

**DEPARTMENT OF FOOD, CIVIL SUPPLIES & CONSUMER AFFAIRS**

**(TENDER FOR DESIGNING, MANUFACTURING AND INSTALLATION OF  
GLOW SIGNS (LIT BOARDS))**

**AapurtiBhavan, Block No. 42, SDA Complex  
Kusumpti, Shimla 171009 Himachal Pradesh  
Tel.: 0177-2623749, 2623748  
Fax : 0177- 2628142**

**Website :[www.epds.co.in](http://www.epds.co.in)**

**DEPARTMENT OF FOOD, CIVIL SUPPLIES & CONSUMER AFFAIRS,**  
**AapurtiBhavan, Block No. 42, SDA Complex Kusumpti, Shimla 171009 Himachal Pradesh**  
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**NOTICE INVITING TENDER( NIT )**

Sealed Tenders are invited from the company/ partnership firm/ proprietorship regarding designing, manufacturing and installation of Glow Signs (Lit Boards) to be installed at various Fair Price Shops(FPS) within the State of Himachal Pradesh meant for the awareness of general public.

The tender form can be downloaded directly from portal <https://www.epds.co.in> and cost thereof @ **Rs. 2000/-** per tender form {Non-refundable} per bidder shall have to be deposited in form of bank draft favoring “President eGS cum **Director, Food Civil Supplies & Consumer Affairs**” payable at Shimla.

<b>Cost of tender Document</b>	<b>Rs. 2,000/-</b>
<b>Earnest Money Deposit</b>	<b>Rs 50000/-</b>
<b>Date &amp; time of Submission of Bids</b>	<b>20.05.2017 (upto 12:00 noon)</b>
<b>Date of opening of bids</b>	<b>20.05.2017 (03:00 PM)</b>

The tender will be opened on the date mentioned above in the presence of the bidders or their authorized representatives. In case the opening day happens to be a Gazetted holiday, the tender will be opened on the next working day at the scheduled place and time.**All corrigendum, modifications and clarifications in respect of this tender will be issued only on our website: [www.epds.co.in](http://www.epds.co.in).**

The Director, Food Civil Supplies & Consumer Affairs reserves the right to accept or reject any tender or part thereof without assigning any reason.

Sd/-

**PRESIDENT eGS –CUM-  
DIRECTOR, FCS & CA, HP**

# Terms & Conditions of the tender

## 1. GENERAL CONDITIONS

1. The glow sign boards will be installed in fair price shops (FPS) in entire state of Himachal Pradesh except at district headquarters of all districts, few blocks of Sirmaur and Chamba distt, kinnaur, LahulSpiti distt and Nagrota Bagwan block of Distt Kangra upto 31<sup>st</sup> Jan, 2018 which will number around 3500 to 4000.
2. Almost 70 % contents of all the sign boards will be same while around 30% contents will vary.
3. The Tenderer should be able to supply the Glow Sign Boards at the destinations mentioned in the supply orders which will be issued by the department to the successful tenderer. The cost of transport, loading/unloading and installation etc at the destination inclusive of all taxes shall be borne by the successful tenderer.
4. The conditional tender shall not be accepted.

## 2. ELIGIBILITY OF TENDERERS

The eligibility conditions for tenderers are as follows:-

- a) The tenderer must have **at least 3(three) years'** experience in the field of printing, designing & manufacturing of Glow Signs (Lit Boards). The tenderer must submit an undertaking in this effect.
- b) The tenderer must have **at least minimum Rs. 10,00,000/- (Rupees Ten Lacs)** turnover during the previous 3(three) years. **BIDDERS MUST SUBMIT A CERTIFICATE FOR ANNUAL SALES TURN-OVER FROM A CHARTERED ACCOUNTANT.**
- c) The tenderer must have not been debarred/blacklisted by any Government/Semi-Government organization for quality of product/services and that there should not be major complaint against the quality of service/products by any reputed organization.

- d) The tenderer must be able to install all the Glow Signs (Lit Boards) up to 31<sup>st</sup> Jan, 2018. The duration may be increased or decreased by the President eGS cum Director FCS & CA based on mutual consent.
- e) Tenderer should have own sufficient capacity of plant, equipment's for the printing, designing and manufacturing work.

