

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

NO.3/81/DDT/DMN/YogaDay/2018-19/360

DATE: 27/06/2018

SHORT TERM TENDER NOTICE

The Society for Promotion of Tourism Art and Culture (SPOTAC), Daman invites sealed tenders on behalf of the President of India from any interested agencies/supplier/manufacturer as per the detail below:

Sr. No.	Particulars	Tender fees	Work Period	EMD
1.	“Branding and Advertisement for ECO Fest 2018” (date of the event to be held is 7 th July, 2018)	Rs. 500/-	5 days	Rs. 10,000/-

Tender document for “Branding and Advertisement for ECO Fest 2018” will be available in the office of the Society for Promotion of Tourism Art and Culture (SPOTAC), Daman on all working days from **26/06/2018 to 02/07/2018 upto 1000 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 The Society for Promotion of Tourism Art and Culture (SPOTAC), Daman should be properly covered sealed and superscribed “Branding and Advertisement for ECO Fest 2018” on envelope and deliver it in person or post/courier so as to reach in the office of the Member Secretary, Society for Promotion of Tourism Art and Culture on or before **1500 hours on 02/07/2018**.

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: 02/07/2018 upto 1000 hrs

LAST DATE OF RECEIPT OF TENDER: 02/07/2018 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: / /2018

**Sd/-
Member Secretary
SPOTAC, Daman**

To,
The Member Secretary,
Society for Promotion of
Tourism Art and Culture
(SPOTAC),
Daman.

I, the undersigned Shri. M/s _____
hereby enclose the offer for “Branding and Advertisement for ECO Fest 2018” as per
“Annexure-II” and also agree with the terms and conditions attached with this tender
document as attached.

Place:

Date: / /2018.

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. 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.
8. 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.
9. 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.
10. 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.

11. 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.
12. 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.
13. 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.
14. The “Branding and Advertisement for ECO Fest 2018” 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.
15. 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.
16. In case of failure to do the “Branding and Advertisement for ECO Fest 2018” 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.

17. If any time after the order “Branding and Advertisement for ECO Fest 2018” 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.
18. 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.
19. All bills should be in DUPLICATE and should invariably be mention the number and date of supply order.
20. 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.
21. 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.
25. The tender offer received which do not confirm with the terms and conditions of this office will be summarily rejected.
26. 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.
27. The tenderer shall submit the GST registration certificate of the firm, PAN card and three years IT return of the firm/proprietor.

28. Eligibility Criteria

- I. The agency should have executed 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.
29. 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.
30. 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.
31. 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 for ECO Fest 2018” 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: / /2018

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 and Advertisement for ECO Fest 2018”

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 at the Venue. The locations where the hoardings are to be displayed shall be fixed after taking due approvals from the Tender Inviting Authority.
2. The hoardings must carry information regarding registration, venue, route & timing of the Run for Unity event.
3. Enroute signages and directions marking the route of the run along with colorful strips indicating the start & the finish point of the run.
4. The branding for a gate of minimum size 25 x10 ft.
5. The backdrop of the stage shall be of size 20x15 ft.
6. All the Outdoor hoardings & banners must be put up latest by 5th July 2018.
7. The number of hoardings required along with the sizes are as below:

Sr No.	Particulars	Size (In Foot)	Required quantity
1	Hoardings	20X10	30 nos.

8. All the designs and creative must be approved by the Tender Inviting Authority before printing.
9. The hoardings must be in the languages of Hindi, Gujarati and English after acquiring appropriate approval from the Tender Inviting Authority.
10. The hoardings must be on Digital Flex Banners of minimum 340 GSM and with wooden framing and Poles as required.
11. Designing and printing of invites with envelops in English. The content will be provided by the Tender Inviting Authority.
12. Designing of two newspaper ads; one in Hindi and one in Gujarati. The content will be provided by the Tender Inviting Authority.
13. Designing and printing of certificates for winners of the competitions; the content will be provided by the Tender Inviting Authority.

ANNEXURE-II (Financial Bid)

Financial Bid for Branding and Advertisement for ECO Fest 2018

Details	Quantity	Rate per unit in INR	Amount in INR
Designing, Printing, Fixing of Flex and Installation of Hoardings (including transportation, labour and other charges)	30 20' (w) X 10' (h) Feet		
Designing, Printing, Fixing of Gate branding (including transportation, labour and other charges)	1 25' X 10' Feet		
Designing, Printing, Fixing of stage backdrop (including transportation, labour and other charges)	1 20' X 15' Feet		
Enroute signages & direction markers	As applicable for 5 km stretch		
Colourful stickers on road indicating Start & Finish Point	2		
Designing and printing of invites with envelopes in English	50 Nos.		
Designing of two newspaper ads; one in Hindi and one in Gujarati	Half page/ 1/4 th page		
Designing and printing of certificates for winners of the competitions	27 Nos.		
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
- The agencies must submit technical specifications of all the products for which the price are quoted.
- 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.
- The Grand Total Price shall only be considered for final evaluation of bids received.

Stamp and signature of tenderer