

**PROCUREMENT FOR  
SUPPLY ,PRINTING,INSTALLATION/MOUNTING OF HOARDING  
THROUGH  
REQUEST FOR QUOTATION (RFQ) UNDER APART.**



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# The West Assam Milk Producers' Co-operative Union Ltd.

## PURABI DAIRY

### REQUEST FOR QUOTATION (RFQ)

Ref No: WAMUL/MKTG/RFQ/22-23/01

Dated: 12.05.2022

West Assam Milk Producers Cooperative Union Limited (WAMUL) invites Quotations in sealed envelopes from eligible Bidders for supply & installation/Mounting of Hoarding as per the Specification and Other Terms & Conditions as detailed below:

Sl No	Brief Description of Services	Quantity (Nos)	Size (Sqft)	Specification	Format of quotation (Price bid)	Remarks
1	Supply,Printing,Installing/Mounting of Hoardings as per detailed specification /Scope of Work/Terms and Conditons	10	400-600	As per Annexure-I	As per Annexure-II	Duration of Hoarding 6 months

#### **Schedule of bidding:**

You are requested to send your offer against the RFQ in sealed envelope on the basis of two envelopes (technical and financial envelopes), tendering process and shall be having the following timelines addressing to "The Managing Director, R.K.Jyoti Prasad Agarwala Road, Panjabari, Guwahati -781037 inscribing "Offer for supply and installation/mounting of Hoarding"

Sl. No.	Particulars	Date	Time
1.	Commencement of bid publishing	13.05.2022	12.00 hrs.
2.	Last date of submission of technical and financial bids	13.06.2022	12.00 hrs.
3.	Date of technical bid opening	13.06.2022	12.30 hrs.

**Managing Director-WAMUL**



R.K. Jyoti Prasad Agarwala Road, Panjabari, Guwahati- 781 037

E-mail: purabimilk@gmail.com • Website: www.purabi.org, GST No. 18AAAJW0070G1Z6



## Terms and Conditions for Request for Quotation (RFQ)

### 1. Eligibility criteria of the bidder

- 1.1. The bidder should have minimum 10 nos. of its own brand communication space or on lease basis from Guwahati Municipal Corporation or respective town Municipal Board. (Relevant document required : Details of space allotment record to be provided)
- 1.2. The bidder should have more than 3 years of experience in installation of Hoarding in different location in Guwahati in last three financial year (FY 18-19, FY19-20, FY20-21 Or FY 19-20, FY 20-21, FY21-22) (Relevant document required: WO/PO, Work completion certificate or equivalent)
- 1.3. The Bidder should have installed at least 10 nos. of Hoarding in last three years i.e FY 18-19, FY19-20, FY20-21 Or FY 19-20, FY 20-21, FY21-22 and installation period for the said Hoarding should be equal or more than three months. (Relevant document required: Order copy in which duration period of hoarding is mentioned or work completion certificate).
- 1.4. The bidders annual turnover for each the last three financial years ending 31<sup>st</sup> March i.e FY 18-19, FY 19-20, FY 20-21 or FY 19-20, FY 20-21, FY 21-2 should be equal or more than 60 Lakhs. (Relevant documents required: Audited Balance sheet or CA certificate having valid UDIN no as per specific format given at Annexure-III).
- 1.5. The bidder should have a valid GST registration certificate (Copy to be Enclosed)

**2. Earnest Money Deposit (EMD):** Earnest Money Deposit (EMD): The interested bidders have to provide a bid security of amounting to Rs.15,000.00 only (Fifteen thousand only) should be paid by Demand Draft in favour of "West Assam Milk Producers Cooperative Union Ltd" payable at Guwahati. The EMD can be forfeited by the purchaser, if the bidder is not earnest about their bid and withdraw it before the validity period is over. The EMD of unsuccessful tenderers will be returned without any interest, after a decision is taken regarding the award of the contract

**3. Performance Security:** The successful bidder shall furnish to WAMUL a performance security @3% of the contract value in the form of Bank Guarantee or a Bank Draft from any Nationalized/Scheduled Bank in favour of "**The West Assam Milk Producers Cooperative Union Limited**" Payable at Guwahati within 30 days of award of contract. The PBG will be valid till contract obligation period. The Performance Security furnished by the successful bidder will be retained by the office up to the completion of contract obligation period and returned within 60 days of expiry of Warranty obligation period. The PBG held by the office till it is returned to the successful bidder will not earn any interest.

Failure of the successful bidder to furnish Performance Security within the period stipulated shall constitute sufficient ground for annulment of award and the Office may make the award to the next lowest evaluated bidder.





