

**Government of Tripura  
Directorate of Skill Department  
Department of Industries and Commerce  
Indranagar, Agartala-799006**

*Phone: (0381) 2353166, Fax- (0381) 2353167, email: skilltripura@gmail.com*

NO. F.6 (16)/TSDM/2016/405

Dated 08/05/2017

**Directorate of Skill Development invites Tender (Request for Proposal) from the potential agency for Installation, Printing, Fixing of flex and Display hoarding at different locations in Tripura.**

**1. INTRODUCTION:**

Directorate of Skill Development, Govt. of Tripura intends to install fifteen (15) numbers of hoardings for IEC activity on Skill Development Trainings at different locations in all the districts of Tripura during the year 2017-18.

**2. GENERAL TERMS AND CONDITIONS:**

**2.1 Key Events & Dates:**

The schedule of activities for the purpose of the Request for Proposal (RFP) is outlined below.

Non Refundable Tender Cost	Rs. 500 through demand draft from any nationalised bank, drawn in favour of "Member Secretary, SOFED", Payable at Agartala as non-refundable processing fee.
Download of RFP document	RFP can be downloaded from website: <a href="http://skill.tripura.gov.in">http://skill.tripura.gov.in</a> / <a href="http://tripura.gov.in">http://tripura.gov.in</a> .
Earnest Money Deposit	Earnest money deposit of Rs.10,000 in the form of Demand Draft/Bank Guarantee drawn on any nationalised bank in favour of "Member Secretary, SOFED" payable at Agartala.
Last date for submission of bids	Up to 3 PM, 20 <sup>th</sup> May, 2017. All pages of bid documents must be signed by the tenderer while submitting the same otherwise the same shall not be considered.
Opening of General cum Technical Bids	At 4 PM, 20 <sup>th</sup> May, 2017 Opening of Bids in presence of bidders
Opening of the Financial Bids	Only those bidders who qualify technically will be informed about the opening of Financial bids. Financial bid will be opened on 22 <sup>th</sup> May, 2017 at 12 PM.
Venue	Directorate of Skill Development, ITI Road, Indranagar, Agartala, West Tripura-799006

2.2 Tenders will be received by Speed Post/Registered Post/Courier Services/ by hand in sealed cover addressed to the Director, Skill Development, Tripura, ITI Road, Indranagar, Agartala, West Tripura-799006 up to 15:00 hrs on 20/05/2017. The Directorate of Skill Development will not be responsible for any postal delay.

2.3 The specification of the Installation of hoardings structure along with requirement are given below:

- The posts will be of 110 mm (OD) dia G.I. pipe, Length of each 3.00 mtr. (Medium class, ISI marked & of approved quality).
- The beams will be of 100 x 100 x 6 mm MS angle & diagonally braced with 50 x 6 mm MS flat.
- The foundation size for erection of posts will be of 1.00 m x 1.00 m x 1.30 m (0.30 m will be above ground level) with CC 1:2:4 Base.
- The height of the display portion will be 1.20 mtr. Above Ground Level.
- The assembly will be of 3.15 mm thick HR sheet (size:- 6.00 mtr. x 3.00 mtr.)

- The entire structure will be painted properly with epoxy paint (two or more coats) including priming.
- No transportation charge will be made separately for installation/ carrying to the work site.

**2.4 Specification for Flex:** Flex must be standard make properly pasted with good quality adhesive material.

**2.5 Specification for printing material:** Multi colour machine based solvent printing with UV resistant ink. Printing should carry a warranty of at least 12 months outdoor stability

**2.6 Tentative Locations for installing the Hoardings:**

Sl. No.	District	Location* (Subject to change)
1	North Tripura	Rajbari/ Near DM Office- Dharmanagar
2	Unakoti	Kumarghat
3	Dhalai	Ambasa Bus stand
4	Khowai	Khowai town-hospital road
5	West Tripura	Opposite to Airport
6		Near Agartala Railway Station
7		Near Chandrapur ISBT
8		Near Radha Nagar Bus Station
9		Near Nagerjala Bus Station
10		Opposite to Tripura University
11		Motor stand, Agartala
12		Near Jirania, Old Agartala
13	Sepahijala	Bisramganj bazar
14	Gomati	Matabari, Udaipur
15	South Tripura	Birchandranagar-junction of Belonia

