

**Municipal Corporation Rohtak**  
**TENDER NOTICE**

Sealed tenders in the prescribed form are invited by the **Commissioner, Municipal Corporation Rohtak** from reputed registered and experienced firms for Supply, Printing and fixing of House number Plate on each house/Plot of each Colony and Map Board in each location of each colony of Municipal Corporation Rohtak on the prescribed forms.

<b>Name of work</b>
<ol style="list-style-type: none"><li>1. Supply ,Printing and Fixing of Aluminum Composite Panel House Number Plate with Anodizing Thickness 3mm,Colour Blue, Size 10 inch*5 inch with 2 holes for fixing the Plate. Panel should be fixed on each house/plot of each colony of Municipal Corporation, Rohtak as per maps provided by MCR.</li><li>2. Supply, Printing fixing and Installation of Map Board .Map Print on 3mm Sunboard by UV Print Pasted on ¾ inch PVC Board of size 5 feet *4 feet .2 inch steel Pipe of 10 feet height with 35*35*3 size angle to be used to make the Map Stand. This Panel should be installed on each site of each colony as provided by MCR</li></ol>
<b>EMD(In the form of Bank draft )</b> Rs. 1,00,000/- (One Lacs only)
<b>Cost of tender form:-Rs five hundred only(Non –refundable)</b>
<b>Date &amp; time of submission of tender :-</b> 11-07-2014 at 1:00 PM in the office of <b>Commissioner, Municipal Corporation, Rohtak</b>
<b>Date of opening of Tender :-</b> 11-07-2014 at 3:00 PM in the office of <b>Commissioner, Municipal Corporation Rohtak</b>

**Joint Commissioner**  
**For Commissioner,**  
**Municipal Corporation, Rohtak**

**Municipal Corporation Rohtak**  
**TENDER NOTICE**

Sealed tenders in the prescribed form are invited by the **Commissioner, Municipal Corporation Rohtak** from reputed registered and experienced firms for Supply, Printing and fixing of House number Plate on each house/Plot of each Colony and Map Board in each location of each colony of Municipal Corporation Rohtak on the prescribed forms.

<b>Name of work</b>	<b>EMD In the form of Bank draft</b>	<b>Date &amp; time of submission of tender</b>	<b>Date of opening of Tender</b>
<p>1. Supply ,Printing and Fixing of Aluminum Composite Panel House Number Plate with Anodizing Thickness 3mm,Colour Blue, Size 10 inch*5 inch with 2 holes for fixing the Plate. Panel should be fixed on each house/plot of each colony of Municipal Corporation, Rohtak as per maps provided by MCR.</p> <p>2. Supply, Printing fixing and Installation of Map Board .Map Print on 3mm Sunboard by UV Print Pasted on ¾ inch PVC Board of size 5 feet *4 feet .2 inch steel Pipe of 10 feet height with 35*35*3 size angle to be used to make the Map Stand. This Panel should be installed on each site of each colony as provided by MCR</p>	<p>Rs. 1,00,000/- (one Lacs only) <b>Cost of tender form:-Rs five hundred only(Non – refundable)</b></p>	<p>11-07-2014 at 1:00 PM in the office of <b>Commissioner, Municipal Corporation Rohtak</b></p>	<p>11-07-2014 at 3:00 PM in the office of <b>Commissioner, Municipal Corporation Rohtak</b></p>

**Eligibility conditions of above said work:-**

1. The bidder should have valid Registration certificate of firm or individual to undertake the Supply, printing and Fixing of Panel work.

2. The bidder should have experience in Supply, printing and Fixing of Panel work in Govt./semi Govt.. In this regard documentary proof of experience may be attached with the tender form.
3. The bidder should have PAN card with upto date income Tax Returns (please attach attested photocopy) .
4. The bidder should have valid service Tax registration certificate with proof of upto date payment and return (please attach attested photocopy).
5. The bidder shall give the total composite price per unit of Supply ,Printing and Fixing of Aluminum Composite Panel House Number Plate with Anodizing Thickness 3mm,Colour Blue, Size 10 inch\*5 inch with 2 holes for fixing the Plate. Panel should be fixed on each house/plot of each colony of Municipal Corporation, Rohtak as per maps provided by MCR and Supply, Printing fixing and Installation of Map Board .Map Print on 3mm Sunboard by UV Print Pasted on ¾ inch PVC Board of size 5 feet \*4 feet .2 inch steel Pipe of 10 feet height with 35\*35\*3 size angle to be used to make the Map Stand. This Panel should be installed on each site of each colony as provided by MCR and all service charges and taxes. The whole work shall be completed Within Two Months from the date of Issuing of Work Order. Any delay will be punishable with deduction of payment @2% per week.
6. The Price/rate quoted by the bidder shall remain unchanged during the entire period of the contract and shall not be subject to Variation of any amount.
7. The **Commissioner, Municipal Corporation Rohtak** reserves the right to accept/reject any/ all tender without assigning any reason.
8. All the disputes arise in the above case will be preferred to the **Commissioner, Municipal Corporation Rohtak** and his decision will be final.
9. The bidder shall furnish an amount of Rs. 1,00,000/- (One Lacs Only) in the form of a demand draft in favour of **Commissioner, Municipal Corporation Rohtak**. The security will be refunded on satisfactory completion of work and correction of errors in data if any, within a month from the date of submission of final report.
- 10.The details can be obtained from the office of **Commissioner, Municipal Corporation Rohtak** (Haryana).
- 11.Firm must submit the sample of House Number Plate and Map Board on the basis of above mentioned specification.
- 12.An affidavit on Non –judicial Stamp Paper of Rs. 10/- duly attested by the 1<sup>st</sup> class Magistrate regarding the acceptance of the conditions of NIT and that the firm has not been blacklisted/debarred

