



Tender Ref. No.: 289/UPID®/2022-23/Date – 05-11-2022

Tender for

**Supply, Installation &
Commissioning of
Display Boards at UPiDR Campus**

UTTAR PRADESH INSTITUTE OF DESIGN & RESEARCH
Ministry of Micro, Small & Medium Enterprises
and Export Promotion Government of Uttar
Pradesh
Lucknow - 226002
Contact No: +91-9554028100
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NOTICE INVITING TENDER

Sealed tender in two Envelope system (Technical & Financial Tender in two separate envelopes inside a bigger envelope) from experienced executors are invited for Supply, Installation & Commissioning of Acrylic Sandwich Display Boards.

The details are summarized below: -

a)	Tender number	Reference number for inviting Tenders through this tender is 289/UPIDR/2022-23/Date – 05-11-2022
b)	Eligible Tenderer	Units having minimum 2 years of experience in Executing i.e supply, installing & commissioning of Display Boards in ACP, Acrylic, Vinyl, Flex with frames & Support, having a purchase orders in last two years of similar work.
c)	Purchaser	UTTAR PRADESH INSTITUTE OF DESIGN & RESEARCH (UPIDR), (Department of M.S.M.E., Government of Uttar Pradesh State)
d)	Usage of Display Boards	To make journey of UPIDR visible to displaying on UPIDR Reception Area
e)	Scope of Tender	To supply, install & commission Acrylic Display Boards
f)	Specification/ Details of Display Boards	The detailed specifications of Display Boards are specified in tender document placed at Annexure-A .
g)	Web page for details of tender	Web page: www.upid.ac.in The prospective Tenderers are advised to visit the website periodically for any update in respect of this tender. No separate advertisement/communication will be sent to the individual and/or Tenderers.
h)	Addresses of Supplies	The Display boards are proposed to be supplied at UTTAR PRADESH INSTITUTE OF DESIGN & RESEARCH Campus, Opposite Ansal Golf City, Near Delhi Public School, Roberts Lines, Amar Shaheed Path, Lucknow - 226002
j)	Earnest Money Deposit (EMD) along with Tender	Interest free, EMD of Rs. 5,000/- (Rupees Five Thousand Only) shall be submitted in the form of D.D. in favour of ' U. P. Institute of Design ' payable at Lucknow and to be placed in the Tender technical envelope while submitting the tender. Alternatively, EMD can be submitted through Online Banking Mode for which the details are given below in "Terms & Conditions" section. UTR No. and date of the online banking transaction on letter head of the Tenderer is to be submitted in the Technical Tender envelope while submitting the tender.
k)	Exemption from the payment of EMD and Tender fee	The exemption for the payment of EMD as well as tender fee will be applicable under Rule 170 & 173 of General Financial Rules (GFR), 2017 for Micro & Small Enterprises (MSEs) as per the "Public Procurement Policy for Micro & Small Enterprises Order 2012". To

		claim the exemption, self-certified copy of valid certificate/proof of registration for the goods for which this tender floated, must be enclosed with Technical Tender.
l)	Cost of Tender Documents	The tender document can be collected from the office of UTTAR PRADESH INSTITUTE OF DESIGN & RESEARCH, Opposite Ansal Golf City, Near Delhi Public School, Roberts Lines, Amar Shaheed Path, Lucknow - 226002 in between the period from 05.11.2022 to 19.11.2022 between 10:30 hours to 15:00 hours against payment of Rs.1000/- (Rupees One Thousand rupees only) (Non-refundable) by way of demand draft, in favour of ' Director, U. P. Institute of Design ' payable at Lucknow. Alternatively, tender document form can be downloaded from our website www.upid.ac.in from 05.11.2022 to 21.11.2022 . In case the tender document downloaded for submission of offer, the non-refundable tender fee of Rs.1000/- in form of demand draft in favour of ' Director, U. P. Institute of Design ' payable at Lucknow shall be enclosed with Technical Tender of the tender while submitting the tender.
m)	Last date of submission of Tender	Tender must be delivered to the address below on or before 21.11.2022 up to 17:00 hours (Time). Admin Office UTTAR PRADESH INSTITUTE OF DESIGN & RESEARCH Campus, Opposite Ansal Golf City, Near Delhi Public School, Roberts Lines, Amar Shaheed Path, Lucknow - 226002 The Tenders received after the due date and time shall be rejected.
n)	Date of opening of Technical Tender (Envelope-1)	The technical Tender for the tender shall be opened on 22.11.2022 at 13:30 hours at the address as under: UPIDR's Tender Committee
o)	Date of opening of Financial Tender (Envelope-2)	The date for opening second envelope containing Financial Tender will be same as above but after technically qualified Tenderers are selected, Financial Bid of technically disqualified Tenderes shall be returned without opening.

Note: In case of any clarifications required, the same can be collected from the Admin Office UTTAR PRADESH INSTITUTE OF DESIGN & RESEARCH Campus, Opposite Ansal Golf City, Near Delhi Public School, Roberts Lines, Amar Shaheed Path, Lucknow – 226002 from **05.11.2022 To 21.11.2019** (except Saturday & Sunday) between 11:00 hours to 15:00 hours through speed post or written application.