**2.7 Eligibility and Qualification of the bidder:**

- The bidder should be a private/ Public Ltd. company registered under the companies act, 1956 or a firm or a sole proprietorship firm
- The company/Firm should have excellence in similar field for more than five (5) years as on the date of tender and must have a dedicated office in Tripura with all required services to undertake such work.
- The Company/Firm must be registered with appropriate authority on all applicable statutory duties/Taxes.
- The agency must have proven experience in works of similar nature of outdoor advertising.

**2.8 Commencement of work:** The date of receipt of Work order shall be considered to be the date of commencement of work. In case of failure to commence the work within 7 (seven) days of issue of Work order, the award of work shall be cancelled and the bid security/earnest money shall be forfeited.

**2.9** A penalty @ 1% of the total value shall be charged for every day or part thereof for delay beyond stipulated date of supply for a maximum period of 04(four) weeks after which order shall be deemed to be expired. However relaxation will be entertained only in special circumstances (Natural calamities, war or any other situation beyond human control).

**2.10 Rates and Quotes:**

- The total rate should be typed and quoted both in figure and words clearly. The details of all applicable (each) taxes should be mentioned separately and clearly in the financial bid. No over writing would be accepted. Rate should be quoted in Indian currency (INR) only.
- In addition to deduction of Income Tax at source, Tripura Value Added Tax @8% shall be deducted at source from the amount equal to 80% of the gross amount of contractor's/each bill in pursuance of Notification of F 1-1(43)-Tax/2005(p-1) dated 01-08/2012 of Finance

Department (Taxes & Excise) Government of Tripura. No claim and or plea of the contractor in this regard will be entertained.

- VAT, Sales Tax any other Tax Duties, Royalties etc on materials and works in respect of this contract shall be payable by the contractor/party and Government will not entertain any claim what so ever in this respect. Tenderer shall note this at the time of quoting rates and prices.

#### **2.11 Printing and Fixing of Flex on hoarding:**

- Design and contents for flex printing will be supplied by Directorate of Skill development to the awardees along with the work order.
- Print and material of flex and fixing of flex are to as per agreed standards.
- The replacement of torn or mutilated flex are to be replaced

#### **2.12 Tender Contents:**

The interested bidders shall submit the bids in two parts, namely “Part – A Technical Bid” and “Part – B Financial Bid”. The 2(two) Bids should be put in 2(two) separate sealed envelopes, indicating on the cover as to which one is the Technical Bid and which one is the Financial Bid. The 2 envelopes shall thereafter, be placed inside a large sealed cover and the same may be submitted. The Technical Bid shall contain all details regarding the item offered by the bidder, compliance of terms and conditions, submission of documents, EMD money etc. in other words, everything except the rate offered. The “Financial Bid” shall contain the rate offered by the bidder. While opening the Bids, the Technical Bids will be opened first and list of bidders whose technical proposal meets substantial requirements including minimum qualifying score of 50, shall be notified as per schedule of events mentioned above. The Department shall not be required to intimate the Bidder separately. Financial proposals of those Bidders will be opened in the presence of their representatives who choose to attend on the date informed by the Department. Thereafter, financial bids of only short listed bidders will be opened for consideration.

#### **2.13 Amendment of Tender Document**

- At any time prior to 5 (five) days from the deadline for submission of the tender, DSD reserves the right to add / modify / delete any portion of the tender document by issuing an addendum, which will be sent to all bidders. In case of amendment of tender document, the directorate may, at their own discretion, extend the bidding period only under exceptional circumstances.
- DSD will not entertain any request from any bidder to extend the tendering period.

