

TENDER ENQUIRY

INSTALLATION OF ACRYLIC SIGN BOARD

AT

CENTRAL HINDI DIRECTORATE

WEST BLOCK-07, RK PURAM

NEW DELHI-110066

TENDER NO. 7-8-2021/□□.□□.

DATE OF ISSUE OF TENDER: 17 .04.2025

DATE OF CLOSING: 27 .04.2025

Tender value: 4,00000/Rs.

Bid Opening Place : At the room of dy. director (admin), central hindi directorate west block-07,
rk puram , new delhi-66.

Central Hindi Directorate invites sealed techno-commercial tenders towards "INSTALLATION OF ACRYLIC TOP UP LED SIGN BOARD" from contractors/firms who have experience in executing works of similar nature and magnitude. (Micro and Small Enterprises Bidders are exempt in experience criteria)

1. Last date/time for submission of bids is _____ at _____ hours. The bids are to be submitted on the CPPP Portal (Central Public Procurement Portal) only.
2. In case of any holiday or unforeseen closure of the Directorate on the scheduled day of opening of the bids, the bids will be opened on the next working day at the same time, but the deadline for submission of bids remains the same as indicated above.
3. Bids received after the above-mentioned date/time shall not be considered conditional bids and will be rejected outright.
4. The responsibility of submission of the bids on or before the last date shall rest with the tenderer. The Directorate will not hold any responsibility for the non-receipt of the bids or for the bids received after the date/time specified. Any bid received after the bid submission deadline prescribed by the Directorate, shall not be considered.
5. The Directorate will respond to any request for clarification of the Tender Document that are received up to THREE (03) days prior to the deadline for submission of bids prescribed. For this purpose, the prospective Bidder(s) requiring clarification shall notify/contact the Directorate in writing at the registered address. The contractor/agency has to take an undertaking to visit the Directorate by the Caretaker of the building Sh. Vinod Sharma and submit the visitory documents. The contractor/agency should be aware of the project requirement and operational conditions prior to the submission of the tender documents and no claims will be entertained after submission of the contract.

BoQ

INSTALLATION OF ACRYLIC TOP-UP SIGN BOARD

- The area, specification of the material and details of work to be carried are as follows:

Sl No.	Description of the item	Quantity* (Mtrs./Nos)
1.	25 feet X 5 FEET acrylic top-up led 3D sign board (ACP SIGN BOARD) Specification / Material : i. 3 mm Blue colour (Prime Bond) ACP Sheet Base with 1.5' Square iron pipe Frame behind ACP Sheet. ii. 4 mm White 0.4 (A-cast) Acrylic Sheet Letters as per Design/ letters side Razed @'.1mm Thick Aluminum Sheet. iii. As per Light source Samsung led Modules on 05 years Warranty of Water Proof Adaptor on 02 Years warranty, LED Fixing Inside.	01

Instructions to Bidders including Terms and Conditions

1. Scope of Bid

INSTALLATION OF ACRYLIC LED TOP-UP SIGN BOARD as per the specifications.

2. Cost of Bidding

2.1. The Bidder shall bear all costs associated with the preparation and submission of its bid and the Directorate shall in no case be responsible or liable for those costs regardless of the conduct or outcome of the bidding.

3. Amendment in the Tender Document

3.1. At any time prior to the deadline for submission of bids, the Directorate may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the Tender Document by way of amendment(s).

3.2. Amendments will be uploaded in the DIRECTORATE website www.chd.education.gov.in / CPPP Portal and shall be binding on the bidders. Further, it will be assumed that the Bidder has taken into account such amendments while submitting the bid.

4. Language of Bid

4.1. The bid prepared by the Bidder and all correspondence and documents related to the tender exchanged by the Bidder and the Directorate shall be in English and the contract shall be construed and interpreted in accordance with that language.

4.2. If any of the brochures, leaflets or communication is prepared in any language other than English, a translation of such document, correspondence or communication shall also be provided at the cost and risk of the bidder. The translation so provided shall prevail in matters of interpretation. The bidder, with respect to such documents, correspondence, and communications, shall bear the costs and risks of such translation.

5. **Documents Comprising the Bid:** All bids must be substantially responsive and shall comprise all the technical specifications and commercial offer.

