

**Tender For**  
**Designing creatives and supplying T-shirts and Caps**  
**for**  
**UT of Dadra and Nagar Haveli and Daman and Diu**

**TENDER Ref No: 8/62/DDT/DMN/PRESEIDENTVISIT/2019-20/45**

**28<sup>th</sup> January 2020**

**Issued by**  
**Office of the Member Secretary,**  
**(Society for Promotion of Tourism, Art & Culture)**  
**Paryatan Bhawan, Nani Daman**  
**Daman – 396 210**  
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**U.T. ADMINISTRATION OF DADRA AND NAGAR HAVELI AND DAMAN AND DIU**  
**DEPARTMENT OF TOURISM**  
**OFFICE OF THE MEMBER SECRETARY,**  
**SOCIETY FOR PROMOTION OF TOURISM, ART & CULTURE**  
**DAMAN - 396210**

**SECTION-1 NOTICE INVITING TENDER (NIT)**

**Tender No. 8/62/DDT/DMN/PRESIDENTVISIT/2019 -20/45      Dated: 28/01/2020**

1. The Member Secretary (Society for Promotion of Tourism, Art & Culture), Department of Tourism, DAMAN, on behalf of president of India invites **ONLINE TENDER** on rate contract basis in single bid systems from eligible and qualified firms for following Services.
2. **Name of Services:** Supplying T-shirts and Caps for the UT of Dadra and Nagar Haveli and Daman and Diu
3. **Duration of the Rate Contract:** The Duration of the rate contract for the said work shall be for 3 months which may be further extendable time to time.
4. **Tender schedule is as follows:**

|    |   |  |
|----|---|--|
| 1. | Cost of Tender Document (Non-Refundable) in the form of <b>Demand Draft only</b>      | Rs.1,000.00                              |
| 2. | Earnest Money Deposit   | Rs. 25,000.00                            |
| 3. | Document Downloading Starts   | <b>28/01/2020 at 12:00 Hrs</b>           |
| 4. | Closing date and time for submission of tender online and important documents offline | <b>04/02/2020 at 11:00 Hrs</b>           |
| 5. | Tender opening date & time (Technical Bid)  | <b>04/02/2020 at 12:00 Hrs</b>           |
| 6. | Tender opening date & time (Financial Bid)  | <b>After evaluation of technical bid</b> |

5. **Earnest Money Deposit (EMD): Rs. 25, 000/-** (Rupees Twenty Five Thousand only). EMD shall be accepted from the participating firm only in the form of Demand Draft only. Signed and scanned copy of DD and any other certificate must be uploaded on [ddtenders.gov.in](http://ddtenders.gov.in) . EMD shall be valid for 180 days from the date of opening of tender.

## 6. Security Deposit

Security Deposit for an amount equivalent to 5% of the Agreement Value rounded off to the next Lac shall be furnished before signing of the contract in form of a Bank Guarantee substantially in the form specified in this document.

For the successful bidder, the Security Deposit shall be retained by the Tender Inviting Authority until the completion of the Event and be released within 90 days after the completion of the Event.

The Security deposit shall be forfeited in the following cases:

- a) If a Bidder engages in any of the Prohibited Practices specified in this TENDER
- b) If the Bidder is found to have a Conflict of Interest as specified in this TENDER
- c) If the Selected Bidder commits a breach of the terms and conditions prescribed in this TENDER.

7. The bidder shall download the **Tender Enquiry Document** from [ddtenders.gov.in](http://ddtenders.gov.in) Bidder shall upload their tender ONLINE through [ddtenders.gov.in](http://ddtenders.gov.in), along with scanned copies of EMD and Tender Fees as Demand Draft as mentioned in Para 5 (1) & (2) above. Hard copies of all the relevant documents must be submitted in the office of Member Secretary (SPOTAC) on or before the closing date of the tender.

8. Demand Draft for tender document cost and EMD may be issued in the favour of “**Member Secretary (SPOTAC)**” and payable at Daman.

9. Accepting Authority: Member Secretary SPOTAC

Society for Promotion of Tourism, Art & Culture (SPOTAC)

Paryatan Bhawan, Daman

DAMAN & DIU

## **SECTION-2 TERMS AND CONDITIONS**

The rate contract through two tier bid system is invited by the Member Secretary (Society for Promotion of Tourism, Art & Culture), Department of Tourism, Daman for selection of an agency/firm of repute for Designing creatives and supplying T-shirts and Caps for the UT of Dadra and Nagar Haveli and Daman and Diu.