Admin Office
UTTAR PRADESH INSTITUTE OF DESIGN & RESEARCH Campus, Opposite Ansal Golf City, Near Delhi Public School, Roberts Lines, Amar Shaheed Path, Lucknow – 226002.

Terms & Conditions

The Tender shall be submitted in accordance with these terms & conditions, as under.

1. Abbreviations:

Throughout this tender document, the word/ term:

- a) "UPIDR" means UTTAR PRADESH INSTITUTE OF DESIGN & RESEARCH Campus, Opposite Ansal Golf City, Near Delhi Public School, Roberts Lines, Amar Shaheed Path, Lucknow – 226002
- b) "day" means Calendar day
- c) "working day" means Monday to Saturday in a week (10:00AM to 05:00pm)
- d) "tender" means tender number 289/UPIDR/2022-23/Date – 05-11-2022
- e) "Boards" means the Acrylic Sandwich Display Board + Frame + Support , Flex means flex banner, Stickers/Posters means Vinyl printed and laminated display board pasted with suitable glue as detailed at Annexure-A.
- f) If context so requires, "singular" means "plural" and vice versa.
- g) "EMD" means Earnest Money Deposit, without interest.
- h) "Purchaser" means Director, UTTAR PRADESH INSTITUTE OF DESIGN & RESEARCH Campus, Opposite Ansal Golf City, Near Delhi Public School, Roberts Lines, Amar Shaheed Path, Lucknow – 226002
- i) "Tender" means the document and financial details submitted by Tenderer in response to this tender.
- j) "Tenderer" means the eligible and qualified Tenderer i.e. Executor of Display Boards

2. Eligible Tenderer:

- a) The Tenderer, shall be executor and fabricator Acrylic Sandwich Display Board using different materials like Flex/ACP/Vinyl/Acrylic etc. and integrated with frames & support to install & commission of boards. Tenderer shall submit a self-declaration on their letter-head, along with the Technical Tender, confirming that they are regular executor & installer for similar Display Boards, as asked in this tender, for the last Two (02) years.
- b) The Tenderer shall declare (on their letterhead) that they have never made any default in supplying the display Boards to any Government / Semi Government/ Central or State Public sector enterprise(s) for any reasons in the last Two years.

3. Scope of Supply & Work:

- a) **To supply, install & commission Acrylic Sandwich Display Boards with fresh material supply as given elsewhere, angle iron support and structure are existing & shall remain same. The indicative photos of Required Display Boards are enclosed with the Tender which are to be put removing earlier ones. Other details are specified in Annexure-A. The aspect ratios, Color & color gradients for Boards shall be provided to the successful Tenderer for making the Display Boards.**
- b) **The sizes mentioned in the Annexure-A are the requirements of tender on approximation basis.**

- c) This Tender is for supply, installation & commissioning of Display Boards by Tenderer in compliance to specifications in the Annexure A, the successful Tenderer has to execute its installation & commissioning at the designated site at the specified address and payment shall be made after complete work. All prices for this is deemed to be included in the Tender offered Price for this purpose.
- d) The successful Tenderer shall give on-site comprehensive warranty of the installed & commissioned Systems for a duration of one year from the date of successful commissioning of Boards at the designated address. The purchaser is not liable to pay any extra charges on any account during warranty period.

4. Address of supplies:

The details of addresses where the Display Boards are to be supplied, installed & commissioned through this tender are as under:

UTTAR PRADESH INSTITUTE OF DESIGN & RESEARCH Campus, Opposite Ansal Golf City, Near Delhi Public School, Roberts Lines, Amar Shaheed Path, Lucknow – 226002

5. Pre-Tender Visit :

The Tenderer shall inspect the site and ensure themselves in all respected before submitting their offers and no claim whatsoever shall be entertained on any account.

6. Special Provision for Micro & Small Enterprises:-

Micro and Small Enterprises (MSEs) participating in the tender will be given benefit as per Public Procurement Policy, 2012. Further, the MSEs owned by SC/ST/Women entrepreneurs will also be given benefits as per Public Procurement Policy, 2012. The definition of MSEs owned by SC/ST/Women is as given under:

- (a) In case of proprietary MSE. Proprietor shall be SC/ST/Women
- (b) In case of partnership MSE, the SC/ST/Women partners shall be holding at least 51% shares in the unit
- (c) In case of Private Limited Companies, at least 51% share shall be held by SC/ST promoters.

Document to claim benefits shall be enclosed in Technical Envelope of Tender.

7. Delivery

- a) The purchaser expects to complete delivery, installation & commissioning of Display Boards by the successful Tenderer within Fifteen (15) working days from the date of issue of work order at the designated address.
 - b) The supply of Display Boards shall be inspected by the purchaser on receipt at site and Tenderer shall be responsible for any damage during transit of Display Boards and shall correct it at their own cost. The Purchaser shall not be responsible for any damage due to any reason during the transportation, installation & commissioning of Boards/equipment to the designated place of the purchaser.
- 8.** The insurance cover including insuring the Display Boards against the loss or damage incidental to acquisition, transportation, storage and delivery until the time of Installation & Commissioning shall be obtained by the Tenderer in his own name and not in the name of purchaser and price shall be deemed to be included in offered price.