6. **Eligibility Criteria:**

- a. Bank Solvency Certificate of amount not less than one Lakh in favour of Director Central Hindi Directorate, New Delhi. The bank solvency should be made on duration of bid published date to bid end date duly attested by Chartered accountant (CA).
- b. The Bidder must upload EPF Registration certificate and ESI Registration certificate.
- c. The contractor/agency must upload valid police verification certificate or copy of notarized valid passport in the name of Director /Partner/Proprietor.
- d. The contractor/agency must upload site visit Inspection report as per Annexure II.
- e. The bidder must upload valid Electrical Contractor License.

No new documents is entertained by this office from any bidder once the technical bid is open for evaluation.

7. **Financial bid:**

- a. The bidder shall quote the rates and amount in the format prescribed at Annexure I.
- b. Price shall be inclusive of all taxes.

OTHER TERMS AND CONDITIONS

1. **Period of Validity of Bids:** Bids shall remain valid for a period of 10 days after the date of deadline for submission of bids prescribed by the Directorate.

2. **Deadline for submission of Bids**

The Directorate may, at its discretion, extend this deadline for submission of bids in which case all rights of the Directorate and all obligations of the Bidders will thereafter be subject to the deadline as extended.

3. **Opening and Examination of Bids**

- a. The bids will be opened on the prescribed date and time as mentioned in the Bid document. Bidders or their representative may be present during the time of opening of bid, if they wish to be present .
- b. The Directorate will evaluate the bids as per the terms of the tender. Those bids, fulfill the technical requirements and responsive to the tender requirements will be considered. Those bids which found to be either non-responsive, not satisfying the technical requirements or both will not be considered and will be rejected.
- c. The Directorate will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required security has been furnished, whether the documents have been properly signed and whether the bids are generally in order.

- d. If there is a discrepancy between words and figures, the amount in words shall prevail. If a Bidder does not accept the correction of errors, the bid will be rejected and its EMD may be forfeited.
- e. The Directorate may waive any minor nonconformity or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any Bidder.
- f. Prior to the detailed evaluation the Directorate will determine whether each bid is complete and is substantially responsive to the Tender Document. For purposed of this determination, a substantially responsive bid is one that conforms to all the terms, conditions and specifications of the Tender Document without material deviation, exceptions, objections, conditionality or reservations. A material deviation, exception, objection, conditionality, or reservation is:
 - (a) One that limits in any substantial way the scope quality, or performance of the equipment;
 - (b) One that limits, in any substantial way that is inconsistent with the Tender Document, the Directorate's rights or the successful Bidder's obligations under the Contract: and
 - (c) One that the acceptance of which would unfairly affect the competitive position of other Bidders who have submitted substantially responsive bids.
 - (d) If a bid is not substantially responsive, it shall be rejected by the Directorate and may not subsequently be made responsive by the Bidder by correction of the non conformity. The Directorate's determination of bid responsiveness will be based on the contents of the bid itself and any written clarifications submitted by the Bidder.
- 4. **Clarification of Bids:** During the bid evaluation, the Directorate may, at its discretion, ask the Bidder for a clarification of its bid in writing/e-mail and the bidder has also required providing the clarification in writing. No change in the price or substance of the bid shall be sought, offered or permitted.
- 5. **Evaluation of Responsive Bids:** The Directorate will evaluate the bids that have been determined to be substantially responsive.
- 6. **Contacting the Institute**
 - a. From the time of bid opening to the time of Contract award, if any Bidder wishes to contact the Directorate on any matter related to the bid, it shall do so in writing.
 - b. If a Bidder tries to directly influence the Directorate or otherwise interfere in the bid evaluation process and the Contract award decision, his bid shall be rejected.
- 7. **Award Criteria**

Directorate will award the contract to the Bidder whose bid has been determined to be substantially responsive and the Lowest Quoted Evaluated Bid.
- 8. **Right to Accept/Reject/Modify Bids**
 - a. The Directorate reserves the right to accept or reject any bid or to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the Bidders.
 - b. The Directorate reserves the right to negotiate with the Bidder having the Lowest Evaluated Bid.

9. Award of Work Order

- a. Prior to the expiration of the period of bid validity, the Directorate will issue the Letter of Intent/Work Order to the successful Bidder in writing.
- b. The work order will constitute the foundation of the Contract.

