

**PANDIT DEEN DAYAL UPADHYAYA SHEKHAWATI UNIVERSITY,  
SIKAR (RAJ.)**

क्रमांक - 25355

दिनांक - 23/08/2024



**Tender Document for Printing & Installation of Unipole Hoardings,  
Highway Hoarding Including Flex Road Barriers with in Different Places  
for Wide Publicity and Bus Shelter**

**in**

**Pandit Deen Dayal Upadhyaya Shekhawati University, Sikar (Raj.)**

**Important Dates:**

Date of Publishing	: 23.08.2024
Last Date for Submission Tender	: 02.09.2024 (at 5.00 pm)
Date of opening of Tender	: 03.09.2024 (at Registrar Office)
Cost of E-Tender Document and Fee	: 2000/-*
Estimated Cost of Tender	: 52,00,000/-
EMD Bid Security for the tender cost @ 2%	: 1,04,000/-*
E-Tender processing fee in favour of MD, RISL Jaipur	: 1500/-

**\*Note: Demand Draft/Banker's Cheque in favour of Registrar, Pandit Deendayal Upadhyaya Shekhawati University payable at Sikar**

**Detailed Notice inviting Tender:**

- Sealed quotations are invited only from the reputed advertising agencies / Printing Press/firms/company etc. for the Printing & Installation of Unipole Hoardings Both Side Visibility, Highway Hoarding and Road Barriers with in different places for wide publicity and Bus Shelter.
- Interested advertising agencies/firms/companies etc. should submit the application form in a sealed envelope super scribing "Quotation for Branding and Advertisement Items" should be addressed to "The Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar, Raj.
- The last date of submission tender is 02.09.2024 at 5.00 P.M. & Date of opening of Tender is 03.09.2024. University reserves the right to accept or reject any tender without assigning any reason to the agencies.
- The details about the terms and conditions are given in the tender form which shall be part of the Contract/Agreement. The participants are required to read and understand it properly before submission of the tender.

SI No	Name of the Item	Particulars	Proposed Qty
1	Unipole Both Side Visibility	1. Unipole 30x15 Feet 2. Foundation 10 feet deep & 5x5 feet 3. Plate 24 mm 4. Iron Heavy pipe 1.5x1.5 inch 5. 25 feet pipe 4 pipe use per unipole 10 inch round pipe 6. Mirror sheet color both side 7. 4 pcs light stand 8. 4 pcs light per unipole 9. Star black back flex 10. Color paint 11. Hydra, truck, loading unloading, cutter, bolt waher, dhebri	02
2	Printing of Hoardings & Installation	Printing of star quality flex material Hordings. Preferred Size -20x10 ft.	15
		Installation of Hoardings at your own/rented Hoarding frames (as specified places) for a minimum of one year	
3	Traffic Barrier		10
4	Bus Shellter, Platform with Branding	pipe Aluminium 6 inch round 200 kg Pipe aluminium 2 inch 48kg Pipe aluminium 2 inch 24 kg Pipe Iron 4x2 inch 160 kg Metal pipe 2x2 inch 16 kg Poly car bun sheet 6x4 light led board 1000 pcs Power supply 1000 watt Chadder sheet 16x8 feet 2 inch patti ACP sheet Ironplate 5 mm Cable water proff 12 mm Wire 1 mm 1 inchsariya foundation Concrete work with attached Dustbin etc	02

### **Terms & Conditions:**

1. No separate quotation paper will be issued from the office. The quotation should be submitted on their own letter pad, as per annexures attached with this format with the supporting documents.
2. The application form should be signed by the partners/proprietor/director/managing director of the concerned advertising agencies/firms/company bearing his/her name and address, mobile number, and email id clearly indicated below the signature along with the official seal.
3. In the event of any kind of holiday, the quotations shall be opened on the next working day.
4. The tendering advertising agencies/firms/company shall have to submit a copy of the Incorporation Certificate with the quotation.
5. The tendering advertising agencies/firms/company must have proper PAN Card & copy of the same shall have to be enclosed with the quotation.
6. The tendering advertising agencies/firms/company shall have to submit a copy of the ITR (Income Tax Return) of the last Financial Year with the quotation.
7. The quantity may be increased or decreased at the time of placing the order as per requirement.
8. The rate must be inclusive of delivery & others; no additional charges will be paid.
9. The bid shall be valid up to 180 days from the date of the opening of the tender documents.
10. The purchaser will confirm the number of items after receiving the rate per item as mentioned above by issuing of Work Order/Supply Order.
11. After installation of the Hoardings other branding materials the successful bidder shall have to submit the photograph of the installed items from a different angle with GPS location.
12. The competent authority, reserves the right to amend or with draw any of the terms & conditions contained in the document or to reject any or all the tenders in whole or in part without giving any notice or assigning any reason.
13. Decision of the competent authority, in the selection of vendor will be final and binding and no further correspondence will be entertained.