9. Comprehensive Warranty

- a) The successful Tenderer shall offer on-site comprehensive warranty of Display Boards for **one year** from the date of successful commissioning of Display Boards at the designated address & shall cover each and every part of the Systems including parts having limited life etc. The purchaser is not liable to pay any extra charges on any account during warranty period.
- b) Any part or parts fail or proved defective within the on-site warranty period specified above, owing to defect in design, material or workmanship, the Tenderer shall have to replace them with spares only without asking for any charges.
- c) During the warranty period, technician shall be deputed at site by the successful Tenderer within two working days from the date of request from purchaser, to rectify and fix the defects/ malfunctioning of Display Boards. The cost of deputation of Technician and any other associated expenditure to attend the rectification/ fixing of fault, shall be borne by the Tenderer.

10. Tender documents:

- a) The tender document can be collected from the Admin office of the UTTAR PRADESH INSTITUTE OF DESIGN & RESEARCH Campus, Opposite Ansal Golf City, Near Delhi Public School, Roberts Lines, Amar Shaheed Path, Lucknow – 226002 in between the period from **05.11.2022 to 21.11.2019** (Except Saturday & Sunday) between 10:30 hours to 15:00 hours against payment of Rs. 1000/- (Rupees One Thousand only) (Non-refundable) by way of demand draft, in favour of U. P. Institute of Design A/c payable at Lucknow.
- b) Alternatively tender form can be downloaded from our website <https://upid.ac.in> **05.11.2022 to 21.11.2022**. In case the tender downloaded for submission of offer, the tender fee of Rs. 1000/- in form of demand draft in favour of “U. P. Institute of Design” payable at Lucknow, shall be enclosed with Technical Tender of the tender while submitting the tender.

The other option is to pay Rs.1000/- by RTGS/NEFT to the bank of purchaser as detailed under:

ACCOU NT NAME	BANK NAME	BANK A/C NO.	BANK IFSC CODE
U. P. Institute of Design	State Bank Of India Branch – Kaiserbagh District - Lucknow	10248240991	SBIN0007275

The Tenderer is requested to attach the UTR No. / Bank Statement / RTGS Slip in the Technical Tender, to prove the transfer of payment to the purchaser’s Account.

- c) At any time prior to the deadline for submission of Tenders, the Purchaser may amend the Tender Documents by issuing addendum/ corrigendum. The prospective Tenderers are advised to visit the Website (www.upid.ac.in) for any update in respect of this tender.

11. Authorization for Submission of Tender:

- a) The original and all copies of the Tender shall be signed and stamped, on every page, by a person duly authorized to sign on behalf of the Tenderer. The written confirmation of authorization (in form of letter on the Tenderer’s letter head) to sign on behalf of the Tenderer confirming the signature as a person duly authorized to sign should be attached with the technical Tender of the tender.
- b) The person signing the tender document or any other documents on behalf of the Tenderer shall be deemed to warrant that he has authority to bind the Tender. If it subsequently comes to light that the person so signed had no authority to do so, the purchaser may without prejudice to any,

consider civil & criminal remedies and cancel the tender and hold the Tenderer liable for all costs, charges and damages.

12. Earnest Money & Tender Fees:

- a) The EMD of Rs.5,000/- (Five Thousand rupees only) shall be submitted in the first envelope super- scribed as “Technical Tender”, of prescribed amount by way of Demand Draft drawn in favour of “U. P. Institute of Design”, or online banking mode, only for the Display Boards quoted by the Tenderer. No cash towards EMD shall be accepted. The Tenders without EMD from the Tenderers shall be rejected.
- b) In case tender documents downloaded from website, Tender Fee of Rs. 1000/- shall be submitted by way of D.D. drawn in favour of “U. P. Institute of Design” along with the Technical Tender of the tender documents. Tender fee is non-refundable. The option for payment of EMD/Tender fees by RTGS/NEFT is also available and bank details of purchaser, are as under:

ACCOU NT NAME	BANK NAME	BANK A/C NO.	BANK IFSC CODE
U. P. Institute of Design	State Bank Of India Branch – Kaiserbagh District - Lucknow	10248240991	SBIN0007275

The Tenderer is requested to attach the UTR No. /Bank Statement / RTGS Slip in the Technical Tender, to prove the transfer of payment to the purchaser’s Account.

- c) **The exemption for the payment of EMD as well as tender fee will be applicable under Rule 170 & 173 of General Financial Rules (GFR), 2017 for Micro & Small Enterprises (MSEs) as per the “Public Procurement Policy for Micro & Small Enterprises Order 2012”. To claim the exemption, self-attested copy of valid certificate/proof of registration for the goods for which this tender floated, must be enclosed with Technical Tender.**
- d) The Purchaser shall not be liable for payment of any interest on EMD. Tender fees is non-refundable.
- e) Any request by the Tenderers to consider their EMD already furnished by them to any of the other office of the purchaser, for any other contract/ tender will not be considered as EMD for this tender.
- f) The EMD will be returned to the unsuccessful Tenderers within 30 days after the orders are placed on the successful Tenderer.
- g) Tender security of Rs 5,000/- (Five thousand rupees only) is to be submitted by the successful Tenderer as Tender security and therefore, the EMD submitted by Tenderer shall be converted into Tender security in place of EMD with Supply and work order issuance and acceptance by Tenderer.