#### **2.14 Maintenance of Hoardings:**

Hoarding shall be maintained in all aspects by the selected tenderer at least for the duration of 12 months after installation of all the 15 hoarding at the proposed locations.

#### **2.15 Right to accept / reject**

- No tender will 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.
- DSD reserves to itself the right to accept or reject any tender or annul the tendering process 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.

**2.16** Income Tax/ VAT will be deducted from the bill at the applicable rate and TDS certificate shall be issued in due course

**2.17** Payment shall be made on bill basis only after completion of supply of the item as ordered for and as per raised invoice. No advance payment shall be made under any circumstances. The selected agency shall be ready to take up work beyond the mentioned scope if felt necessary and asked by DSD and DSD shall give effect to such payment arising out of the additional work

- 2.18** The Earnest Money Deposit (EMD) to an amount of Rs. 10,000 (Rupees ten thousands only shall be furnished in the form of Demand Draft/Bank Guarantee drawn on any nationalised bank in favour of “Member Secretary, SOFED”, payable at Agartala. The earnest money shall be valid for a period of forty five (45) days beyond the validity period of tender. The EMD will be released after validity period of contract in case of successful tenderer and that of unsuccessful tenderer, will be released after finalization of tender.
- 2.19** No insurance charge is admissible and the successful tenderer will be responsible for any breakage, damage and loss in transit on way to destination. The successful tenderer shall indemnify and keep indemnified the Directorate 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
- 2.20** Any default or breach of contract or non-execution of supply shall lead to forfeiture of earnest money of successful tenderer beside such action as may be considered appropriate by the Directorate of Skill Development, Tripura including black listing / delisting the tenderer for future supply.
- 2.21** The tender will remain valid up to 01(one) year from the date of acceptance. Directorate of Skill Development reserves the right to extend the rate for 2nd year to the approved supplier. Lowest rate may also be utilized for other programmes under Directorate of Skill Development, Tripura.
- 2.22** The selected tenderer will be required to submit monthly Progress Reports of the work undertaken.
- 2.23** If any item supplied is found to be not of standard quality, it should be taken back and replaced by fresh one at own cost of supplier.
- 2.24** In case of legal dispute the jurisdiction will be the High Court of Tripura.
- 2.25** All the documents submitted along with the tender should be duly signed by the authorized person
- 2.26** Clarification, if any, may be written to the official mail i.d of Directorate of Skill Development [skilltripura@gmail.com](mailto:skilltripura@gmail.com) .

**Sd/-**

**The Director,**

**Skill Development**

**ITI Road, Indranagar, Agartala, 799006 , Tripura (West Tripura)**

**Tel: (+91) 381-235-166; Fax: (+91) 381-235-167, E-mail: [skilltripura@gmail.com](mailto:skilltripura@gmail.com)**

## TECHNICAL BID

### 1. Profile of the Agency

<b>1</b>	Name of the Agency, complete postal address with PIN, Mobile /telephone no., e-mail. I.D, Fax No, Website					
<b>2</b>	Registration number, date of registration, validity of registration., Act under which registered					
<b>3</b>	Status of the organization (i.e company /Partnership firm /etc)					
<b>4</b>	Name & designation of Chief functionary with Tel No. /Mobile No					
<b>5</b>	Name & designation of Contact person for this Tender with Tel No. /Mobile No					
<b>6</b>	PAN/TIN, Sales Tax/ VAT registration certificate and Trade License					
<b>7</b>	No. of years in this field					
<b>8</b>	Whether the organization has any past experience in successfully Installation, Printing, Fixing of flex and Display hoarding under any State/ Central Government in last 5 years, if yes then the details thereof. Attach the work order/sanction letter (Max mark – 40 marks)	Type of Activity	Title of the Project	Name & Address of the Client	Duration of Project (in month) & Year of Start & Completion	Project Cost (Rs. in Lakh)
		1	2	3	4	5
<b>9</b>	Whether the institution/organization is having sufficient managerial and technical capacity for running the project, if yes the details thereof (Max mark – 10 marks)	No. of full time employees			No. of part time employees	
<b>10</b>	Whether the organization is engaged in Installation, Printing, Fixing of flex and Display hoarding. If yes, whether it is incorporated as one of the objectives in the Memorandum and Article of Association of the Organization (max marks – 20 marks)					
<b>11</b>	Turnover in Rs. (Max mark – 10 marks)	2014-15		2015-16		2016-17
<b>12</b>	Documentary proof of having office in Tripura (Max mark – 10 marks)					