## Submission and opening of Tender

- Submission of Tender:** The tender can be submitted on all working days. The last date for submission of the tender is on or before 02.09.2024 up to 05.00 PM.
- Two-bid system:** The offers/bids should be submitted in two-bid system (i.e.) Technical bid and Financial bid.

The Technical bid should consist of all the details as specified in the schedules along with commercial terms and conditions. There should be no cost indication in the Technical bid. Financial bid should indicate "Rates" mentioned in the technical bid. The technical bid and financial bid should be put in two separate covers.

"Technical Bid" and "Financial Bid" must be written on these covers clearly and the covers should be sealed. Again these two sealed covers should be put into a bigger cover along with a covering letter, Tender Fee Receipt and EMD and sealed.

The tender without EMD shall be considered as UNRESPONSIVE and REJECTED. Photo/Fax copies of the demand draft/Banker pay orders shall not be accepted. The EMD of the unsuccessful bidder will be released within 15 days after the finalization of the contract. No interest will be paid on EMD. The EMD shall stand forfeited in the event of premature withdrawal or amendment of the bid/tender, or if the bidder impairs or derogates from the tender in any respect during the period of bid, or in case successful bidder fails to sign or accepts the contract within the stipulated period.

Authority to sign: All the documents must be duly signed by the bidder. If an individual or a proprietor of a firm is a signatory, he/she should sign above the full type written name and current address. In case of a partnership firm, all the partners of the firm or a partner holding power of Attorney for the firm (a certified copy of the power of Attorney should accompany the Documents) should sign in this case. In both cases, a certified copy of the partnership Deed and current address of all the partners of the firm should be furnished. In case of a limited Company or a Corporation, the Documents shall be signed by a duly authorized person holding power of Attorney for signing the Documents, accompanied by copies of the power of Attorney and the Memorandum of Articles of Association duly attested by a Notary Public. In case of a Registered Society, the Documents shall be signed by a duly authorized person holding power of Attorney for signing the Documents, accompanied by copies of the



power of Attorney and the By Laws of Society duly attested by a Notary Public. The bidder should sign and stamp each page of the tender document as a token of having read and understood the terms & conditions contained therein and submit the same along with the bid. No photocopies of this tender document will be accepted.

Compliance/Confirmation: Compliance or Confirmation report with reference to general terms & conditions and requirement for running the dining facility should also be included in the Technical bid.

Late offer: The offers received after the due date and time will not be considered.

Opening of the tender: The offer/bids will be opened by a committee duly constituted for this purpose at the appointed place, time and date, in the presence of such bidders or their authorized representatives who choose to be present. The larger envelope (containing a covering letter, Tender Fee Receipt, EMD and two separate covers with technical/financial bids) will be opened first. Without EMD or Tenders with invalid EMD or EMD presumably kept inside the covers containing technical/financial bids will be summarily rejected.

On verifying the Tender Fee Receipt and EMD, the technical bids will be opened. The committee will examine the technical bids and decide the suitability as per the following specifications and requirements. The bidders, Whose Technical Bids are not found acceptable their sealed cover containing financial bid will not be opened and EMD will be returned to them.

1. The details may be filled in the tender documents itself in the space provided against each item. However if required separate sheet may also be enclosed and it is advised to enclose the copies of testimonials in support of GST, PAN etc. along with the tender document.
2. Tenders shall enclose Earnest Money Deposit (EMD) of Rs. 1,04,000/- (Rs. One Lakh Four Thousand only) in the form of Demand Draft drawn in favour of Pandit Deendayal Upadhyaya Shekhawati University, Sikar payable at Sikar. Tender Document submitted without prescribed Earnest Money Deposit (EMD) shall be summarily rejected.
3. Both the Technical Bid & Financial Bid should be placed in Separate Sealed envelopes and both sealed in one bigger envelope. All envelopes containing Tender Document shall be properly sealed and superscripted as **“Tender Document for Printing & Installation of Unipole Hoardings, Highway Hoarding Including Flex Road Barriers with in Different Places for Wide Publicity and Bus Shelter”**.



