# **Government of Tripura**

**Directorate of FW & PM**

# **2nd Floor Health Directorate**

# **Pt. Nehru Complex, Gurkhabasti**

**Agartala-Tripura.**

**No. F12 (15-13) DFWPM/IEC/2014 (01) Date:-20 /10 /2016**

**DRAFT NOTICE INVITING TENDER**

The Director of Family Welfare & PM, Govt. of Tripura, Agartala invites on behalf of the “Governor of Tripura” .**percentage rate** Tenders in sealed cover are hereby invited by from Central& State Public Sector Undertaking/ Enterprise and eligible contractors / firms / Agencies of appropriate class registered with PWD/TTADC/MES/CPWD/Railway/other State PWD Installation of 14 (fourteen) nos. Hoarding Structure size (6.00 m X 3.00 m) for IEC/ BCC activity at different places of West Tripura District under DFWPM during the year 2016-17/ Group-II. The last date of receipt of the tender is up to 16:00 hours on **30/11//2016**.The tenders are likely to be opened on  **05/12/2016** at 16:00 hours, if possible. The details description of Terms & condition of the tender may be recieved from the O/o. the Store and purchase Section, Dte of FW & PM, 2nd floor, Health Directorate Building, P.N.Complex, Gurkhabasti, Agartala or may be downloaded free of cost from the Website (www.tripura.gov.in).

**GENERAL TERMS AND CONDITIONS:-**

Tenders will be received by Speed Post/Registered Post/Courier Services/ by hand in sealed cover addressed to the Director, Family Welfare & Preventive Medicine, Tripura, 2ndfloor of Health Directorate Building, P.N.Complex, Gorkhabasti, Agartala-799006 up to 16:00 hrs on **30/11 /2016**. The Department will not be responsible for any postal delay. Tenderers are requested to provide detailed address along with Pin Code, Phone, Fax Numbers and e-mail id for easier communication.

2. On the top left side corner of the sealed tender shall bear the words **“Tender for Installation of hoardings structure under West District by Health & FW Department/ Group-II.”** with Tender number and date, due date of submission and name and address of the Tenderers. Tenderers or their representative may remain present at the time of opening of the tenders.

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) in/c priming.
* No transportation charge will be made separately for installation/ carrying to the work site.

4. The interested bidders shall submit the bids in two parts, namely **“Part – ATechnical Bid**” and **“Part – BFinancial 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 envelops 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 the eligible bidders meeting all requirements will be short-listed. Thereafter, financial Bids of only short listed bidders will be opened for consideration.

1. The preparation and installation of the Hoardings must be completed within 30(thirty) days from the date of receiving of work order by the H&FW Department Tripura.
2. A penalty @ 1% of the total value shall be charged for every week 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).
3. Income Tax/ VAT will be deducted from the bill at the applicable rate and TDS certificate shall be issued in due course.
4. Any enhancement of rate within the validity period of contract will not be considered except for imposition of any levy or increase in existing levy by the Government. Any undue request may lead to cancellation of the order.
5. Payment of successful tenderer shall be made on bill basis only after completion of supply of the item as ordered for. No advance payment shall be made under any circumstances.
6. Extension of rate for supply may be considered for 2nd year to the approved supplier on the basis of satisfactory performance & execution of supply orders in time and in terms of quality.
7. The rate should be typed and quoted both in figure and words clearly. The rate of VAT should be mentioned separately and clearly in the financial bid. No over writing would be accepted. Rate should be quoted in Indian currency only.
8. 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)dated01-08/2012 of Finance Department (Taxes & Excise) Government of Tripura. No claim and or plea of the contractor in this regard will be entertained.
9. 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.
10. The Security Deposit will be 10% of the contract value. The security deposit will be collected by deductions from the running bills of the contractors/ party at the rate mentioned below and the earnest money will be treated as [part of Security Deposit. A sum @ 10% of the gross amount of the bill of the contractor/party till the sum along with the earnest money equal to amount of 10% of the tendered value of the work subjected to the following limit
* Tendered value uptoRs 100.00 lakhs- Security Deposit@ 10% subjected to maximum of Rs 5.00 lakhs
* Tendered value above Rs 100.00 lakhs uptoRs 200.00 lakhs - Security Deposit@ 10% subjected to maximum of Rs 15.00 lakhs
* Tendered value above Rs 200.00 lakhs- Security Deposit@ 10% subjected to maximum of Rs 25.00 lakhs
1. Tenderers shall submit the followingself certified /self attested documents in the technical bid along with Earnest Money Deposit:
2. Attested copies of documents relating to the Registration of the firm, Registration as Civil Contractor, partnership deed, Articles of Association.
3. Attested copies of Professional Tax Clearance certificate, PAN card , valid license regarding engagement of workers in the contract works from Labour Department, Government of Tripura etc.
4. An undertaking for acceptance of terms & condition of tender in annexure- 1.
5. List of documents submitted as per annexure – 2.
6. Annexure -3
7. Approximate requirement is incorporated in the table above which are likely to be increased or decreased as per actual requirement and supply order may be placed in parts or fully as per discretion of the SH&FWS.
8. The Earnest Money Deposit (EMD) to an amount of **Rs. 11,262.00/- (Rupees eleven thousands two hundreds& sixty two) only** shall be furnished in one of the following forms:
9. Account payee demand draft
10. Fixed Deposit
11. Bankers Cheque
12. The EMD shall be drawn on any scheduled Commercial Bank in India in favour of **Director, Family Welfare & PM, Govt. of Tripura.** 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. **(Not applicable to CPSEs and SPSUs).**
13. No insurance charge is admissible and the successful tenderer will be responsible for any breakage, damage and loss in transit on way to destination.
14. Any default or breach of contract or non execution of supply shall lead to forfeiture of earnest money / security deposit of successful tenderer beside such action as may be considered appropriate by the State Health and Family Welfare Society, Tripura including black listing / delisting the tenderer for future supply.
15. The tender will remain valid up to 01(one) year from the date of acceptance. Health and Family Welfare Department reserves the right to extend the rate for 2nd year to the approved supplier. Lowest rate may also be utilized for other programmes under NHM, Tripura.
16. 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.
17. Failure to supply standard quality item by the tenderer will render him/her disqualified for future supply / tender.
18. Health & Family Welfare Department, Tripura, reserves the right to accept or reject any tender without assigning any reason thereof and tender may be accepted or rejected in part or in whole.
19. In case of legal dispute the jurisdiction will be the High Court of Tripura.
20. While submitting the quotation, the bidder shall submit a copy of this tender document duly signed by an authorized official of the firm/tenderer and stamped on each page as token of acceptance of the terms & conditions stipulated herein.
21. Health & FW Department, Tripura,reserves the right to unilaterally terminate contract or cancel the acceptance or the rate or supply order at any time without notice before expiry or the period for which rate are now invited.
22. All the documents submitted along with the tender should be duly signed by the authorized person.
23. Clarification, if any, may be had from the Store & Purchase Section O/o the Directorate of FW & PM, Gurkhabasti, Tripura during 11 AM- 5 PM in any working day.
24. Approved rates may be applicable for other Programme of SH&FWS, NHM, Tripura. The approved bidder shall be bound for doing the job as per work order as and when required.
25. The work will be executed under the supervision of Engineering Cell under DFW&PM. The work will be done as per the guidance of the Engineer- in-charge for each work order as nominated by the Engineering Cell of DFW&PM. The Engineer- in-charge will submit the bill of the executed work by the Agency which will be checked by the EE& AE as per norms of PWD Government of Tripura. The locations for placement of hoardings will be selected by the Engineering Cell of DFW&PM.

