

## **TENDER**

### **(OPEN & SHORT TERM TENDER OF 07 DAYS)**

**Name of Scope of Work:** Hoarding, Banner and Signage based Drafting, Designing, Printing, Supply and Installation work

#### **TERMS AND CONDITIONS**

The undersigned is directed to invite sealed offer from the reputed firms those are located, operational and active within the scope of municipal limits of Allahabad city for Hoarding, Banner and Signage based Drafting, Designing, Printing, Supply and Installation work at NCZCC, Allahabad. NCZCC organizes and conducts various cultural programs throughout the year and for various publication jobs during these programs.

#### **1. GUIDELINES FOR THE TENDERERS**

The bid shall be prepared strictly in accordance with the instructions contained in this Document and submitted in properly sealed cover addressed to the Head Office, NCZCC, Allahabad and superscribed "Hoarding, Banner and Signage based Drafting, Designing, Printing, Supply and Installation work at NCZCC, Allahabad"

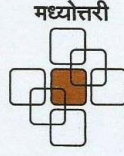
- a) The Interpolations, insertion, cutting and corrections, if any, made in the tender must be duly countersigned by the tenderer.
- b) The Annual Turnover of tenderer firm, organization, company and society must be 50 Lakhs or more and attach the certified copy of balance sheet in support of claim
- c) Tenderer must attach copy of their firm, organization, company and society PAN Card, VAT Certificate, and the registration and their agency must be a registered minimum before 03 years.
- d) In case of any dispute the decision and orders of Director, NCZCC will be considered final and to be accepted by all and further it cannot be challenged at any level.
- e) Tender form must be filled by ever and long lasting ink pen and failing to this those filled by pencil will be considered as invalid application. Bottom of all pages of Tender application form must bear the signature of Tenderer and these signatures will signifies that tenderer accepts all the terms and condition.
- f) Contract will be stands for period of two years calculated from the date work order will be placed.
- g) Each bidder shall submit his bid in a separate sealed covers superscribed with the words "Tender for Paper based Printing and Publication Work". The Demand draft for Earnest Money should be submitted in a separate sealed envelope and superscribed with the word "Earnest Money". The bid and envelope containing the Demand Draft of Earnest Money shall be placed in one sealed envelope cover which shall be marked and super scribed as indicated in para 1 (a) above.

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- h) The bidder shall submit the Bid in Annexure –I (Technical bid) & II (Financial bid) to this Tender Document and Bid shall be evaluated in the basis of overall work for the all items taken together and not on the basis of charges quoted for the individual items. The Financial bid will be evaluated only if Firm emerges to qualify the Technical bid.
- i) The tenderer must have its own infrastructure and operational setup (both digital and offset) to meet and fulfill the printing and publication requirements and this claim may be physically verified by the NCZCC. On failing to find any of the setup for digital and offset printing the bid for the said firm will be rejected at the stage of Technical evaluation.
- j) The rate should be quoted both in figures and words in Indian Rupees. Rates quoted must include all the applicable taxes.
- k) The offers/bid must be submitted upto **03:00 PM** on **22.06.2017** to the undersigned. Any bid received after the due date and time, by whatever means, shall not be considered and shall be returned unopened.
- l) The tenderers should remain open for acceptance for a period of minimum 03 months for the date of opening of them.
- m) The tenderer/bidder is required to deposit an earnest money of Rs. 5,000/- in a sealed cover at the time of submission of bid. The earnest money deposit (EMD) shall be in the form of a Demand Draft drawn in favor of "Director, NCZCC, Allahabad" and payable at Allahabad. No interest on Earnest Money shall be paid. The EMD is liable to be forfeited if the tenderer withdraws or impairs or derogates the bid in any respect or manner within the period of validity of the offer.
- n) The firm emerges to qualify will have to deposit INR 20,000/- (in words: Twenty Thousand only) as Security Deposit in the form of Demand Draft in favour of 'Director, North Central Zone Cultural Centre' and Payable at Allahabad. This amount will be deposited as security money that will be released only after successful completion of contract. Once this security deposit is returned then from there and then onwards this contract will stand fortified and no further work will be awarded till next tender.
- o) The tenders will be opened in the office of the undersigned at **04:00 PM** on **22.06.2017**. A representative of the firm submitting quotation may remain present in this office during opening of the tenders if they so desire. The representative shall submit an authorization certificate from the firm to be allowed to attend the opening of tenders.
- p) The work place/site covered under the subject may be got inspected during the working days between 10:30 AM and 05:00 PM.

