



COLLECTORATE, GANJAM, CHATRAPUR

(D.I & P.R.O Section)

No. 386 /

Dt. 10-08-2018

Tender Call Notice

Sealed tenders are invited from reputed Firms and intending bidders for installation & display of approximately 500 IEC Hoardings in prominent places of public congregation in rural and urban areas of Ganjam district to sensitize and make aware the common citizen about the ongoing programmes, schemes, activities, achievements & welfare measures of Government in order to ensure people's participation in the welfare schemes.

The tender papers for the above purpose containing the terms and conditions and statutory requirement can be obtained from the Office D.I & P.R.O on a non-refundable payment of Rs. 2,500/- Rupees (Two thousand and five hundred) only during Office hours on any working day **upto 4 P.M of 24/08/2018** in shape of Demand Draft in favour of D.I & P.R.O, Ganjam payable at Chatrapur OR can also be downloaded from NIC Website of Ganjam i.e. www.ganjam.nic.in. If tender paper is downloaded from website, the cost of tender paper of Rs. 2,500/- (Two thousand and five hundred) in shape of demand draft (non-refundable) in favour of D.I & P.R.O, Ganjam payable at Chatrapur shall be submitted along with the tender documents.

The tender papers complete in all respect along with D.D of Rs.2,500/- (non-refundable) in favour of D.I & P.R.O Ganjam or M.R. & with necessary documents shall be submitted in a sealed envelope super scribing "**Bid for display of Hoardings**" to D.I & P.R.O, Ganjam, Chatrapur by Registered Post/Speed Post only so as to reach on or before **4 P.M of 25/08/2018**.

The Tender papers will be **opened on 27/08/2018 at 4.00 PM in the office of Collector, Ganjam, Chatrapur** in the presence of the Purchase Committee constituted for this purpose and the bidders or their authorized representatives. The Tender received beyond the date and time mentioned above shall not be taken into consideration. The Collector, Ganjam reserves the right to reject/ cancel/ withdraw any or all the tenders without assigning any reason thereof and shall bear no liability what so ever consequent upon such decision.

Collector, Ganjam
Chatrapur.

10-8
2018

TERMS & CONDITIONS FOR TENDER FOR DISPLAY OF HOARDINGS

1. **Bidding Process :** The tender should be sent in a sealed envelope super scribing "Bid for display of Hoardings" by Registered post/Speed Post only.
2. **Availability of Tender Papers /Mode of Submission:** Detailed Tender paper can be obtained from the Office of the DI & PRO, Ganjam on any working day during Office up to 4.00 P.M of 24.8.2018 on deposit of a non-refundable amount of Rs. 2,500/- (Rupees two thousand and five hundred) only or can be downloaded from www.ganjam.nic.in
3. The Downloaded tender paper from NIC Ganjam website and filled in must be submitted along with non-refundable Demand Draft of Rs. 2,500/-(Rupees Two thousand and five hundred) only payable at Chatrapur, in favour of DI & PRO Ganjam.

4. Submission of EMD & Security Deposit:

EMD : All bidders have to submit E.M.D. (Refundable) of *Rs. 20,000/-* (Rupees Twenty thousand) only at the time of submission of Tender in shape demand draft/Bank Pledge in favour of DI & PRO, Ganjam. No EMD exemption in this regard will be accepted. Apart from the finally selected Bidder, the EMD of other bidders will be returned after final order is placed to the Selected Bidder.

Security Deposit: Only the Finally selected bidder (before the work order is placed) has to make an agreement with the Office of DI & PRO along with a security deposit of Rs. 1,00,0000/-. The amount is adjustable with the EMD. After adjustment the differential amount is to be submitted in shape of Bank Draft/Bank Pledge, pledged to DI & PRO Ganjam, payable at Chatrapur. The said security deposit will be returned after successful accomplishment of the task as per terms and conditions mentioned below for which specific rates should be quoted.

- i. The specification of Flex will be 300 GSM with prominent colour.
- ii. Hiring charges of space for display hoardings will be paid at the rate square feet per month.
- iii. Printing, transportation and installation charges will be paid once on each occasion after installation.
- vi. Any damage, disfigure etc. of hoardings will be at the risk of the bidder. The bidder is to replace the disfigured/damaged hoarding within 48 hours, otherwise no hire charges will be paid for the said month. In case any immediate replacement/repair is not done penal charges will be borne by the bidder.
- v. All payments, whether periodical or one time, will be made after receipt of supervision report from concerned SDI & PROs/DI & PRO in each month.

5. Forfeiture of EMD & Security Deposit:

- i. If the successful bidder selected though the tender process and finalized for placement of work order, fails to turn up for agreement and refuses for acceptance of work order/ to execute the agreement, the EMD amount will be forfeited.
- ii. If the Selected agency fails to execute the work assigned with above specifications, the security deposit will be forfeited.
- iii. If the bidder fails to abide by the terms and conditions of supply of hoarding then the security money will be forfeited.

6. Check List of Documents to be submitted for Bids .

- i.) Original Money receipt towards Purchase of Tender Paper
or
Non-refundable Demand Draft of Rs.2,500/- in favour of DI & PRO Ganjam if the tender form is downloaded from NIC Ganjam website.
- ii.) EMD in shape of Demand Draft/Bank Pledge Rs. 20,000/- (Twenty Thousand Only) in favour of DI & PRO, Ganjam, payable at Chatrapur. Exemption of EMD to any bidder is not accepted.
- iii.) Self-attested copy of PAN Card
- iv.) Self-attested copy of GST Clearance Certificate, as applicable based on the turn over.
- v.) Copy of last 3 years IT clearance certificate.
- vi.) Self-attested copy of D.I.C Registration Certificate.
- vii) Financial Audited statement of the firm of last 3 years.

Process of opening and evaluation of Bids :

- i. The bids will be opened in in the presence of the Tender Committee Members and the bidders or their authorized representatives. After opening of bids, the evaluation committee will evaluate the details of the documents submitted by the bidders.
- ii. After opening of bids the lowest bidder (L1) will be recommended to take up the work. The decision of the tender committee with approval of Collector, Ganjam will be the final on selection of bidder to execute the work irrespective of their position in the bidding process.

7. Arbitration:

- i. In case of any dispute, the orders / decisions of the District Magistrate and Collector, Ganjam will be final and binding.
- ii. The Collector, Ganjam reserves the right to reject any or all the tenders without assigning any reason thereof.

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D.I. & P.R.U.
Ganjam, Chatrapur