13. Submission of Tender:

- a) The prospective Tenderers should examine all the terms & conditions, forms and specifications in the tender documents and to furnish with its Tender all documents or information as required for Tendering.
- b) The language for all the correspondence and documents related to this tender shall be in English/ Hindi only. Moreover, the printed literature/technical details for the Display Boards shall also be in English/ Hindi.
- c) The Tender must be placed in a properly sealed bigger envelope addressed to The Director, UTTAR PRADESH INSTITUTE OF DESIGN & RESEARCH Campus, Opposite

Ansal Golf City, Near Delhi Public School, Roberts Lines, Amar Shaheed Path, Lucknow – 226002 and the said bigger envelope shall contain two sealed envelopes, each containing, Technical & Financial Tenders, respectively and separately. The bigger envelope must be super-scribed "Tender for Supply, Installation and Commissioning of Display Boards" with tender inquiry number and its due date. The two sealed envelopes inside the bigger envelope must be super-scribed as:

Envelope No-1: The said envelope is for technical Tender & shall be super-scribed as "Tender for the Supply, Installation, Commissioning of Display Boards - Technical Tender".

Envelope No-2: The said envelope is for Financial Tender & shall be super-scribed as "Tender for the Supply, Installation, Commissioning of Display Boards - Financial Tender".

- d) If both or either of the envelopes are not sealed and marked as required, the Purchaser shall not be responsible for misplacement or premature opening of the Tender.
- e) All the columns of the tender document/form shall be duly, properly and exhaustively filled in. Any cutting/over writing etc. in the tender document/form must be signed by the person who is signing the tender/Tender.
- f) Tenders received in open covers/ letters/ fax/ email will not be considered.

14. Financial Tender Submission:

- a) Tenderer shall take into account all Prices including Packing, Forwarding, Transportation, Insurance including unloading of Display Boards at the address of the purchaser for giving delivery of Display Boards at site as specified elsewhere and these prices are deemed to be included in the TOTAL offered price.
- b) The "Price of Acrylic Sandwich Display Boards" shall remain firm & inclusive of all prices involved for the delivery to the destination(s) also including the price of Installation & Commissioning at destination, Price of services to be provided during Comprehensive Warranty of one year.
- c) **No extra payment or revision of "Price of Acrylic Sandwich Display Boards" shall be acceptable on account of any discrepancy in nomenclature of items. The prospective Tenderers are advised to seek clarification, if any, desired before submitting the Tender.**
- c) No representation for the revision of the quoted "Price of Acrylic Sandwich Display Boards" shall be considered till the supplies are completed to the designated location(s).

15. Last date of submission of Tender:

- a) **The Tender should reach the Admin Office, UTTAR PRADESH INSTITUTE OF DESIGN & RESEARCH Campus, Opposite Ansal Golf City, Near Delhi Public School, Roberts Lines, Amar Shaheed Path, Lucknow – 226002 by 21.11.2022 up to 15:00 hours.**
- b) **The purchaser may, at his discretion, extend the deadline for the submission of Tenders by amending the Tender Documents, in which case all rights and obligations of the Purchaser and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended. The prospective Tenderers are advised to remain in touch with website for any update in respect of this tender.**
- c) The purchaser shall not consider any Tender that submitted/received after the deadline i.e. date and time for submission of Tenders. Any Tender received by the Purchaser after the deadline for submission of Tenders shall not be considered and shall be rejected.

16. Rights of Purchaser:

- a) It may be noted that the The Director, UTTAR PRADESH INSTITUTE OF DESIGN & RESEARCH Campus, Opposite Ansal Golf City, Near Delhi Public School, Roberts Lines, Amar Shaheed Path, Lucknow – 226002, without assigning any reason whatsoever, reserves the right to **cancel** the procurement even after calling the offers from Tenderers but before the issue of work order to execute the supply by the successful Tenderer. The reason for cancellation of supply would not be disclosed and the Tenderer has no right to ask for so.
- b) The Purchaser reserves the right to accept or reject any Tender, without assigning any reason, thereof, and to annul the Tendering process and reject all Tenders at any time prior to work order, without thereby incurring any liability to Tenderers. In case of annulment, all Tenders submitted and specifically EMD deposits shall be returned to the Tenderers but in no case Tender fees shall be refunded.

17. Opening of Technical Tender:

- a) The Technical Tender of tenderers will be opened at office of The Director, UTTAR PRADESH INSTITUTE OF DESIGN & RESEARCH Campus, Opposite Ansal Golf City, Near Delhi Public School, Roberts Lines, Amar Shaheed Path, Lucknow – 226002 on **22.11.2022 at 13:30 hours**. The Tenderer or their authorized representative (One person only) may be present at the time of opening of the Tender.