### **1. Eligibility and Qualification of the bidder:**

- The bidder should be a **Private/Public Ltd** company registered under the companies act, 1956/2013 or a firm or a sole proprietorship firm.
- The Company/Firm should have experience in similar field for more than 02 years as on the date of tender and must have a dedicated office with all required services and machineries to undertake such work. The Company which has the Work Orders / Invoices / Agreements directly from Government / State Government / Semi- Government / PSUs / Departments / Chambers of Industry Associations / Private Companies in its own name, pertinent to the 'Eligible Assignments' as below, shall only be considered for this purpose.
- The Bidder shall have undertaken 3 (Three) similar nature of outdoor advertising orders where the orders should be of minimum order value of Rs.5 Lac each or more. Sub- contracted or sublet jobs on their names will not be considered towards eligibility.
- Sub-contracted or sublet jobs on their names will not be considered towards eligibility.
- Proof of GST Number and Copy of Pan Card number.
- Audited Balance Sheet of the last three years and Copy of Income Tax Return (ITR) of last three years.
- An undertaking that the firm is not blacklisted/debarred from any Government organization/Department Section-3 Tender Form.

All the supporting documents in this regard to be submitted along with the physical bid document.

## **2. Scope of Work**

### **A. COTTON T SHIRT HALF SLEEVES WITH COLLAR**

1. product type: cotton polo t shirt.
  - collar- polo t-shirt type, white
  - Colour- white
  - Sleeve type- half
  - Material- 100% pre washed good quality cotton fabrics to be used.
  - pocket- on left side of the t shirt.
  - printing of logo must be crisp and of befitting size to look proportionate, impressive & color proof.
2. Each t- shirt should be packed individually in a transparent packet as per standard practices to avoid any short of stain etc.
3. Each cartoon / box should be sealed & packed properly mentioning item detail, quantity packed and packing should be adequate enough to avoid transit damage or loss in transit.
4. The bidder must submit two advance samples of t- shirt with imprinted logo as per specifications mentioned in the bid before clearance for bulk supply.
5. One number of the approved sample of the item will be returned to the bidder for further action and one number approved sample of the item will be retained by department for comparison with bulk supply.
6. The bulk supply must be as per the approved sample and free from any damage & stain.

### **B. CAP, POLYESTER CLOTH**

1. Material: GOOD QUALITY MATERIALS/CLOTH TO BE USED.
  - 100% Polyester, Sleek, lightweight performance cap
  - Climacool technology to keep cool and dry with ventilation in the mesh panels
  - UPF protection to inhibits harmful UV rays
  - Colour: White
2. The size of Caps should be of Adult wearing i.e. the diameter & the depth of the cap should be adequately big with adjustable velco straps for comfortable use by adult person.
3. Caps should be supplied as per the color & quantity requirement
4. Each cartoon/box should be sealed & packed properly mentioning item detail, quantity packed.
5. Packing should be adequate enough to avoid transit damage or loss in transit.
6. The successful bidder must submit two advance samples of Cap with imprinted creatives as per specifications mentioned in the BID before clearance for bulk supply.
7. One number of the approved sample of the item will be returned to the Bidder for further action and one number approved sample of the item will be retained by dept for comparison with bulk supply.
8. The bulk supply must be as per the approved sample.

**\* The Creatives shall be designed by the agency and shall be printed on T-shirt and Caps after acquiring approval of Tender Inviting Authority**

**\*The make of both T-shirt and Cap should be ISO certified and the color may be changed by the Tender Inviting Authority**

## **3. Rates and Quotes**

The rates quoted shall be inclusive of all taxes and duties as applicable as per the law. The quoted rates shall be firm and shall not be subject to any change whatsoever. The rates shall be valid for 3 months which may be further extendable time to time.

**4. Uploading of Tender**

The bidder shall upload the mandatory documents of the tender on [ddtenders.gov.in](http://ddtenders.gov.in) only and the other related hard copies of the firm may be submitted in a sealed envelope super scribed as “Selection of an Agency/Firm for Designing creatives and supplying T-shirts and Caps for the UT of Dadra and Nagar Haveli and Daman and Diu” addressed to “The Member Secretary (SPOTAC), Department of Tourism, DAMAN”

**5. Opening of Tenders**

The Tender Inviting Authority will open the on-line tenders at the specified date and time as indicated in the NIT.