**4. Validity of the Quotation:** Quotation must be valid for minimum 120 days from the date of submission OF BID. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.

**5. Delivery/Completion Time:** Delivery/completion of work should be completed within 30 days from the date of award of contract. After installation of the hoarding the bidder will have to provide the photographs of the completed hoarding with proof of installation date from the approved site

#### **6. Price Bid**

6.1. The Prices shall be quoted in Indian Rupees only. Rate of quotation should be basic rate only. (GST% to be mentioned separately)

6.2. Freight: To be arranged by the supplier.

6.3. Packing, Forwarding, Freight, Insurance and other incidental charges shall be shown separately.

6.4. Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation

6.5. This RFQ shall be issued for awarding an Annual Rate Contract (ARC) only. However specific Purchase order/Work order shall be placed against the ARC as per actual requirement.

**7. Terms of Payment:** 100% payment within 30 days from the date of safe receipt & acceptance of goods/satisfactory completion of work approved by competent authority and submission of bill.

**8. Liquidated Damages:** If the bidder fails to deliver any or all the goods or perform the services within the time period(s) specified in the purchase order/contract, the WAMUL shall, without prejudice to its other remedies under the purchase order/contract, deduct from the purchase order/contract price, as liquidated damages, a sum equivalent to the following clauses which is applicable as per Order.

a) 0.5% of the full contract value for each completed week of delay

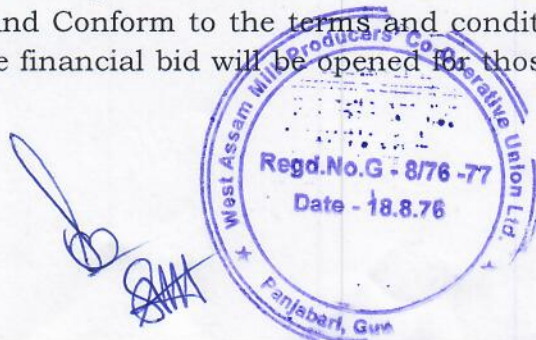
OR

b) ~~0.5% of the value of delayed items/services only, for each completed week of delay.~~

The total amount so deducted shall not exceed 10% of the purchase order/contract value. Once the maximum is reached, the WAMUL may consider cancellation/termination of purchase order/contract, and forfeiture of performance/ deposit bond

#### **9. Evaluation of Quotations and Award of Contract:**

9.1. The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e which are properly signed; and Conform to the terms and conditions, and specifications as specified at Annexure-1 i.e financial bid will be opened for those bidders who is qualified in the 1st cover.





9.2. The quotation would be evaluated for each area of installation of Hoarding under this RFQ.

9.3. GST, Packing, Forwarding, Freight & Insurance charges in connection with sale of goods/service shall be considered in evaluation.

9.4. The Purchaser will award the contract to the bidder who has complied to our scope of work and eligibility criteria and which quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

9.5. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

9.6. The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall incorporate in the supply order.

**10. Cancellation of Contract:** WAMUL shall be free to cancel the order either in full or in part, in the case of non-delivery of material/non-completion of installation within the stipulated delivery period.

**11. Rejection:** WAMUL reserves the right to reject the goods either in part or full if at the time of delivery, it is noticed that the goods supplied do not conform to the specifications/description given in the purchase order

**12. Bidder should submit:** Self attested copy of PAN, Self-attested copy of GST certificate, Self-attested copy of Trade License, Bank Account details on Letterhead of the firm, contact details.

**13.** For any dispute/legal issues, the jurisdiction is at Guwahati Only

Quotation can be submitted in person on or before the due date and time specified above. Such quotation should be dropped in the tender box only kept at the Office of the "West Assam Milk Producers Cooperative Union Limited, Juripar, Panjabari-Guwahati-781037"

Alternatively, the bidder can submit the quotation by registered post so as to reach the above address on or before the due date and time specified above. Quotation received after due date and time will not be considered and WAMUL shall not be liable or responsible for any postal delays.

The completed RFQ document duly signed on all the scanned signed pages by WAMUL should be submitted by the bidder along with the offer letter.





## Annexure-I

### Specification:

- Star quality flex of 340 GSM with glossy surface, weather resistant
- Ink quality: Solvent printing.
- Installation should be in Iron square type frame Hoarding
- All the hoarding should be road side frame only.
- There should be facility of front or back light in each of location, if any.