18. Opening of Financial Tender:

- a) The Financial Tender of only technically qualified Tenderers will be opened on the stipulated date. The date & time for opening of Financial Tender is after selection of technically qualified Tenderers, the same day.

19. Validity of Tender:

- a) The tender shall be valid for a period of 60 days from the date of opening of the Technical Tender of this subject tender. The Terms and financial details submitted in the Tender shall be treated as firm during the said period of 60 days.
- b) In exceptional circumstances, prior to the expiry of the Tender validity period, the Purchaser may request Tenderers to extend the period of validity of their Tenders by another 15 days. The request and the responses shall be made in writing.

20. Evaluation of Tenders:

a) The Tenders shall be financially evaluated (after Technical evaluation) on the basis of TOTAL PRICES offered for the Display Boards.

- a) If there is discrepancy between the amounts quoted in Financial Tender in the column “Unit Price of Display Boards” and the amount reflected in column “Total price of Display Boards(s)” which is the multiplication of quantity offered for supplies with “Unit Price of Display Boards”, the “Unit Price of Display Boards” **shall prevail**. Accordingly, the total price of Display Boards shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected.
- b) If there is an error in a total corresponding to the addition or subtraction of sub totals, the subtotals shall prevail and the total shall be corrected.
- c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.
- d) To assist in the examination, evaluation, comparison of the Tenders and qualification of the Tenderers, the Purchaser may, at its discretion, ask any Tenderer for a clarification of its Tender. Any clarification submitted by a Tenderer in respect to its Tender and that is not in

response to a request by the Purchaser shall not be considered. The Purchaser's request for clarification and the response shall be in writing only.

- e) The Purchaser is authorized to ask for the evidence from Tenderer to counter-check that the GST as claimed by the Tenderer at the time of issue of invoice after the supply of Display Boards has been submitted to government.

21. Earnest Money Forfeit:

- a) If any Tenderer withdraws his Tender before the period of 60 days from the date of opening of technical Tender or makes any modifications in the terms and the conditions of the tender which are not acceptable to the purchaser, then the purchaser shall, without prejudice to any other rights or remedy, be at liberty to forfeit the EMD.
- b) The EMD will also be forfeited in following cases:
 - i. If the successful Tenderer fails to accept the work order issued, based on his/her offer (Tender) within the prescribed time.
 - ii. If the successful Tenderer fails to supply the Display Boards with specifications as mentioned in Annexure –A
 - iii. If the successful Tenderer delays supplies or work beyond a reasonable time resulting in disruption of project.
 - iv. Successful Tenderer for any reason whatsoever withdraws the tender after it is accepted or become unable or fails to execute the work order within stipulated delivery period.
 - v. Submission of misleading/contradictory/false statement or information and fabricated/invalid documents is detected before or after the issue of order to execute the supplies.

22. Notification of Award:

Prior to the expiry of the period of Tender validity, the purchaser shall notify the successful Tenderer, in writing, that its Tender has been accepted. The notification letter shall specify the sum that the Purchaser will pay to the Tenderer in consideration of the supply of Display Boards with the details of selected location/ address.

23. Packing:

- a) The successful Tenderer shall provide packing of the Display Boards, as is required to prevent their damages or deterioration during the transit to their final destination. The packing shall be sufficient to withstand, without limitation, rough handling during transit. In case the consignment of Display Boards received with damaged packaging, the purchaser shall not accept the delivery of the same.
- b) The Display Boards shall be securely boxed, crated and protected from mechanical damage, moisture etc. suitable for both storage and transit according to the nature of the material and mode of transport. The Tenderer shall be responsible for any loss/ damage to material during transportation to the designated address.

24. Delivery Time:

- a) The Tenderer shall indicate the period within which the ordered quantity along with installation & commissioning will be completed (to be completed in 15 working days). The Tenderer shall note that in case Tenderer fails to supply & complete installation & commissioning within the period indicated by the Tenderer in technical Tender of this tender, penalty @0.5% of value of the order per week of delay would be levied subject to a maximum of 10 percent. After that the supply & work order shall be cancelled and EMD will be forfeited and Tenderer will be debarred from participation in

any future tenders. The successful Tenderer shall, within a week from the date of receipt of communication of acceptance of quotes from purchaser shall intimate his acceptance of the order. The successful Tenderer shall complete supplies strictly as per the accepted delivery period.

- b) The post-delivery activities i.e. Installation, Commissioning etc. shall be started within 10 days from the date of receipt of Display Boards at site by the purchaser.

25. Payment Terms:

- a) The 90% payment of total bill value will be made by the purchaser by RTGS/ NEFT for which the Tenderer shall send bills in duplicate (original + copy) after Supply, Installation & Commissioning of Display Boards, giving the reference number of the work order along with copies of delivery note & satisfactory report of the Installation of Display Boards from designated Officer. The details about the designated Officer who is authorized to take the delivery of Display Boards shall be informed to the successful Tenderer through the work order placed for the supply, installation & commissioning of Display Boards.
- b) However, 10% (ten percent) amount (including Security deposit in this ten percent) will be retained for one year as Performance Guarantee and shall be released only after completion of one year from the date of commissioning.