Envelope I –Technical Bid, Undertaking & EMD. Envelope II – Financial Bid

4. The envelope containing sealed tender shall be addressed to Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar.
5. No Tenders shall be accepted after due date and time.
6. This office will not be responsible for any postal delay or wrong delivery.
7. Technical Bid will be opened on 03.09.2024 in the presence of Tenderers or their authorized representatives and for opening of financial bid date, time and venue will be conveyed to the technically qualified tenderers by post/telephonically.
8. The Pandit Deendayal Upadhyaya Shekhawati University, Sikar will have full authority to reject any/all offers without assigning any reasons. Any enquiry after submission of the tender will not be entertained.
9. Before submitting the tender, the Tenderer must ensure that they strictly fulfil all the eligibility conditions to avoid rejection of their tender.
10. The Agency submitting the Tender would be presumed to have considered and accepted all the terms & conditions of this tender. No enquiry, verbal or written shall be entertained in respect of acceptance/rejection of tender.
11. Tenders should be sent at office of Registrar, Pandit Deendayal Upadhyaya Shekhawati University, Sikar on 02.09.2024 till 05:00 pm. No tender will be accepted after 05:00 pm on 02.09.2024.



**E-Tender No. 07/2024-25: Printing & Installation of Unipole Hoardings, Highway Hoarding Including Flex Road Barriers with in Different Places for Wide Publicity and Bus Shelter**

**TECHNICAL BID**

Technical Bid should indicate following information along with the self-attested photo copies of supporting documents:

Sl. No	Particular
A.	Average Annual Turnover of firm/proprietor Rs. 15.00 Lakhs (Rupees Fifteen Lakhs) and above in last two financial year. (Please enclose copy of C.A. Certified Balance Sheet and Profit & Loss Account of last two years) 2022-23, 2023-24
B.	Experience of similar services offered by firm for university/Institute/reputed Organisation. (Enclose the document)
C.	The Agency shall furnish details of any legal case or any issues, if any, pending in any court of law against them or the concerned authorities, especially with regard to any violation in the statutory laws, etc. The bids of such tenderers having any pending/ongoing/contemplated issues relating to Income Tax, Sales tax etc. and on concealment of any such information will be liable to be rejected straightaway without any notice.
1.	Name of the applicant/Firm :
2.	Address of the Registered Office:
3	Year of establishment :(Enclose photo copy of certificate)
4.	Type of Organization :(whether proprietorship, partnership, Private Ltd., Certified copy of a Partnership deed/ Certificate of Incorporation/ Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case may be enclosed)
5.	Name of the Proprietor, Partners/Directors of the Firm with Address and Phone Number
6.	PAN Card (Tax return of last Three Financial Year) [Photocopy to be attached]
7.	GST, Registration No.: [Photocopy to be attached] (If applicable)
8.	Whether 24x7 service and support will be available

**Authorized Signatory of the Bidders with Seal**







**DECLARATIONS**

I/We ..... whose signature is given below, are authorized representatives of this firm/company.

I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of the firm, affecting the accuracy of the facts, stated above.

**(Signature of Bidder)**

**Name:-**

**Date:**

**Designation and Seal**

**Email id: -**

**Mobile no:**



**DECLARATION**  
**(On Company/firm's Letter head)**

**Subject:-**

**Sir,**

1. I, Shri..... on behalf of..... and branch office at ....., do hereby declare that I have gone through the terms and conditions mentioned above and undertake to comply with all the tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance during the period of supply from the date of award of the Order to us.
2. The University has the right to accept or reject any or all the tenders without assigning any reason.
3. We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.
4. We hereby declare that the reinvigilance or court case pending/contemplated against us at the moment.

**(Sign a copy of the tender documents enclosed herewith)**

**Signature:**

**Name & Designation:**

**Date:**

**Name and Address of the Firm:**

**Email Id:**

**Mobile No:**



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**Financial Bid**

Rate inclusive of supply, transportation and other charges.

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