Enclo: As stated.

 Sd./ illegible

**Director**

**Family Welfare & PM**

**Government of Tripura**

**Annexure-1**

**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 Govt organization during last three years.

SIGNATURE : ……………………………………………………………………

NAME & DESIGNATION : …………………………………………………………………..

DATE : …………………………………………………………………..

NAME & ADDRESS OF THE FIRM : ……………………………………………………………………

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**Annexure-2**

**Check list to accompany the Tender**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.****No** | **List of documents** | **Submitted** | **Page no** |
| **1** | **2** | **3** | **4** |
| 01 | Attested copies of documents relating to the Registration of the firm, Registration as Civil Contractor, partnership deed, Articles of Association | Yes/ No |  |
| 02 | Attested copies of Professional Tax Clearance certificate, PAN card, valid license regarding engagement of workers in the contract works from Labour Department, Government of Tripura etc | Yes/ No |  |
| 03 | EMD in the form of fixed Deposit/Bankers Cheque /Account payee Demand Draft drawn from any scheduled Commercial Bank for an amount as mentioned in terms & conditions | Yes/ No |  |
| 04 | An undertaking for acceptance of terms & condition of the NIT as per annexure- 1& other terms & condition of annexure-3 | Yes/ No |  |

\* Attach separate sheets if the space is found insufficient in respect of these items.

**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 : ……………………………………………………………………

**Annexure - 3**

To

The Director

Family Welfare & PM

Health & Family Welfare Department

Government of Tripura

Authorization address for Communication:

Telephone No: ……………………………………………………..

Mobile No: ………………………………………………………

Fax No: ……………………………………………………….

Email Id: ………………………………………………………..

Name of Work: “Installation of hoardings structure under ……………………………….. District by Health & Family Welfare Department, Government of Tripura.”

I / We offer to execute the work(s) describe above and remedy any defects therein with conditions of the contract, specifications, drawings, Bill of quantities and Addenda for

1. For item rate Contract Rs ………………………….
2. For percentage Rate Contract @ ………………………………………….. % (in figures)

…………………………………………………………………………………………….. (in words)

Percent below/above/at par with the rates entered in the schedule of rates

I /We undertake to commence the work(s) on receiving the notice to proceed with work in accordance with the contract documents.

This tender and your written acceptance of it shall constitute a binding contract between us. I understand you are not bound to accept the lowest or any tender you receive.

I /We hereby confirm that this tender complies with the tender validity and earnest money required by tendering documents and specified in NIT

Authorized Signature : ……………………………………………………..

Name & Title of Signatory: ………………………………………………………

Name of the Tenderer: ……………………………………………………….

Address : ………………………………………………………..