26. Causes of Rejection of Tender:

- a) While submitting the Tender, if any of the prescribed conditions are not fulfilled or are incomplete in any form, the Tender shall be rejected.
- b) If any Tenderer stipulates any condition of his own, such conditional Tender shall be liable to be rejected.

27. Claims:

- a) If the Display Boards supplied are found to be of size and shape different than those in the Technical specification & those stipulated in the accepted offer, the purchaser shall have right to totally reject the Display Boards and/or to claim for compensation from successful Tenderer. The successful Tenderer shall be responsible for arranging the rejected display Boards to be removed at his cost from purchaser premises.

28. Address for communication:

All the communication with respect to the tender shall be addressed to:

The Director,
UTTAR PRADESH INSTITUTE OF
DESIGN & RESEARCH Campus, Opposite
Ansal Golf City, Near Delhi Public School,
Roberts Lines, Amar Shaheed Path,
Lucknow – 226002
Email: admin@upid.ac.in
Website: www.upid.ac.in

29. Force Majeure:

In the event of any unforeseen circumstances directly interfering with the supply/work of Display Boards arising during the execution of order such as war, hostilities, acts of the public enemy, civil commotion, sabotage, fires, floods, earthquakes, explosions, epidemics, quarantine restrictions, strikes, lockouts, or acts of God, the successful Tenderer shall, within 7 working days, from the commencement thereof, notify the same in writing to the Purchaser with reasonable evidence thereof. Either party shall have the option to terminate the contract on expiry of 60 days of commencement of such force majeure by giving 14 days “notice to the

other party in writing. In case of such termination, no damages shall be claimed by either party against the other.

30. Code of Ethics:

The Purchaser as well as the Tenderer shall observe the highest standard of ethics including laws against fraud and corruption in force in India namely "Prevention of Corruption Act 1988", during the procurement or execution of such contracts. If the Tenderers are found in Tender pooling, cartelization or against law on fraud and corruption then their firms may be blacklisted.

31. Jurisdiction:

In the event of any dispute the legal matter shall be subjected to the jurisdiction of the court at Lucknow.

We confirm with our acceptance to the terms & conditions (S. No. 1 to 31 above) as given above.

**TENDERER'S NAME & SIGNATURE WITH
SEAL**

The duly signed pages of "Terms & Conditions of the Tender" as above shall be attached with technical Tender of the tender as a mark of acceptance of Tenderer and any Tender/ tender not confirming the terms & conditions as above, is liable to be rejected.

Details of Requirements and Technical Specifications of Display Boards

S.no.	Item-wise Description for Supply Installation & Commissioning of Display Boards	Size	Quantity (in Nos.)	Location
1	Acrylic (thickness 3mm minimum) with transparent Acrylic raised (minimum 2inch) on ACP sheet (minimum 3mm thick sheet), Day-night acrylic for Black color with water proof driver. Vinyl coating in pictures colours to be pasted on inside surface (front and sides) of Acrylic sheet.	3ft X 3ft (approx)	10	UPIDR Reception Area Wall
2	Acrylic (thickness 3mm minimum) with transparent Acrylic raised (minimum 2inch) on ACP sheet (minimum 3mm thick sheet), Day-night acrylic for Black color with water proof driver. Vinyl coating in pictures colours to be pasted on inside surface (front and sides) of Acrylic sheet.	7ft X 3ft (approx)	4	UPIDR Reception Area Wall

Note:

- i. All the above items shall withstand all weather conditions, wherever required the Boards to be sealed with IP66 degree of protection to make it water proof.
- ii. Labour & Transportation to be arranged by the successful Tenderer for supplying, carrying out the installation & commissioning work
- iii. All tools & tackles (returnable) required to install the Display Boards have to be brought along by the Supplier and deemed to be included in the offer price.
- iv. The power connection if required for installation & commissioning will be provided at one point FREE of charge and is to be extended as per requirement by tenderer with safety using extension board.

(Undertaking from Tenderer on their official stationery)

To,
The Director,
UTTAR PRADESH INSTITUTE OF DESIGN & RESEARCH
Campus, Opposite Ansal Golf City, Near Delhi Public
School, Roberts Lines, Amar Shaheed Path,
Lucknow – 226002.

Sir,

Subject: Undertaking for the participation in the tender No. **289/UPID®/2022-23/Date – 05-11-2022** due for opening of technical Tender 22.11.2022.

Dear Sir,

HAVING EXAMINED AND PERUSED THE FOLLOWING DOCUMENTS

1. Notice Inviting Tender
2. Terms & Conditions
3. Technical Specifications of Display Boards (Annexure-A)
4. Annexure – C (Technical Tender)
5. Annexure – D (Financial Tender)

I/Wedo hereby submit the above Tender in prescribed formats duly completed in all respects in accordance with the conditions applicable. If this tender is accepted, I/We undertake to aTendere by and fulfil all the terms and conditions in the tender documents

I/We hereby distinctly and expressly declare and acknowledge and undertake that before the submission of this Tender, I/We have carefully read and followed the instructions and I/We have understood the existing system of supply at the address(es) of purchaser including the scope and nature of duties expected from the Tenderer.