### Scope of Work:

- The bidder should provide the Flex printing, Mounting, Labour, Manpower and printing of the flex for installation of Hoarding at the project area at party's own cost.
- The bidder will supply the entire material relating to hoarding installation up to the installation point at party's own cost.
- The bidder will deliver the material in good condition.
- Printing and Mounting to be done 3 times including initial printing and mounting with no extra charge (free of cost) within the 6 months period.
- Printing and mounting would be done free of cost if it is damages due to any other causes o within the 6 months period.
- In case of Lite OOH, lighting to be maintained by the vendor at all times. The lights to be lite on all days of the contract period. In the event of reporting of lights not lite during the period, deductions would be done as per appropriate rates (minimum Rs 1000/- per day, to maximum of no rental payment for the month for the concerned site)
- Creatives for the printing would be done by the vendor in consultation with responsible official of marketing department of WAMUL. The creatives need to be approved by concerned WAMUL official before going for printing and mounting.
- Vendor to send photographs of the completed hoarding with proof of installation date from the approved site.



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List of Sites/locations, Size, Type, Duration and Qty for OOH Branding in Guwahati City, Nagaon, Tezpur, Jorhat, Bongaigaon and Kokrajhar:

Sl No	Item	Sq Ft(Tentative)	Location	Type	Duration (months)	Qty
1	Installation of Hoarding. Star Flex 340GSM, Blackback, Glossy Surface, weather resistant. Print quality: Solvent Printing, multi colours, installation in iron frame Hoardings. All hoardings should be road side (long view).	600	Guwahati City: Chandmari Flyover (>100 mts Long view)	Front Lite	6	1
2		600	Guwahati City: Ganeshguri Flyover (>100 mts Long view)	Front Lite	6	1
3		600	Guwahati City: Opp Dispur Secretariat / Last Gate Flyover	Non Lite	6	1
4		225	Guwahati City: Kamakhya Temple Hilltop	Non Lite	6	1
5		600	Guwahati City: Azara (Airport to Guwahati) (>150 mts Long View)	Non Lite	6	1
6		400	Jorhat (Before By-pass to Jorhat City (>150 mts long view)	Non Lite	6	1
7		400	Tezpur (Mission Chariali)	Non Lite	6	1
8		400	Nagaon (Kolong Bridge (>100 mts long view)	Non Lite	6	1
9		400	Bongaigaon (Bir Chilari Overbridge >100 mts long view)	Non Lite	6	1
10		400	Kokrajhar (Kokrajhar Overbridge >100 mts long view)	Non Lite	6	1
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*Samer Hussain*

*[Signature]*





## Annexure-II

## Format of Quotation

Sl No	Item	Sq Ft	Location	Type	Duration (months)	Qty	Rate for supply, printing installing /Mounting in sqft(Rs)	GST% and amount	Amount inclusive of GST
1	Installation of Hoarding. Star Flex 340GSM, Blackback, Glossy Surface, weather resistant. Print quality: Solvent Printing, multi colours, installation in iron frame Hoardings. All hoardings should be road side (long view).	600	Guwahati City: Chandmari Flyover (>100 mts Long view)	Front Lite	6	1			
2		600	Guwahati City: Ganeshguri Flyover (>100 mts Long view)	Front Lite	6	1			
3		600	Guwahati City: Opp Dispur Secretariat / Last Gate Flyover	Non Lite	6	1			
4		225	Guwahati City: Kamakhya Temple Hilltop	Non Lite	6	1			
5		600	Guwahati City: Azara (Airport to Guwahati) (>150 mts Long View)	Non Lite	6	1			
6		400	Jorhat (Before By-pass to Jorhat City (>150 mts long view)	Non Lite	6	1			
7		400	Tezpur (Mission Chariali)	Non Lite	6	1			
8		400	Nagaon (Kolong Bridge (>100 mts long view)	Non Lite	6	1			
9		400	Bongaigaon (Bir Chilari Overbridge >100 mts long view)	Non Lite	6	1			
10		400	Kokrajhar (Kokrajhar Overbridge >100 mts long view)	Non Lite	6	1			

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Annexure-III

**(Financial Details)**

**Letter Pad of CA Firm**

**TO WHOMSOEVER IT MAY CONCERN**

We..... based on audited books of accounts for the financial year 2016-17, 2017-18, 2018-19 and verification of documents, records and information provided to us by the Management of

....., having its registered office at.....

..... Confirm the following:

Sl No	Financial Year	Turnover (Rs.)
1	2018-2019/19-20	
2	2019-2020/20-21	
3	2020-2021/21-22	

Date:

Signature

Place



Seal/Stamp of CA Firm

