

Udaipur Dugdh Utpadak Sahakari Sangh Limited, Udaipur
Goverdhan Vilas, Udaipur – 313002

Phone No. 2640188,2640258, 2640803, 2640839, Fax No. (0294) 2640333

Part –‘A’

Tender Form No. :-

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- | | | |
|---|---|--|
| 1. Tender Reference | : | उदय/डेयरी/विपणन/2018-19/727 दिनांक 25.05.2018 |
| 2. Tender for | : | Supply of Advertisement Material
(As per given specification's and instruction) |
| 3. Last date & time for
Purchasing tender form | : | 14-06-2018 up to 1.00 PM |
| 4. Last date & time of submission :
of tender form | : | 14-06-2018 up to 2.00 PM |
| 5. Date & time of opening of tender: | : | 14-06-2018 at 3.00 PM Part 'A' (Technical Bid)
14-06-2018 at 4.00 PM Part 'B' (Financial Bid)
(Part'B' will be opened after qualifying
eligibility criteria in Part 'A' of Tenderer) |
| 6. Tender Form fees | : | Rs 250/- (Rs. Two Hundred fifty Only)
Non refundable |
| 7. Earnest Money | : | Rs. 5000/- (Rs Five Thousand Only)
Only D.D. in favour of UDUSS Ltd, Udaipur
acceptable for deposition of Earnest Money. |
| 8. Total Security Money | : | Rs 10000/- (Rs Ten Thousand Only) |
| 9. Enclosures | : | Work Specification, Terms & Conditions
(At Annex-A of S No. 1, 2, 3 & 4 enclosure) |
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TO BE FILLED BY THE TENDERER HIMSELF

- | | | |
|--|---|--|
| 1. Tender form fee | : | Rs 250/-
Cash Receipt No:-..... Dt.....
(If tender form purchased from Cash Section)
In favour of UDUSS Ltd, Udaipur --> Demand Draft No:-..... Dt.....
(If tender form downloaded from the web site)
Bank :-..... |
| 2. Earnest Money | : | Rs 5000/-
In favour of UDUSS Ltd, Udaipur --> Demand Draft No:-..... Dt.....
Bank :-..... |
| 2. Rates to be offered by the tenderer | : | Annex-B of Part 'B' of Tender Form |

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S No 1

Work specification of Sign Board

Annex-A

Advertisement Material	:-	Sign Board
Specification	:-	Supply of Sign Board as per specification's
Qty & Size	:-	a) minimum order qty 300 nos (for Size-4'X2') b) order qty of other sizes (16, 24, 48, 60 sq ft) will be communicated by Udaipur Dairy as & when required.
Flex Quality	:-	star media
Technical Specification	:-	a) 1"X1" Iron Square pipe of 4 Kg Quality (for Size-4'X2') & other sizes b) For all other sizes extra pipe/angles of 1"X1" & other fixtures shall be considered for support.
Design Printing	:-	As per sample approved by Udaipur Dairy Printing in Multicolor design.
Hanging Facilities	:-	Hanging facility as per display site

Note:-

1. Quoted rate should be exclusive of all taxes but inclusive of designing charges.
2. Printing should be done as per the art work/ design approved by Udaipur Dairy.
3. Payment shall be made after satisfactory completion of tender work (i.e. as per time to time assigned work).

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S No 2

Work specification of Glow Sign Board

Annex-A

Advertisement Material	:- Glow Sign Board (Single side display)
Work Specification	:- Supply of Glow Sign Board as per specification's
Qty & Size	:- a) minimum order qty – 100 nos (for size 4'X2') b) Order qty of other sizes (16,24,36,60 sq ft) will be communicated by Udaipur Dairy as & when required.
Flex Quality	:- Back lit –Star/LG Media
Technical Specification	:- a) Depth = 9", 1"X1" 18 SWG square pipe double frame with antirust coating to a mount flex. (for size 4'X2') GI Box casing:- Side Panel 26 gauge, Back Panel 26 gauge, Black spray painting on the side panel. b) For all other sizes tube lights, support pipes/angles & other fixtures shall be considered accordingly.
Design Printing	:- As per sample approved by Udaipur Dairy Printing in Multicolor design.
Electricity Facilities	:- First quality electrical fitting –ISI mark (Choke & Tube light, starter fitting & ensure at least one tube light per 4 sqft area.)