I/We distinctly undertake that I/We would hereafter make no claim or demand upon the purchaser based upon or arising out of any alleged misunderstanding or misconceptions or mistake on my/our part of the said stipulations, restrictions and conditions.

I/ We undertake & declare that our unit has never made any default in supplying the Display Boards to Government / Semi Government/ Central or State Public sector enterprise(s) for any reasons in the last Two years.

Any notice required to be served on me/us shall be sufficiently served on me/us through email or post (registered or ordinary) or courier or left at my/our address furnished herein.

.....
.....

I/We fully understand the terms and conditions in the tender documents.
I/We understood that the purchaser is not bound to accept any proposal that it may receive without assigning any reason.

Dated this.....day of.....2019

Authorized Signatory
Seal:

FORMAT & REQUIREMENTS FOR SUBMITTING TECHNICAL TENDER

1. **Tender Ref. No: 289/UPID®/2022-23/Date – 05-11-2022**
2. **Name of Tenderer:**
3. **Complete office address:**
4. **Confirmation of acceptance of Technical Specifications for the supply of Display Boards:**

#	Item-wise Description for Supply Installation & Commissioning of Display Boards (Size as in Annexure-A)	Quantity (in No.)	Acceptance to the specification as placed at Annexure-A and agreed to supply with required Quantity at the specified Address(write YES/ NO only)	If marked "NO" in the column before, specify the deviation in specification of the Devices offered for the supply.
1	Acrylic (thickness 3mm minimum) with transparent Acrylic raised (minimum 2inch) on ACP sheet (minimum 3mm thick sheet), Day-night acrylic for Black color with water proof driver. Vinyl coating in pictures colours to be pasted on inside surface (front and sides) of Acrylic sheet. 3ft X 3ft (approx)	10		
2	Acrylic (thickness 3mm minimum) with transparent Acrylic raised (minimum 2inch) on ACP sheet (minimum 3mm thick sheet), Day-night acrylic for Black color with water proof driver. Vinyl coating in pictures colours to be pasted on inside surface (front and sides) of Acrylic sheet. 7ft X 3ft (approx)	04		

Notes: 1) All the above items shall withstand all weather conditions, wherever required the Boards to be sealed with IP66 degree of protection to make it water proof.

2) Labour & Transportation to be arranged by the successful Tenderer for supplying, carrying out the installation & commissioning work

3) All tools & tackles (returnable) required to install the Display Boards have to be brought along by the Supplier and deemed to be included in the offer price.

4) The power connection if required for installation & commissioning will be provided at one point FREE of charge and is to be extended as per requirement by tenderer with safety using extension board.

5. Tender fee payment details *(if tender document downloaded from website)*

Details of DD/ RTGS/ NEFT by which tender fee paid.....

6. EMD payment details *(Not applicable if the Tenderer is holding valid registration/ exemption certificate, as per Para 13 (c) of Instruction to Tenderers):* Details of DD/RTGS/NEFT by which EMD paid

.....

7. PAN of Tenderer (self-attested copy to be enclosed)

8. GSTIN registration number of Tenderer (self-attested copy to be enclosed)

9. Delivery period after receipt of supply order from purchaser: *(The purchaser is expected to complete delivery installation & commissioning of Display Boards by the Tenderer within Fifteen (15) working days from the date of issue of supply cum work order. After 15 days Liquidated damages shall apply at 0.5percent per week to a maximum of 10percent.*

10. Details of address with contact details from where the Tenderer planned to offer After Sales Services during the Warranty period:

Details of address of Tenderer for rendering „After Sales Services’	Address

11. Qualifying Requirements: Two Purchase orders in last two years of similar work. Details of address with contact details for at least 01 purchaser to whom the Tenderer supplied similar Display Boards in the last 02 years and Display Boards shall be in place to the satisfaction of buyer for the last 02 years: The format for

submission of details for at least two purchaser are as under: (the Tenderer can furnish details of even more than Two purchaser)

- a. Address of Purchaser with contact details (email and phone no.):
- b. Details of order for supply placed to Tenderer:
- c. Description and quantity of ordered equipment:
- d. Value of order in rupees:
- e. Date of completion of delivery:

(The purchaser shall have liberty to contact any or all of purchaser to assess the performance of Display Boards supplied by Tenderer)

12. Documents - Details to be enclosed with the Technical Tender by Tenderer are as under:

- a) The Tenderer to submit a self-declaration on their letter-head, confirming that they are regular in supplying and installing similar Display Boards, as asked in this tender, for the last Two (02) years.
- b) To avail benefit of Public Procurement Policy by SC/ST Micro & Small Enterprises, the requirement of documents to substantiate their claim (As per Para 6 of this tender) shall be submitted with Technical Tender.
- c) Undertaking as per Annexure-B on official stationery.
- d) All the pages are to be duly signed by the Bidder for the tender document as a mark of acceptance.
- e) Technical Literature of Display Boards which the Bidder supplies.
- f) Authorization letter in favour of their representative to sign the tender on behalf of Tenderer.
- g) Self-attested copy of valid certificate of MSME category (or SC/ST category) for claiming exemption from EMD & Tender fee.
- h) Self-attested copy of valid GSTIN registration.
- i) Self-attested copy of valid PAN.
- j) In case EMD paid through online banking system, the details of UTR Number and date shall be submitted.
- k) In case the tender downloaded from website, then either the Demand Draft towards tender fee or UTR number and date for the transfer of tender fees shall be enclosed with the technical Tender.
- l) To submit product brief, test certificates available may be enclosed.

