Cheque or Demand Draft will be refunded to them by the Tender Inviting Officer.
13. Only on satisfactory completion of the supply order, the amount of Security Deposit or Earnest Money deposit will be refunded after expiry of guarantee period, if any or any such date/ period as may be mutually agreed upon.
14. 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.
15. The **Branding activities for the upcoming Daman Dance Competition to be organized on 8<sup>th</sup> Dec 2017** 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 work will have to replace the same at his own cost and risk. However, if no communication the Tender inviting officer will not be responsible for any damage, loss etc. of such rejected articles.
16. 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.
17. In case of failure to do the **Branding activities for the upcoming Daman Dance Competition to be organized on 8<sup>th</sup> Dec 2017** 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 sale 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.

18. If any time after the order **Branding activities for the upcoming Daman Dance Competition to be organized on 8<sup>th</sup> Dec 2017** 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.
19. 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.
20. All bills should be in DUPLICATE and should invariably be mention the number and date of supply order.
21. 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.
22. The right to accept or reject without assignment any reason any or all tenders in part or whole is reserved with the Tender Inviting Officer 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.
23. 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.
24. The tenderer shall submit the GST registration certificate of the firm, PAN card and three years IT return of the firm/proprietor.

25. Eligibility Criteria

I. The agency should have executive similar branding activity of any government organization. A proof in the form of workorder must be attached along with the tender.

II. The agency should have a single workorder of similar work of atleast 2 lakhs or above.

26. 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.

27. The tender is also available on Website [www.daman.nic.in](http://www.daman.nic.in) which can be downloaded and rate can be offered by interested agencies/supplier/manufacture in a sealed envelope superscribed as “**Branding activities for the upcoming Daman Dance Competition to be organized on 8<sup>th</sup> Dec 2017**” addressed to Member Secretary (SPOTAC), Daman.

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

Signature of the Supplier

sd/-

Date: /11/2017

Tender Inviting Officer,

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

## **ANNEXURE –I(SCOPE OF WORK)**

**Name of Work: - “Branding activities for the upcoming Daman Dance**

**Competition to be organized on 8th Dec 2017”**

- 1) The hoardings must be installed at all the prominent places of Daman Municipal Area as well as the all the Panchayats of Daman and in & around the Venue i.e Vivekananda Auditorium. The locations where the hoardings are to be displayed shall be fixed after taking due approvals from the Tender Inviting Authority.
- 2) The hoardings and pole kiosks must carry information regarding all programmes to be organized during the event.
- 3) All the Outdoor hoardings & banners must be put up latest by 6<sup>th</sup> December 2017.
- 4) The number of hoardings & Kiosks required along with the sizes are as below:
- 5) All the creative’s for the event has to be made by the bidding agency. The agency shall give the creative’s with ample options to choose . The rates of creative’s has to be included with the below mentioned work.

<b>Sr No.</b>	<b>Particulars</b>	<b>Size (In Foot)</b>	<b>Required quantity</b>
1	Hoardings	20’ (w) X 10’ (h) Feet	30 nos.
		10’ (w) X 10’ (h) Feet	20 nos.
		10’ (w) X 5’ (h) Feet	10 nos.
2	Pole Kiosks	02’ (h) X 03’ (w) Feet	400 nos.

- 6) All the designs and creative must be approved by the Tender Inviting Authority before printing.
- 7) The hoardings must be in the languages of Hindi, Gujarati and English after acquiring appropriate approval from the Tender Inviting Authority.
- 8) The hoardings must be of minimum 340 GSM black back star flex with metal framing and wooden framing Poles kiosk as required.



**ANNEXURE-III (Financial Bid)**

<b>Financial Bid for Branding activities for the upcoming Daman Dance Competition to be organized on 8<sup>th</sup> Dec 2017</b>			
<b>Details</b>	<b>Quantity</b>	<b>Rate per unit in INR</b>	<b>Amount in INR</b>
Designing, Printing, Fixing of Flex and Installation of Hoardings (including transportation, labour and other charges)	20 20' (w) X 10' (h) Feet		
	20 10' (w) X 10' (h) Feet		
	10 10' (w) X 5' (h) Feet		
Designing, Printing, Fixing of Flex and Installation of pole Kiosks (including transportation, labour and other charges)	400 pole kiosk 02' (h) X 03' (w) Feet		
Sub Total			
Taxes			
Grand Total			

**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 like GST or any other tax / levy if required to be paid.

Stamp and signature of tenderer