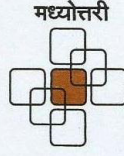
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## 2. GENERAL TERMS AND CONDITIONS

- 1) Acceptance of the bid shall be communicated to the successful bidder by a formal letter.
- 2) The successful bidder will be required to sign a Contract Agreement on a Stamp Paper of Rs. 100/- to be furnished by him within one week of receiving communication regarding acceptance of bid.
- 3) If in case any need arises for some or any of the particular event regarding printing and publication work that in such case fresh tender/ quotation (as applicable) may be called and work will be carried out. During the process of such tender(s)/quotation(s) authorized firm of NCZCC may participate that has been in contract through this tender.
- 4) Proof reading, designing, negative/positive, etc. work will be covered within the scope of printing work.
- 5) The firm should be registered with concerned Tax Authorities and copies of Income Tax return and TIN certificates must be attached along with the quotation.
- 6) Attach proto type samples in dimension 1 x 1 foot along with name of firm applying with mention of quality type against all types of scope of work along with the tender application form or else your tender application will be considered invalid.
- 7) Quality of printing work deemed to be delivered must be high on merit. In case if the quality of printing is found substandard or below the acceptable level of quality then head-wise 5% of deduction will be made.
- 8) Tenderer must submit the sample of their self-claimed quality work carried out in past, as reference for evaluation of work quality that they will carryout for the NCZCC. Thus, Tenderer is supposed to clearly write/ put the name of their firm on reference sample submitted by them and on failing to which their application will stand invalid.
- 9) The normal mode of communication during the period of contract shall be through telephone or e-mail. However electronic communication may also be followed by hard copies by registered post/ speed post/ hand delivered, etc.
- 10) Sample of work can be reviewed on any working day in the Dissemination section, NCZCC
- 11) The Director, NCZCC, Allahabad reserves the right to accept or reject any tender without assigning any reason thereof.
- 12) In case, the service is not found satisfactory, the Director, NCZCC, Allahabad reserves the right to terminate the contract at any stage.
- 13) Correction or over-writing in the tender document is not permissible. Every sheet of the tender document and the terms and conditions should be signed and stamped by the authorized signatory of the firm.

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- 14) The firm should also quote their rates for all big and small items/parts which do not come under the work separately otherwise it will be presumed that all the item/parts whether big or small are included within the work and no additional cost on any account will be entertained.
- 15) Mere quoting lowest rates will not amount to commitment on part of NCZCC, Allahabad for award of contract as other technical conditions stipulated in the contract are also required to be fulfilled.

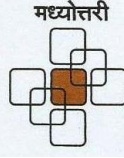
**3. TERMS AND CONDITIONS FOR CONTRACTOR:**

- a. Contractor will have to submit the Letter of Acceptance of Terms and Conditions on duly attested INR 100 Stamp paper, before the release of Work Order and on qualification of this tender
- b. It will be the sole responsibility of contractor to return the Design, materials, CD, DVD or any publication related material to NCZCC without damage and distortion. On damage and distortion of any of above mentioned item, the compensatory amount will be claimed from the contractor as recovery/compensation/restoration amount. The use of said materials cannot be used for any other platform without consent and prior permission of NCZCC. If contractor found guilty then appropriate action will be taken against them.
- c. All kinds of dispute to be resolved within the jurisdiction of Allahabad District.
- d. CD/DVD of all the publication work must be submitted by contractor
- e. It will be the sole responsibility of contractor to keep and maintain record of all printing work carried out by NCZCC and suppose to supply when demanded or required by NCZCC. On failing to produce the same appropriate legal activities will be carried out against the Tenderer.
- f. In case contractor fails to accept the work on qualification then as per rule a panel of tenderers will be formed and as per requirement work can be accorded to any of the participating Tenderer
- g. Contractor will have to submit the printing and publication job within the specified duration of time. In case work is not supplied in specified time frame or on production and submission of sub-standard work then Earnest money will be seized by NCZCC and also on the risk and cost of tenderer the complete work will be carried out by some other paneled or outside firm.

**4. TERMS OF PAYMENT**

- a) No advance payment shall be made.
- b) Service Tax or any other statutory tax/duty/levy, etc. as applicable should be clearly mentioned in the quotation.
- c) NCZCC, Allahabad shall deduct such taxes, duties and other statutory levies imposed by the Government & amended from time to time or such charges as may arise from the implementation of the contract agreement.
- d) NCZCC, Allahabad officials will review the status of work with the contractor from time to time.
- e) The payment will be made after Submission and verification of the work submitted from time to time.

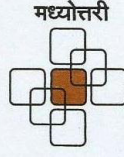
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**5. ARBITRATION**

In case of any dispute/ disagreements so as to the interpretation of any clause or otherwise relating to the work, that may arise during or after the execution of the contact, the matter shall be referred to the Director, NCZCC, Allahabad whose decision regarding interpretation shall be final and binding on both the parties. The proceedings of the arbitration shall be carried out only in Allahabad.