I/We as Tenderer agree and certify that:

- a. The Tender submitted through this tender shall remain valid for acceptance for 60 days from the date of opening the Technical Tender.
- b. Agree to offer onsite comprehensive warranty on the Display Boards for one Year supplied through this tender.
- c. Agree to offer services during warranty period of one (01) year for the Display Boards supplied and an amount equal to 10percent shall remain with UPIDR as **performance security** to be released after completion of one year.
- d. The work measurement shall be as per Officer as authorised by the Director,UPIDR for this package.

Name & Signature of the authorized Tenderer with stamp

Contact details of authorized person of Tenderer who have signed the tender.

Name.....

Designation.....

Phone

(office).....

(Mobile)

Email.....

FORMAT FOR SUBMISSION OF FINANCIAL TENDERTender Ref. No: **289/UPID@/2022-23/Date – 05-11-2022**

1. Name of the Tenderer:
2. The Financial offer to execute the supply, installation & commissioning of Display Boards as per the tender:
Offered financials for the Supply, Installation, and Commissioning at site with commitment to offer on site after sales Services in the period of Warranty for the Display Boards offered to supply, as agreed in technical Tender of the tender no. **289/UPID@/2022-23/Date – 05-11-2022**).

a. Supply of Display BOARDS to NSIC HEAD OFFICE:

#	Item Details (Ref. Annexure-A for Specifications) WITH INSTALLATION & COMMISSIONING (Size as in Annexure-A)	Unit Price of Display Boards with GST of single unit i.e. per sq feet (In Rs.)	Quantity to be supplied (In No.)	Total Price of Display Boards with GST (Multiply column no 2 and 3) (In Rs.)
	1	2	3	4
1	Acrylic (thickness 3mm minimum) with transparent Acrylic raised (minimum 2inch) on ACP sheet (minimum 3mm thick sheet), Day-night acrylic for Black color with water proof driver. Vinyl coating in pictures colours to be pasted on inside surface (front and sides) of Acrylic sheet. 3ft X 3ft (approx)		10	
2	Acrylic (thickness 3mm minimum) with transparent Acrylic raised (minimum 2inch) on ACP sheet (minimum 3mm thick sheet), Day-night acrylic for Black color with water proof driver. Vinyl coating in pictures colours to be pasted on inside surface (front and sides) of Acrylic sheet. 7ft X 3ft (approx)		04	
	GRAND TOTAL with GST (in Rupees) GST rate & amount to be separately indicated. Escalation allowed to a maximum of three percent as per (e).			

The following to be noted while submitting financial details for the supply of Display Boards to the individual address:

- a. **Evaluation Criteria:** The Purchaser shall compare the "TOTAL PRICE of Display Boards WITH GST OF all the items" for the subject package among all the responsive Tenders to determine the lowest Tenderer.
- b. The Purchaser shall pay total amount including GST (applicable GST percentage to be indicated for information).
- c. The Item wise Price quoted above should be inclusive of Basic Price, Transportation, Incidental Services (including Insurance, Loading/ Unloading, Packing & Forwarding charges etc.), and Installation & Commissioning on-site, comprehensive warranty for one year. Payment shall be payable only after completeness of work and in no way any amount shall be paid without work completion on any ground.
- d. The Purchaser reserves the right to ask the evidence from Tenderer to counter-check that the GST as claimed by the Tenderer at the time of issue of invoice after the supply of Display Boards has been submitted by them to the government.
- e. **ESCALATION CLAUSE:** No escalation shall be payable for minor size increase EXCEPT increase by half-foot altogether from the indicated sizes in Annexure-A for which pro-rata price increase shall be given limited to **a maximum of three percent only on TOTAL PRICE of Tender**. However, no decrease in price shall be made by Purchaser from Total price for any decrease in size due to any reasons whatsoever.
- f. **One VINYL print shall be printed and shown as prototype / sample and after approval of same other work to be commenced / started by successful Tenderer.**

I/We as Tenderer agree and certify that:

- i. The tender shall remain valid for acceptance for 60 days from the date of opening the Technical Tender.
- ii. Agree to offer services for onsite comprehensive warranty for one year on the Display Boards(s) supplied through this tender.
- iii. Agree that the offer price is valid for a period of 60 days from the date of opening of technical Tender of this tender.

Further confirm that we agree with the terms and conditions of this tender and if we succeed, the execution of supplies would be made in compliance.

Name & Signature of the authorized Tenderer with stamp
Contact details of authorized person of Tenderer who have signed the tender.

Name.....
Designation.....
Phone (office).....
Phone (Mobile)
E mail.....