### 3. EARNEST MONEY DEPOSIT

The demand draft of Rs 50000/- for EMD should be of any commercial bank in India, in favour of the “**President eGS cum Director, Food Civil Supplies & Consumer Affairs.**” payable at Shimla.

The earnest money of successful bidder shall be retained for a period of (90) days beyond the closing date of tender mentioned above. No interest shall be paid on Earnest money Deposit.

Unsuccessful tenderers' earnest money will be returned to them without any interest after the completion of tender process.

**EMD is liable to be forfeited in case the tenderer withdraws his offer after filing the tender or after the acceptance of the offer by the Department or fails to deposit the performance security deposit within the specified time, apart from blacklisting the tenderer.**

### 4. PERFORMANCE SECURITY AMOUNT

The successful bidder shall furnish performance security of Rs 200000/- (Two Lac Only) in the shape of Demand Draft/FDR/Bank Guarantee with the Department of FCS & CA.

No interest shall be payable by Department on earnest money deposit or on performance security.

The performance security shall remain valid for a period of 60 days from the date of completion of the contract including warranty and guarantee period to the best of satisfaction of the Department.

In the event of any failure/default of the tenderer with or without any quantifiable loss to the Department, the amount of the performance security is liable to be forfeited. The Department shall have the legal right to cover any failure/default of the supplier/Tenderer with or without any quantifiable loss to the Department.

## 5. SPECIFICATIONS OF GLOW SIGNS (LIT BOARDS)

The size of Glow Signs (Lit Boards) will be 4.5 ft\*2.5 ft. The Glow sign board must be waterproof and it must have two tubes of Philips with attachments. Black out sheet must be used for sides and back of the board. Printing must be eco-solvent.

## 6. TENTATIVE DEMAND

The Department of FCS & CA has tentative demand of 3500-4000 nos of Glow Signs (Lit Boards) for different Fair Price Shops (FPS) situated in the State of Himachal Pradesh. The above demand may be increased/ decreased in future.

## 7. FINANCIAL BID

The Tenderer shall indicate the the Price Schedule on the format provided in tender document (**Annexure B**) inclusive of all charges, taxes etc. on F.O.R. basis at FPS level. Financial Bid / BOQ of only those bidders will be opened whose technical bids are found in order. The financial bid /BOQ should be submitted in a separate cover alongwith tender document..

## 8. TERMS OF DELIVERY AND LIQUIDITY CHARGES

The Glow Signs (Lit Boards) shall be installed by the tenderer before 31<sup>st</sup> Jan, 2018 in various FPSs in the entire state except Distt Kinnaur, Lahul, few blocks of Distt Sirmour, Chamba, Nagrota Bagwan block of Kangra Distt and all distt HQs.

In case of any delay to deliver the Glow Signs (Lit Boards) in specified period mentioned a penalty of 1% per week of the total value of the remaining Glow Signs (Lit Boards) will be deducted up to one month from the date of completion. If delay exceeds further, the tender will be cancelled, tenderer will be Black Listed for future supplies and EMD/Performance Security will be forfeited.

## 9. SUBMISSION OF TENDERS

Submission of tender bids should be as per two bid systems i.e. technical and financial bids separately in two different sealed envelopes. These envelopes should be super-scribed "Financial bid" and "Technical bid" and put inside a bigger sealed envelope which shall be super-scribed with the words "**Tender for preparation and installation of glow sign boards**". The sealed cover must be dropped in the tender box by personally visiting the office of director, FCS&CA Block No. 42, Aapurti Bhawan, SDA Complex, Kasumpti, Shimla-9 on fixed date and time. Tender through other media like by post etc. will not be considered.

The tenderers must ensure that they deposit their tenders not later than the closing time and date specified for submission of tenders. In the event of the specified date for submission of tender falls on / is subsequently declared a holiday or closed day for the Department, the tenders will be received up to the appointed time on the next working day.

A tender, which is received after the specified date and time fixed for receipt of tenders will be treated as **“delayed”** tender and will be rejected/ignored straight-way.

## **10. ACCEPTANCE OF TENDER**

The Director, FCS & CA reserves the right to accept in part or in full any tender or reject any or more tender(s) without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of contract, without incurring any liability, whatsoever to the affected tenderer or tenderers.