Director,  
NCZCC, Allahabad



**General Information**  
**Tender Proforma**

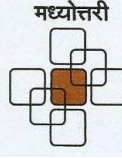
(To be filled in by the bidder and submit with their bid)

1. Name of the Company/ Firm:
2. Head/Regd. Office Address:
  - a) Postal:
  - b) Fax No:
  - c) Telephone No. (s):
  - d) E-mail Address:
  - e) Website Address:
3. Former Name of Company (if any):
4. Type of organization:
  - a) Individual
  - b) Partnership
  - c) Incorporated
5. Year of Establishment
6. Year in which the flex printing work started by the firm
7. EMD Deposited: (Yes/No)
  - a) Draft No.:
  - b) Bank Detail:
  - c) Amount:
8. Period of validity of tender (minimum 90 days from date of opening of tender):  
Yes/No
9. Details of supporting documents enclosed (Total number of pages):
10. Name and address of the authorized signatory/contact person of this tender:
11. Whether Letter of authority for attending bid opening enclosed with this tender:  
Yes/No
12. Whether copy of PAN Certificate is attached: Yes/No
13. Sale tax/VAT Regd. No. (Copy to be attached): Yes/No
14. Sample of quality work carried out in past and quality deemed to be delivered (Proto type samples in dimension 1 x 1 foot along with name of firm applying with mention of quality type against all types of scope of work): Yes/No
15. List and resume of staff engaged (drafting, content writing and designing): Yes/No
16. Proof and declaration of self-owned infrastructure of firm for flex and banner Printing (Name and description of machineries and their features along with photographs in realtime installed in your firm and same may be verified during physical inspection):  
Yes/No

Signature of tenderer

Date:  
Place:

Name:  
Office Seal



**Annexure - II**

**Tender Proforma**

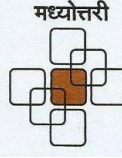
(To be filled in by the bidder and submit with their bid)

**01- Metal frame to hold flex/banners/posters**

Sl.	Description of Work	Rate (Per Sq. Running Ft.)
1.	Rectangular metal of 1/2 inch thickness	
2.	Rectangular metal of 3/4 inch thickness	
3.	Rectangular metal of 1.0 inch thickness	

**02- Flex/Glowsign Printing -**

Sl.	Description of Work	Rate (Per Sq.Ft.)
1.	Flex - Colour with Eyelets (For Normal quality)	
2.	Flex - Colour with Eyelets (For D Star quality)	
3.	Flex - Colour with Eyelets (For Star quality)	
4.	Flex - Colour with Eyelets (For Black out quality)	
5.	Flex - Colour with Eyelets (For BL quality)	



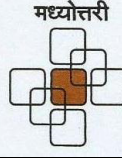
**03- Flex/Glowsign Printing with 1/2 inch metal frame-**

Sl.	Description of Work	Rate (Per Sq.Ft.)
1.	<b>Flex - Colour with 1/2 inch metal frame (For Normal quality)</b>	
2.	<b>Flex - Colour with 1/2 inch metal frame (For D Star quality)</b>	
3.	<b>Flex - Colour with 1/2 inch metal frame (For Star quality)</b>	
4.	<b>Flex - Colour with 1/2 inch metal frame (For Black out quality)</b>	
5.	<b>Flex - Colour with 1/2 inch metal frame (For BL quality)</b>	

**04- Flex/Glowsign Printing with 3/4 inch metal frame-**

Sl.	Description of Work	Rate (Per Sq.Ft.)
1.	<b>Flex - Colour with 3/4 inch metal frame (For Normal quality)</b>	
2.	<b>Flex - Colour with 3/4 inch metal frame (For D Star quality)</b>	
3.	<b>Flex - Colour with 3/4 inch metal frame (For Star quality)</b>	





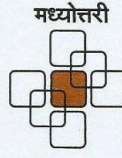
4.	<b>Flex - Colour with ¾ inch metal frame (For Black out quality)</b>	
5.	<b>Flex - Colour with ¾ inch metal frame (For BL quality)</b>	

**05- Flex/Glowsign Printing with 1 inch metal frame-**

Sl.	Description of Work	Rate (Per Sq.Ft.)
1.	<b>Flex - Colour with 1 inch metal frame (For Normal quality)</b>	
2.	<b>Flex - Colour with 1 inch metal frame (For D Star quality)</b>	
3.	<b>Flex - Colour with 1 inch metal frame (For Star quality)</b>	
4.	<b>Flex - Colour with 1 inch metal frame (For Black out quality)</b>	
5.	<b>Flex - Colour with 1 inch metal frame (For BL quality)</b>	

**06- Pasting and Installation Charge-**

Sl.	Description of Work	Rate (Per Sq.Ft.)
1.	<b>Site size less than or equal to 100 sq feet</b>	
2.	<b>Site size greater than 100 sq feet but</b>	



	less than or equal to 200 sq feet	
3.	Site size greater than 200 sq feet but less than or equal to 300 sq feet	
4.	Site size greater than 300 sq feet but less than or equal to 400 sq feet	
5.	Site size greater than 500 sq feet	

**07- Sun Board -**

Sl.	Description of Work	Rate (Per Sq.Ft.)
1.	Printing and installation of sun boards	

**08- ID Card -**

Sl.	Description of Work	Rate (Per Unit.)
1.	ATM ID Card	
2.	ID Card Plastic Holder	
3.	ID Card Plastic Pouch	
4.	Lanyard (ID Card Thread) with printing of text over it (Screen Printing)	
5.	Lanyard (ID Card Thread) with printing of text over it (Digital Printing)	
6.	Lanyard (ID Card Thread) without any printing	