Note:-

1. Quoted rate should be exclusive of all taxes but inclusive of designing charges.
2. Printing should be done as per the art work/ design approved by Udaipur Dairy.
3. Payment shall be made after satisfactory completion of tender work (i.e. as per time to time assigned work).

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S No 3

Work specification of Flex Banner

Annex-A

Advertisement Material	:- Flex Banner
Work Specification	:- Supply of Flex Banner as per specification's
Flex Quality	:- Star Media
Qty & Size	:- Various Sizes (8, 24, 48, 60 sq ft) Size & qty will be communicated by Udaipur Dairy as & when required.
Thickness	:- 320 GSM
Design Printing	:- As per sample approved by Udaipur Dairy Multicolour design printing having quality 8 pass printing. Good Quality eyelids at all four corners.
Hanging Facilities	:- Hanging facility (tag) on the top four corner side of Advertisement

Note:-

1. Quoted rate should be exclusive of all taxes but inclusive of designing charges.
2. Printing should be done as per the art work/ design approved by Udaipur Dairy.
3. Payment shall be made after satisfactory completion of tender work (i.e. as per time to time assigned work).

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S No 4

Work specification of Vinyl Stickers

Annex-A

Advertisement Material	:-	Vinyl Stickers
Work Specification	:-	Supply of Vinyl Stickers as per specification's
Qty & Size	:-	Various sizes Order qty will be communicated by Udaipur Dairy as & when required.
Material & Quality	:-	Standard
Design Printing	:-	Art work printing in Multicolor design for vinyl sticker will be approved by Udaipur Dairy. Sticker must be with good quality pasting gum.

Note:-

1. Quoted rate should be exclusive of all taxes but inclusive of designing charges.
2. Printing should be done as per the art work/ design approved by Udaipur Dairy.
3. Payment shall be made after satisfactory completion of tender work (i.e. as per time to time assigned work).

Udaipur Dugdh Utpadak Sahakari Sangh Limited, Udaipur
Goverdhan Vilas, Udaipur – 313002

Date :- 14.06.2018

Tender Form Part –‘B’
(Financial Bid)

Rates quoted by the tenderer

Annex –B

Name of Tenderer :-

S.N	Advertisement Material		Order Qty	Rate offered by the Tenderer	
				Rs per sqft (Basic Rate)	
				Rate in figures Rs per sqft	Rate in Words Rs per sqft
A	Sign Board	1. Sign Board (a) For Size 4'X 2' sq ft (b) Other sizes (16, 24, 36, 60 sq ft)	300 Nos As & when required basis	----- -----	----- -----
		2. Glow Sign Board (Single Side Display) (a) For Size 4'X 2' sq ft (b) Other sizes (16, 24, 36, 60 sq ft)	100 Nos As & when required basis	----- -----	----- -----
B	Banner	Flex Banner (Various sizes – 8, 24, 48, 60 sq ft)	As & when required basis	-----	-----
C	Vinyl Stickers	Vinyl Sticker (Various sizes)	As & when required basis	-----	-----

Note :- Rate should quoted as per specification's of Advertisement materials mentioned at Annex-A of S.no. 1, 2, 3 & 4.

- i. Tenderer has to quote the basic rate only, taxes as applicable shall be paid extra on production of proper invoice.
- ii. Designing/art work expenses shall be born by the tenderer.
- iii. Successful tenderer will have to supply the advertisement material on the finalized rates on prescribed time period for the duration of 1 year.
- iv. Tenderer shall abide all other terms & conditions as per tender document.
- v. The supplier must have registration in concerned department for claim of respective taxes. Break-up of applicable taxes must be shown separately in the raised bill.

