

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

NO.TOUR/DMN/FVC/2016-17/part-I-3/389

DATE: 06/12/2017

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:

Particulars	Tender fees	Work Period	EMD
Designing and Printing of Wall & Desk Calendar for the year 2018	Rs. 500/-	5 days	Rs. 10,000/-

Tender document for “Designing and Printing of Wall & Desk Calendar for the year 2017” will be available in the office of the Member Secretary (SPOTAC), Daman on all working days from **07/12/2017 to 12/12/2017 upto 10:00 hrs** at the cost of **Rs. 500/-** only. The tender is also available on Website 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 “Designing and Printing of Wall & Desk Calendar for the year 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 **14.00 hours on 12/12/2017**.

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

- Copy to all Head Office for widepublicity
- Copy to the SIO NIC, Daman for publication/hosting on Damanwebsite.

LAST DATE OF ISSUE OF TENDER:

LAST DATE OF RECEIPT OF TENDER:

EMD: Rs. 10,000/-

TENDER FORM

This tender is issued to M/s. _____ of village _____ tender fees Rs. 500/- received vide No. _____.

Dated:

Daman

**Sd/-
Member Secretary
SPOTAC**

To,
The Member Secretary,
SPOTAC,
Daman

I, the undersigned Shri. M/s _____ hereby enclose the offer for “Designing and Printing of Wall & Desk Calendar for the year 2017” as per “Annexure-II” and also agree with the terms and conditions attached with this tender document as attached.

Place:

Date:

Signature of the tenderer along with the rubber stamp Note: Strike out whatever is not applicable.

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 **“Designing and Printing of Wall & Desk Calendar for the year 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 intender.

10. The decision of the Tender Inviting Officer for acceptance or 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 Designing and Printing of Wall & Desk Calendar for the year 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 extent required.

17. In case of failure to do the Designing and Printing of Wall & Desk Calendar for the year 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 shall be recovered from the former supplier from security deposit/ earnest money deposit or bill (s) payable.
18. The tenderer shall have no any right to dispute with such procedure. If any time after the order Designing and Printing of Wall & Desk Calendar for the year 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 shall have any claim for compensation by reason of any alteration having been done in the original instructions which shall involve 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

1. Tender Fee of Rs. 500/- in the form of a Demand Draft drawn on any nationalized / scheduled bank in favour of The Deputy Director of Tourism payable at Daman.
2. Earnest Money Deposit of Rs.10,000/- in the form of a Demand Draft drawn on any nationalized / scheduled bank in favour of The Deputy Director of Tourism payable at Daman
3. Company/Firm Registration Details with certificates
4. PAN card details and GST Registration Certificate.
5. Cumulative Turnover details of last three years along with CA Certificates. Cumulative Turnover from Printing and designing Activities during last 3-years should be at least Rs. 50 Lacs.
6. Copy of Income Tax Return (ITR) of last three years
7. Proof of Two eligible printing, designing and media production assignments which should be of minimum Rs. 1 Lacs value each.

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 which can be downloaded and rate can be offered by interested agencies/supplier/manufacturer in a sealed envelope superscribed as “Branding and Advertisement of Daman Festival 2017” addressed to Member secretary SPOTAC, Tourism Department, Daman.

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

Signature of the Supplier

Date:

sd/-

Tender Inviting Officer,

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

ANNEXURE –L(SCOPE OF WORK)

Name of Work: - “Designing and Designing and Printing of Wall & Desk Calendar for the year 2017”

Specification of Wall Calendar - 2018

1. Calendar should be printed in English and designing and offset printing with latest equipment and color separation techniques that spell accuracy.
2. Size 365 mm x 620 mm (14.5" x 25") 170 gsm import quality art paper
3. 12 (Twelve) photographs of size - 360 mm x 300 mm (14" x 12") (6 each of Daman and Diu) and 12 (twelve) small photographs for inset. Two months should be covered on one page.
4. The photographs to be printed on calendars shall be provided by the bidder itself after final selection being made by the Director of Tourism, UT Administration of Daman and Diu.
5. Fly leaf comprising list of Holidays, General Information of Daman & Diu along with Map / Logo of Tourism. The holidays should be shown on Red & Blue color.
6. Printing would be on 170 GMS art paper with spiral binding.
7. Total number of wall calendars to be published: 2000 Nos

Specification of Desk Calendar - 2018

1. Desk (Table) Calendar with packing
2. size : 145 mm x 215mm
3. Pages : 12 + 1leaves
4. Paper 250 gsm Sinar Mars Art Card
5. A stand made out of card board to hold table calendar on the table having printed Department name and Tourism Logo.
6. Printing : Four Colour halftone
7. Binding : Wire spiral
8. Packing : A Duplex box for packing of calendar with inscription of Tourism Logo and Department Name
9. Quantity: 1000 No.

ANNEXURE –II (FINANCIAL BIDS)

Items(s)	Quantity	Cost Per Unit	Total Cost
Printing& Designing of wall Calendars			
Printing& Designing of Desk Calendars			
Transportation and Courier Charges			
TOTAL			

Total quoted cost INR _____/-
(In Words) _____)

Inclusions:

Rates quoted above should be all inclusive turn key rate for the finished product or service as per your designs and presentations inclusive of GST, any other tax/levy if required to be paid.

Exclusions:

GST will be extra as applicable prevalent at the time of award/execution of work.

Stamp and signature of tenderer