10. Contract Agreement

Within **Seven** (07) days of receipt of the Work Order, the successful Bidder shall execute an agreement with the Institute which will be framed as per the terms and conditions of the tender and work order.

11. Contract Documents

- a. All documents forming part of the contract (and all parts of these documents) are intended to be correlative, complementary and mutually explanatory. The contract shall be read as a whole.
- b. The order of precedence of the Contract documents will be as follows:
 - (i) Contract Agreement
 - (ii) All other Forms
 - (iii) Contractor's Bid
 - (iv) Tender Document

12. Terms of Payment

Payment will be made 90 % only after completion of work in all aspects as per the tender specifications and after the testing and commissioning of the installations to the satisfaction of the officials of the Institute remaining part payment of 10 percent will be paid after one year. In this regard bidder are needs to upload the same undertaking on their letter head stating the same and give their acceptance on above said conditions without any fail if bidder not upload the undertaking in this regards then bidder will be disqualify in the technical evaluation.

- 13. Governing Law:** The Contract shall be governed by and interpreted in accordance with the laws of India.

- 14. Settlement of Disputes:** Any dispute or claim arising out of/relating to this Contract or the breach, termination or the invalidity thereof, shall be settled by the Hona'ble Courts of Justice at New Delhi.

- 15.** The page number should be marked in all pages serially (including all supporting documents enclosed with the tender document) and the declaration for the same shall be submitted by the bidder as **Annexure III**.

- 16. Directorate reserves the right to accept or reject any or all the tenders in part or whole or may cancel the tender at its sole discretion without assigning any reason what so ever. No further correspondence in this regard will be entertained.**

FINANCIAL BID

Name of work: INSTALLATION OF ACRYLIC TOP-UP LED 3 D SIGN BOARD at Central Hindi Directorate as per the following specifications & quantity:

Sl No.	Description of the item	Quantity* (Mtrs./Nos)
1.	25 feet X 5 FEET acrylic top-up led 3D sign board (ACP SIGN BOARD) Specification / Material : i. 3 mm Blue colour (Prime Bond) ACP Sheet Base with 1.5' Square iron pipe Frame behind ACP Sheet. ii. 4 mm White 0.4 (A-cast) Acrylic Sheet Letters as per Design/ letters side Razed @'.1mm Thick Aluminium Sheet. iii. As per Light source Samsung led Modules on 05 years Warrenty of Water Proof Adaptor on 02 Years warrenty, LED Fixing Inside.	01
	Total amount in Figures (inclusive of all taxes)	
	Total amount in words	

Note: The rate quoted should the cost of items, transportations, loading, unloading, labour /installation charges and other incidental expenses involved (including iron frame of acp acrylic board above the surface of 2 feet).

Place:

Date:

**(Authorised
Signatory)**

CERTIFICATE OF SITE INSPECTION REPROT

(On Bidder Letter Head)

I, _____(Bidder Name) Owner/Director/Proprietor/Partner/Authorized Signatory of M/s _____ Having its registered office address at _____ have inspected the site on date 11/04/2025 To 18/03/2025, for the work _____ at _____ and its surrounding have Understood the nature and scope of work. I have also read all the specifications, terms and conditions of this Tender Documents.

Signature of Bidder

Name: _____

Designation: _____

Company Seal: _____

Signature of Officer In charge

Date: _____

Note : The bidder must submit Site Visit Inspection report as per Annexure II Only such bidder shall be qualified for technical evaluation who has submitted Copy of Site Visit Inspection report in technical bid as per Annexure II. SITE VISIT AND VERIFICATION OF INFORMATION: The interested bidders have to visit the site to understand the requirement and as certain for themselves the requirements complexity and time boundness, location, applicable laws and regulations, and any other matter considered relevant before submission of bid. Site visit is mandatory before submission of bid. Bidders have to submit a certificate confirming to have visited the site duly countersigned by authorized officer as per Annexure II.

DECLARATION

1. I, _____ Son/Daughter of Shri _____ Proprietor / Partner / Director/Authorized Signatory of _____ is / am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Date:

Place:

Signature of Authorized Person

Full Name:

Designation :

Company's Seal:

N.B.: The above declaration on duly notarized affidavit on Rs. One Hundred stamp paper and duly signed & sealed by the authorized signatory of the company, should be enclosed with Technical Bid.