## **11. AGREEMENT**

The successful tenderer shall execute an agreement within 7 days from issue of supply order on non-judicial stamp paper of Rs 100/-. In the event of failure to execute the agreement the EMD shall stand forfeited apart from cancellation of supply order.

## **12. RESOLUTION OF DISPUTES**

All the disputes arising out of this tender shall be subject to the jurisdiction of competent court at Shimla, H.P. only.

## **13. PAYMENTS**

**100%** payment shall be released after receipt of satisfactory work completion certificate duly signed by the concerned Inspector/FSO/DFSC.

TECHNICAL BID

1	Name of the tenderer		
2	Permanent Address		
3	Address of the Head Office of the tenderer		
4	Phone No./Fax/e-mail ID		
5	Whether proprietary firm or partnership firm or limited company or Co-operative Society ? In case the partnership firm, the partnership deed alongwith permanent and present address , in case of firm or a company, the name and address of the proprietor/partner/Managing Director		
6	Previous experience of three years in the same field ( attach copy of undertaking / work orders.		
7	Turn-over during the last three financial years – minimum turn over should not be less than Rs. 10.00 lacs in a financial year for last three financial years) duly certified by the Chartered Accountant 2013-2014 2014-2015 2015-2016		
8	<u>Amount Deposited</u> 1) Cost of tender document 2) 2.Earnest Money Deposit (Through DD)	<u>Amount in Rupees</u> <u>2,000/-</u>  <u>50,000/-</u>	DD No. , Date Name of Bank
9	PAN given by the IT Department ( copy to be enclosed)		
10	TIN No. under Sales Tax /CST ACT		

11	Copy of the Registration Certificate if it is firm/ Ltd. Company/Society.	
12	Copies of the income tax return for the last three year ( Financial Year 2013-14, 2014-15, 2015-16)	
13	Undertaking to the effect that the tenderer or any of the partners or representatives were never black-listed or convicted by court of law.	
14	Signed declaration/acceptance of tender terms and conditions	
15	Signed financial undertaking	
16	Authorization certificate by the way of resolution of Board of Directors/Partners authorizing a person to sign the tender documents and authorization to up-load the tender digitally	

I/We hereby affirm that the department is at liberty to take action against me/us as per the terms and conditions of Tender Document, if the above said statement proves to be wrong at any point of time.

**SIGNATURE OF THE TENDERER**  
**NAME:**  
**Address /Tel No.**



**Financial BID**  
**(Should be in separate envelope)**

To

The Director,  
Food, Civil Supplies & Consumer Affairs,  
HP. Shimla-09

Sir/Madam,

I have gone through the terms and conditions laid down in the tender notice no. **FDS-H(05)-16/2007-IV-18495 dated 01.12.2016** for Design, manufacturing and installation of glow sign boards as per specifications. I agree to the terms and conditions mentioned therein. I shall abide by all the conditions of the tender documents.

Specifications of Glow Signs (Lit Boards)	Rates per Glow Sign board (In fig. & words)
The size will be 4.5 ft*2.5 ft. Board will be waterproof and will have two tubes of Philips with attachments. Black out sheet will be used for sides and back of the board. Printing will be ecosolvent. Rates also include handling, transportation, installation charges at various FPS and all taxes.	

Name and address with contact No. of tenderers  
(In Block Letters)

Date:-

Signature of tenderer

# Checklist

## **Documents to be submitted with Technical Bid.**

1. Signed tender document
2. Documentary proof/Demand Draft in token of having deposited the EMD, Cost of Tender Document
3. Copy of PAN card of the bidder.
4. Copy of Certificate of registration VAT/TIN/CST.
5. Copy of acknowledgement of Income Tax Return for the Assessment Year 2014-15, 2015-16 & 2016-17 (FY- 2013-14, 2014-15 && 2015-16).
6. Copy of certificate of incorporation/ registration certificate/ partnership deed in case of Company/ Cooperative Society/ Firm/ Sole proprietorship.
7. Certificate of Turnover for the year 2013-14, 2014-15 & 2015-16 duly certified by the Chartered Accountant.
8. An Undertaking regarding non conviction and black-listing. The Undertaking must have been notarized after the date of inviting of tender.
9. Authorization letter in case of company or firm by way of resolution of Board of Directors/ Partners/ Proprietor authorizing a person to sign the tender document.