*Please attach supportive self-attested documents against point no. (2), (3), (6), (8), (9), (10), (11), (12)*

**II. Brief on the proposed assignment and proposed project management and functional management methodology in detail to be followed by the agency for executing the project. (Max mark – 20 marks)**

**III. Any other detail which is relevant to the bid**

Authorized signatory of the Organization  
With seal Name/Designation/Address

Date:  
Place:

## FINANCIAL BID

To  
The Director,  
Skill Development  
Government of Tripura  
ITI Road, Indranagar,  
Agartala, West Tripura-799006

Subject: Installation, Printing, Fixing of flex and Display hoarding at different locations in Tripura under Directorate of Skill Development

### FINANCIAL BID (Agency Name & Address)

Sl. No.	Head	Total Cost (Rs.)	
		In figures	In words
I	<b>Cost per installation of hoarding and display of flex</b>		
a)	Cost of hoarding structure		
b)	Fixing Cost of hoarding structure		
c)	Transportation cost		
d)	Printing of Flex		
	Total Cost of the Project		
II	Applicable Taxes		
a)	Service Tax @ 14%		
b)	Any other charges (please specify)		
	<b>Total</b>		
III	Last date of validity of the bid:		

Authorised Signatory of the organization  
With seal Name /Designation/ address

Date:

Place:

## Undertaking to be submitted by the tenderer

Tender No. \_\_\_\_\_

For supply of \_\_\_\_\_

Sir,

I/We Shri/Smt. \_\_\_\_\_, on behalf of M/s. \_\_\_\_\_ having registered office at \_\_\_\_\_, do hereby declare that I/we have gone through the terms and conditions mentioned for the above and undertaken to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance for a period of 01(one) year from the date of award of contract to me/us.

2. I/We undersigned hereby bind myself/ourselves to the Office of \_\_\_\_\_ to supply \_\_\_\_\_. The rates quoted by me/us for the items tendered for are specified against each.
3. The articles shall be strictly as per specification and of the best quality as per requirement of the institution. The decision of the Office of \_\_\_\_\_ (Hereinafter called the said Purchaser) as regards to the quality and specification of article shall be final and binding on me/us.
4. I/We agree to the conditions of the tender under which the EARNEST MONEY DEPOSIT /SECURITY DEPOSIT shall be forfeited by authority.
5. I/We hereby undertake to pay the penalty as per the terms and conditions of the contract for delayed supply of the ordered items.
6. I/We agree to accept the amount of the bill to be paid by the purchaser after completion of all formalities and should any amount of the bill found by the purchaser/auditors to have been over-paid; the amount so found shall be refunded by me/us.
7. I/We hereby undertake to supply the items during the validity of the tender as per direction given in supply order within the stipulated period.
8. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.
9. I/We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.
10. I/We hereby declare that I/We have not been disqualified/ de-barred from supply of similar goods by any Government organization during last three years.

SIGNATURE : .....

NAME & DESIGNATION : .....

DATE : .....

NAME & ADDRESS OF THE FIRM .....:

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## Declaration

I / We..... have gone through carefully all the tender conditions and solemnly declare that I /We abide by any penal action such as disqualification or black listing or determination of contract or any other action deemed fit, taken by the department against us, if it is found that the statement, documents, certificated produced by us are false/ fabricated.

I / We hereby declare that, I /We have not been blacklisted / debarred / suspended/ demoted in any department in Tripura or any state in India due to any reasons

FULL SIGNATURE OF TENDERER: .....

DATE: .....

NAME & ADDRESS OF THE FIRM .....

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