UDAIPUR DUGDH UTPADAK SAHKARI SANGH LTD. UDAIPUR
Ahmedabad Road, Goverdhan Vilas, UDAIPUR

I. INSTRUCTIONS FOR FILLING TENDER FORMS

1. The tenderer should not be a first degree relative of any employee of Udaipur Dugdh Utpadak Sahkari Sangh Ltd. The terms of first degree relative would include father, mother, brother, sister, son, daughter, husband, wife, father-in-Law, daughter-in-Law, grand father, grand mother, grand son, grand daughter and similar relatives on the maternal side.
2. The tender form should be filled in ink legibly. There should be no cutting and/or overwriting. If at all it is necessary every cutting should be signed by the tenderer himself.
3. The tender form Part 'A' & Part 'B' both should be filled up in own handwriting with the complete detail of name, address, telephone/mobile Numbers. The tenderer shall also furnish complete name & address of the authorized person who may be contacted for the assigned work. All correspondences sent to the given address, will be considered as served whether the same have been received or not.
4. The tender form along with the terms and conditions appended there to should be submitted through registered AD Post or in person in covered and sealed envelope, separately for Part 'A' & Part 'B' before prescribed time. The envelopes are to be addressed to the Managing Director, Udaipur Dugdh Utpadak Sahakari Sangh Ltd. Udaipur in block capital letters, indicating on the top of the envelope the tender reference **Part 'A' & Part 'B'** & date of opening. **Part 'A'** along with demand draft of earnest money containing the technical information of tenderer with experience & enclosed photocopy of all relevant documents, Work experience & income tax return paper for last two year. **'Part B'** of tender form put in separate envelope & **basic rate** should be quoted on **per sqft basis** for all advertisement material with given specifications as per enclosed format. Udaipur Milk Union is not responsible for premature opening of tender, if the tender is not properly addressed and identified. No telegraphic tender will be considered.
5. It will be presumed that the tenderer have gone through all the terms and conditions of the tender and in token thereof they are required to sign each and every page of the terms and conditions of the tender. In case of partnership firm it should be signed by any of the one partner, holding power of attorney. The tender form should also be accompanied with the partnership deed; in absence of the partnership deed the tender form will be rejected.

6. No change will be made in the terms and conditions by the tenderer. If any changes are made, those changes will not be considered and the tender will be rejected.
7. The rate should be quoted on per sq ft basis (i.e. basic rate exclusive of applicable taxes) for all advertisement material with given specifications, both in figures and in words. In case of discrepancy between the rates, **the rate written in words will be taken as final**. Rate quoted by tenderer should be considered to be valid for three months.
8. The tender form Part 'A' should be supported along with the photocopy of the firm registration certificate, experience certificate/PAN/GSTIN No. etc. **In absence of requisite formalities of tender form Part 'A', the eligibility for tender shall be out rightly rejected & Part-'B' of that tenderer shall not be opened.**
9. The tender Part 'A' will be opened first and only on ELIGIBILITY, Part 'B' will be opened at the date and time given in the tender notice. Tenderer's are allowed to be present at the time of opening of the tenders. Tender terms & conditions signed by tenderer on every page should be enclosed with Part 'A' envelope.
10. The earnest money in the form of crossed Demand Draft drawn in favour of **Udaipur Dugdh Utpadak Sahkari Sangh Ltd, Udaipur** is to be enclosed with the tender form **Part 'A'**.
11. The tender cannot be withdrawn once it is opened. The tenders will be kept open for acceptance for a period of three months from the date of opening of tender.
12. Managing Director reserves the right to reject any or all the tenders without assigning any reason thereof.
13. If there is any problem/difficulty in filling the tender form or any doubt regarding the tender terms & conditions of the tender, tenderer may contact this office & get clarifications.
14. In case of Disregard of these instructions to the tenderer, the tender is liable to be rejected.

I have read the instructions number 01 to 14 for filling the tender form & accordingly tender form has been filled by me. In case of any discrepancy the tender have to be rejected & for that I will be responsible.