**Commissioner,  
Municipal Corporation, Rohtak.**

**OFFICE OF Commissioner, Municipal Corporation Rohtak**

TENDER FORM.

(TO BE FILLED BY THE TENDERER)

**TECHNICAL BID**

FORM TO BE DEPOSITED: **on 11.7.2014 (upto 1.00 P.M)**

TENDER TO BE OPENED: **On 11.7.2014 at 3.00 P.M(Technical Bid)**

A.1 (a) Name of the Firm .....

(b) Address of the Firm .....

(c) Name & address of the Prop./Partner .....

2. (a) Service Tax/TIN No. ....

(b) PAN No .....

(c) Attested copy of Service Tax/TIN No. Registration.....

(e) Attested copies of Registration certificate of Firm or Individual to undertake work .

(f) Attested copy of PAN Registration

3. Earnest Money deposited vide Demand Draft No. ....

Dated..... for Rs.....

4. (a) Whether have any experience in Supply, printing and Fixing of Panel work in Govt./semi Govt.....

(b) If yes, please furnish full details. ....

<b>Year</b>	<b>Details of Work</b>	<b>Name of Deptt.</b>	<b>Detail</b>
2011-12			
2012-13			
2013-14			

## 5. Annual Turnover (Minimum Rs. 50.00 Lacs per annum)

Year	Turnover (in Rs.)
2011-12	
2012-13	
2013-14	

### **TERMS & CONDITIONS**

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2. The bidder should have experience in Supply, printing and Fixing of Panel work in Govt./semi Govt.. In this regard documentary proof of experience may be attached with the tender form.
3. The bidder should have PAN card with upto date income Tax Returns (please attach attested photocopy).
4. The bidder should have valid service Tax registration certificate with proof of upto date payment and return (please attach attested photocopy).
5. The bidder shall give the total composite price per unit of Supply ,Printing and Fixing of Aluminum Composite Panel House Number Plate with Anodizing Thickness 3mm,Colour Blue, Size 10 inch\*5 inch with 2 holes for fixing the Plate. Panel should be fixed on each house/plot of each colony of Municipal Corporation, Rohtak as per maps provided by MCR and Supply, Printing fixing and Installation of Map Board .Map Print on 3mm Sunboard by UV Print Pasted on ¾ inch PVC Board of size 5 feet \*4 feet .2 inch steel Pipe of 10 feet height with 35\*35\*3 size angle to be used to make the Map Stand. This Panel should be installed on each site of each colony as provided by MCR and all service charges and taxes. The whole work shall be completed Within Two Months from the date of Issuing of Work Order. Any delay will be punishable with deduction of payment @2% per week.
6. The Price/rate quoted by the bidder shall remain unchanged during the entire period of the contract and shall not be subject to Variation of any amount.
7. The **Commissioner, Municipal Corporation Rohtak** reserves the right to accept/reject any/ all tender without assigning any reason.
8. All the disputes arise in the above case will be preferred to the **Commissioner, Municipal Corporation Rohtak** and his decision will be final.
9. The bidder shall furnish an amount of Rs. 1,00,000/- (One Lacs Only) in the form of a demand draft in favour of **Commissioner, Municipal Corporation Rohtak**. The security will be refunded on satisfactory

completion of work and correction of errors in data if any, within a month from the date of submission of final report.