**6. Tender Evaluation**

The bids will be evaluated by the Evaluation Committee duly approved by the competent authority which will decide the lowest bidder (L-1) on the basis of total cost provided by each bidder.

**7. Scrutiny of Tenders Unresponsive bids:**

The tenders will be scrutinized before further evaluation to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the Tender Document. The tenders received, are liable to be treated as non – responsive and will be summarily ignored, if following documents are not attached along with the bid.

- (i) Tender form (Section 3) not duly signed and stamped. (i.e. all the terms & conditions of tender document are acceptable.)
- (ii) Tender is unsigned and incomplete in any aspect.
- (iii) Tender validity is shorter than the required period.

**8. Tender Validity**

The tenders shall remain valid for acceptance for a period of 180 days (one hundred eighty days) after the date of tender opening prescribed in the Tender Document.

**9. Award of work**

Award of work against the tender is at the sole discretion of the Tender Inviting Authority. Proposal of the successful bidder would form the basis for future negotiations and lead to issuing of a Work Order.

**Note:**

- In case bidder needs any clarification on the Tender Document or Scope of Work, they can contact in the Society for Promotion of Tourism, Art and Culture, Paryatan Bhawan, DAMAN - 396210, DAMAN & DIU during office hours. Tel: 0260 2250002 or Email at damantourism2013@gmail.com
- After selection, a Letter of Award (LOA) shall be issued in duplicate, by the Tender Inviting Authority to the Selected Bidder and the Selected Bidder shall sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event of the duplicate copy of the LOA duly signed by the Selected Bidder is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, cancel the LOA and the next highest ranking Bidder may be considered.
- The Tender Inviting Authority reserves the right to relax any of the conditions of the Tender Document if suitable bidders are not found due to exigency of situation.

## 10. Tender Contents

The Tenders are to be submitted online on [ddtenders.gov.in](http://ddtenders.gov.in) and offline at the office of The Member Secretary (SPOTAC), Daman in 2 part bid system:

- Technical Proposal (signed and stamped Tender document and mandatory document)
- Financial Proposal

### Technical Proposal

The Technical proposal should contain

- a) Tender Document (duly signed and stamped to be submitted along with physical bid document)
- b) **Mandatory documents** as mentioned below to be uploaded online along with financial bid:
  - I. Tender Fee of Rs. 1,000/- in the form of a Demand Draft drawn on any nationalized / scheduled bank in favour the Member Secretary (SPOTAC) payable at Daman.
  - II. Earnest Money Deposit of Rs. 25,000/- in the form of a Demand Draft drawn on any nationalized / scheduled bank in favour of The Member Secretary (SPOTAC) payable at Daman
  - III. Company registration Certificate under the companies act, 1956/2013/ Shop establishment Certificate or any other evidence.
  - IV. Proof of GST Number.
  - V. Copy of Pan Card number.
  - VI. Audited Balance Sheet of the last three years.
  - VII. Copy of Income Tax Return (ITR) of last three years.
  - VIII. All related work orders and other documents required and mentioned as per the eligibility criteria/Qualification of the bidder (as mentioned in
  - IX. An undertaking that the firm is not blacklisted/debarred from any Government Organization/Department which is Section -3 Tender Form

### Financial Proposal

The financial proposal for Designing creatives and supplying T-shirts and Caps for the UT of Dadra and Nagar Haveli and Daman and Diu should be quoted as the final cost inclusive of all applicable taxes.



**Additional Information:**

- Bidders may add any further information that they consider relevant for the evaluation of their tender that gives a better understanding of their capability.
- However, the bidders will have to apply on-line. The mandatory documents specified in this document shall be submitted before the prescribed dates physically in the office of the Member Secretary (SPOTAC) as well.

**11. Right to accept / reject tender**

No tender will not 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.

The Member Secretary (SPOTAC) reserves to itself the right to accept or reject any tender 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.

**12. Commencement of work**

The date of receipt of Work order shall be considered to be the date of commencement of work.