Date:

Place:

UDAIPUR DUGDH UTPADAK SAHKARI SANGH LTD. UDAIPUR
Ahmedabad Road, Goverdhan Vilas, UDAIPUR

II. TENDER TERMS AND CONDITIONS

1. The earnest money deposit of unsuccessful tenderers will be returned within three months from the date of opening of the tenders & for successful tenderer EMD will consider as a part of total required cash security of specific/whole assign work.
2. For supply of advertisement material successful Tenderer will have to deposit :
 - (a) Total Cash Security (Total Rs 10,000/-) as mentioned in tender form. In this if tenderer surrender Original Receipt of EMD in Milk union with request to convert it into Cash security, the same will be considered as a Security of assigning work.
The successful tenderer will have to complete all assigning work (supply of advertisement material as per specification's & work order) in stipulated time frame after issuance of work order.
3. The earnest money/security money of the successful tenderer deposited with us will be liable to be forfeited, treating as liquidated damages in the case of any evasion, refusal or delay in work on the part of the tenderer.
4. The successful tenderer shall not assign or sublet this contract to any other agency or person & their quoted lowest rate (for s.no. 1, 2, 3 &4) is valid for one year from the date of opening of tender form. Tenderer will have to supply the advertisement material as & when order placed with installation site by Udaipur Dairy during the year.
5. At the time of submission of bill successful tenderer specially mentioned detail of applicable taxes (CGST & SGST separately) in the bill.
6. a) If a specific work requires big size sign board/Glow Sign Board then fitting and mounting (use of extra pipes & angles) & installation expenses shall be paid extra.
b) In case the fitting, mounting & installation site is out of Udaipur City area then freight charges (To & Fro) shall be paid extra.
7. In case the work is not found satisfactory, penalty may be imposed & deduction may be made from the bill or tender may be terminated. Tenderer has to supply advertisement material within a month from placement of work order.

8. Contractor will indemnify the Union in respect of all and any expenses arising out of injury to persons and damages to the structures or property & adjoining buildings. The contractor shall be responsible for the losses and damages done by his staff or vehicles & the cost of such damages may be recovered from his bills.
9. In case of failure or refusal to complete the work within the specified time, the Managing Director, UDUSS/Authorized Person has the right to engage other party for the services at his risk & cost. Further the Managing Director also reserves the right to terminate the contract in such circumstances and his security & bank guarantee will be forfeited.
10. All disputes and differences arising out of or in any way touching or concerning this contract/agreement whatsoever or any legal proceedings if necessary shall have to be lodged in courts situated at Udaipur, Rajasthan only.
11. Any bribe, commission, gifts or advance given, promised or offered by or on behalf of the contractor whether with or without knowledge of contractor to any officers/employees or representative of Udaipur Dugdh Utpadak Sahkari Sangh Ltd., in relation to obtaining or executing the contract will be deemed as criminal offense and will result in the termination of the contract and all the losses will be recovered from the bills/ security amount of the successful tenderer.
12. The income tax and other statutory levies, deductions will be made from the bills of the contractor as per rules and regulations in force.
13. The contract can be terminated any time by Managing Director keeping in view the interest of the organization and for that no consequential losses will be given by this office in any condition.
14. Marketing section of Udaipur dairy may be contacted for any clarification regarding tender or specification of advertisement material.
15. The Managing Director reserve the right to delete, omit, add or include any term & condition in the contract & that will have to be followed by the contractor.

I have read the terms & conditions number 01 to 15 & accordingly tender form has been filled by me. In case of any discrepancy the tender have to be rejected & for that I will be responsible.

Quotation for the Tender work

“Supply of Advertisement Material (As per Annex-A of S no 1,2,3 & 4) ”

Tender form :- Part-‘A’

Due date:

Tender Notice No.: 727 Dated 25.05.2018

To,

Managing Director
Udaipur Dugdh Utpadak Sahakari
Sangh Limited, Goverdhan Vilas,
Ahmedabad Road, Dist: Udaipur

State :- Rajasthan

Phone: 0294-2640188 /Fax No.: 02942640333

From:

M/s.....

Tender Notice No.: 727 Dated 25.05.2018

Tender form :- Part-‘B’

Due date:

Quotation for the Tender work

“Supply of Advertisement Material (As per Annex-A of S no 1,2,3 & 4) ”

To,

Managing Director
Udaipur Dugdh Utpadak Sahakari
Sangh Limited, Goverdhan Vilas,
Ahmedabad Road, Dist: Udaipur

State :- Rajasthan

Phone: 0294-2640188 /Fax No.: 02942640333

From:

M/s.....