10. The details can be obtained from the office of **Commissioner, Municipal Corporation Rohtak** (Haryana).
11. The rates should be quoted at supplier's risk inclusive of all taxes, duties, all Type insurance, service tax, etc. (to pay all taxes and duties supplier's responsibilities).
12. All documents to be submitted by the firms should be duly attested by a Class I Gazette Officer in case these are copies of the original documents. No un-attested documents will be entertained.
13. The Earnest Money of the Tenderer will be forfeited to Govt. Accounts, if they withdraw their offer/ rates or modify the terms & conditions of the same during the validity of their offer which are adverse to the business ethics.
14. Conditional Tender will not be accepted.
15. The Tenderer shall furnish a certificate in their offer that the rates quoted by them are the lowest possible which they have quoted to any of their customers during the currency of the contract period. However, if they ever feel constrained to quote lower rates to any of their customer during the said period, they undertake to intimate the same immediately to the **Commissioner, Municipal Corporation Rohtak** and allow the deduction in rates automatically. If they violate this undertaking and **Commissioner, Municipal Corporation Rohtak** come to know of such deduction on their own/through their own resources, then the **Commissioner, Municipal Corporation Rohtak**, shall be entitled to recover the double the difference in such rates on the entire amount paid.
16. The technical bid form duly filled in & with enclosures attached in all respect should be sealed in a separate envelope inscribing "TECHNICAL BID FORM" on it & also mentioning name & address of the Tenderer on it.
17. Terms & Conditions duly signed in token of acceptance should accompany the Technical Bid.
18. Rates shall not be quoted on "Technical Bid". If they are mentioned directly or indirectly, the bid shall be summarily rejected.
19. It will be at the discretion of the **Commissioner, Municipal Corporation Rohtak** to make any inquiry in order to judge the ability and capacity of any Firm and the decision of **Commissioner, Municipal Corporation Rohtak** in this regard will be final.
20. In case the Tenderer, whose rates have been approved, and after the order is placed, fails to discharge the obligation of tender so awarded to him, part or in full or on the grounds of quality of staff **Commissioner, Municipal Corporation Rohtak** has the right to place the order to other firm at the risk and cost of Tenderer and the **Commissioner, Municipal Corporation Rohtak** shall have the right to forfeit the security money or to take any legal action against defaulter contractor.
21. No interest on Earnest Money will be paid .
22. The Earnest Money of unsuccessful Tenderer will be returned on finalization of the tenders.
23. The Earnest Money of the successful Tenderer will be retained and treated as security deposit upto expiry of tender without interest.
24. Any tender which bears cutting, over-writing in the rates, shall not be considered.
25. Income Tax to be deducted at source in all cases of payment to Tenderer.

26. These terms and conditions are to be signed by the Tenderers at the place specified below which would be finally and legally binding on him. The Tenderer is not entitled to insert / add / delete any term / condition whether made herein or thereby in separate note / letter and the **Commissioner, Municipal Corporation Rohtak** shall not be bound for any such addition / deletion.
27. **Commissioner, Municipal Corporation Rohtak** shall also have the right to bifurcate and award the contract to any number of Tenderers and decision of the **Commissioner, Municipal Corporation Rohtak** in this regard shall be final and binding upon the Tenderers.
28. If **Commissioner, Municipal Corporation Rohtak** is not satisfied with the services provided by the firm it may either receive the contractor imposed appropriate cut in the payment as the case may be. Decision of **Commissioner, Municipal Corporation Rohtak** shall be final in this regard.

**29. Scope of work:-**

1. Supply, Printing and Fixing of Aluminum Composite Panel House Number Plate with Anodizing Thickness 3mm, Colour Blue, Size 10 inch\*5 inch with 2 holes for fixing the Plate. Panel should be fixed on each house/plot of each colony of Municipal Corporation, Rohtak as per maps provided by MCR.

2. Supply, Printing fixing and Installation of Map Board .Map Print on 3mm Sunboard by UV Print Pasted on ¾ inch PVC Board of size 5 feet \*4 feet .2 inch steel Pipe of 10 feet height with 35\*35\*3 size angle to be used to make the Map Stand. This Panel should be installed on each site of each colony as provided by MCR

The tender which does not comply with any of the above condition will be rejected.

IMPORTANT:- Offer without prescribed Tender form/ Tender fee or not supported with Earnest Money/ Authority letter of agency will not be considered in any circumstances.

**Commissioner, Municipal Corporation Rohtak**

**All the above terms and conditions are accepted by me/us.**

**Signature with seal of the firm.**

TENDER FORM

(TO BE FILLED BY THE TENDERER)

**FINANCIAL BID**

FORM TO BE DEPOSITED: Up to **on or before 11.7 014 (upto 1.00 P.M)**

TENDER TO BE OPENED: At 3.00 p.m. on – 11.7.2014 (Technical Bid)

A.1 (a) Name of the Firm.....

(b) Address of the Firm .....

© Name & address of the Prop./Partner .....

<b>Sr.No.</b>	<b>Items</b>	<b>Rates/Charges</b>	<b>Remarks</b>
<b>1.</b>			
<b>2.</b>			

**NOTE :**

The rates should be indicated per item & inclusive of all govt. levies.

The Tender shall be liable to be rejected if all the columns are not properly & completely filled up.

This financial bid form duly filled in, should be sealed in a separate envelope inscribing FINANCIAL BID FORM "on it & due mentioning name & address of the tenderer on it.

Signature with name & stamp of firm