**13. Escalation of Prices**

The prices quoted shall be firm and shall remain applicable during the entire period of the contract till completion (including extension of time granted, if any) and no escalation in prices will be permitted due to increase in prices of materials, rise in labour prices or due to any other reasons

14. Bidders are strictly advised to go through all the documents in connection with this contract carefully.
15. The work shall be carried out in appropriate stages under the direction and supervision of the Tender Inviting Authority.
16. The Successful Bidder shall not be entitled to any compensation for any loss suffered by him on account of delay in commencing or executing the work whatever the cause for such delays may be including delays in procuring Government controlled or other materials.
17. The Tender Inviting Authority decision with regard to the material and the workmanship will be final and binding and any material rejected by the Tender Inviting Authority shall be immediately removed from the Site.

**18. Damage to Persons and Property**

The Successful Bidder shall indemnify and keep indemnified the Tender Inviting Authority 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.

**19. Compliance with the Law**

The Successful Bidder shall comply with all the bye-laws and regulations of local and other statutory authorities having jurisdiction over the works and shall be responsible for the payment of all fees and other charges and the giving and receiving of all necessary notices, and keep the Tender Inviting Authority informed of the said compliance with the by-laws, payments made, notices issued and received.

If any conflict arises between the selected bidder and the Tender Inviting Authority during the period of execution or after completion of work, Hon'ble Courts of DAMAN shall have the jurisdiction and the venue of arbitration shall be DAMAN and will be governed by provisions of the Indian Arbitration & Reconciliation Act.

**20. Payments**

Successful Bidder can claim the payment only after completion of the job against invoice. The selected agency shall be ready to take up work beyond the mentioned scope if felt necessary and asked by the Tender Inviting Authority and the Tender Inviting Authority shall give effect to such payment arising out of the additional work

**21. Work treated as Completed**

The work shall not be treated as complete until and unless

- The site is clear from all unused, excess, waste material etc.
- The Successful Bidder to the satisfaction of the Tender Inviting Authority has rectified any damage caused by the Successful Bidder to the location where the work is executed.

**22. Scope of Contract**

The Successful Bidder shall carry out and complete the said work in every respect in accordance with this contract.

- a The removal/re-execution of any works executed by the Successful Bidder.
- b The amending and making good of any defects after completion.

**23. Prices for Extra Work, Ascertainment of**

Should it be found after the completion of the works that some extra work has been carried out on due instruction from the Tender Inviting Authority, the price for such extra work will be ascertained on mutually negotiated terms.

### **SECTION-3 TENDER FORM**

(For all the terms & conditions of tender document are acceptable to bidder)

To  
The Member Secretary,  
Society for Promotion of Tourism, Art & Culture,  
Daman,

Ref No. \_\_\_\_\_

Dated \_\_\_\_\_

I/We, the undersigned have examined the above mentioned tender document, including amendment/corrigendum no. \_\_\_\_\_, dated *(if any)*, the receipt of which is hereby confirmed. We now offer to supply and deliver the *goods and services* in conformity with your above referred document.

If our tender is accepted, we undertake to supply the goods and perform the services (Installation & commissioning etc.) as mentioned in tender document with the delivery schedule specified in the "List of Requirements" of tender document.

I/We further confirm that, if purchase order placed with us, we shall provide you with a performance security of required amount in an acceptable form for due performance of the contract.

I/We agree to keep our tender valid for acceptance as required in tender document or for subsequently extended period, if any, agreed to by us. I/We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. I/We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

I/We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.

I/We confirm that we fully agree to the terms and conditions specified in above mentioned TE document, including amendment/ corrigendum etc. if any.

(Signature with Date) (Name and Designation)

To Be Signed By the Proprietor / All Partners of the Firm / Directors of the Company under Its  
Common Seal

**APPENDIX-I**  
**Financial Bid**  
**(To be submitted online only)**

| Sr No | Particular   | Rate per Unit in Rs. |
|-------|--|----------------------|
| 1.    | <u>Designing creatives and supply of</u><br><b>Set of T-Shirts</b> (Round Neck) (Size : Small & Medium)<br><b>and P-Cap</b> made of Polyester cloth good quality<br>(Inclusive taxes, labor cost, delivery cost and other charges) |                      |

**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.
- Authority can increase or decrease any item up to any extent.
- 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 TENDER along with all applicable taxes or any other tax / levy if required to be paid.