

Tender Document

TERMS AND CONDITIONS FOR THE TENDER/CONTRACT FOR exhibition panels and multi purpose display stand

The Department is intending to purchase Nine(9) interconnect 4"x4"boards(soft) double sided with stands, height and angle adjustable exhibits can be pinned on the board, (soft)/perforated,(thickness of board should be 19mm)

(5)Five Revolving 4 sided stand, 4 boards single sided perforated in size 1.5"x4" mounted in shape for display (soft system)

(5)Five Revolving 8 sided stand 4 boards-double sided soft in size 1.5x4" mounted in Y shape for display of photograph, books, charts etc. in soft system with 5 shelves lower shelves may be made flat for storage or slating for display

(1)One Multipurpose Display Stand double sided board in size 4"x4"

- The tender must be enclosed in a properly sealed cover to Director, Information and Public Relations, Suchana Bhawan, near Majitha House, Himachal Pradesh, Shimla-2 by designation which may be super scribed "Tender for Exhibition Panels and Multipurpose display stand during the year 2010-11.
- Preference would be given to reputed dealers which have suppliers in Himachal Pradesh. Necessary documents in this regard should be attached.
- If the companies have already supplied such equipments to the Govt. /private organizations must attach necessary documents in this regard along with cost of product.
- The Income Tax clearance certificate for the preceding two year should be attached with the tender.
- The conditional tenders would be summarily rejected.
- The tenderer should enclose an amount equal to 2% of the quoted cost as earnest money into a Government/Nationalized bank duly pledged in the name of Director, Information and Public Relations, Himachal Pradesh in the form of "Fix Deposit Receipt". Earnest money of the unsuccessful tenderer may be refunded at the earliest. Tender without EMD may liable to be rejected .
- Successful tenderer may be required to deposit in addition as security for due performance of the contract an amount equal to 10% of the approximate value of the estimated supply. The amount so deposited and the EMD will be refunded within three months after the date of expiry of contract.
- The rates quoted will be F.O.R destination i.e. Shimla. 100% payment will be made with in 21 days against physical delivery of the equipments.
- The tenderer will have to give an under taking that the after sale services would be provided and the complaint may be attended with in minimum required period.
- Preference would be given to the tenderer who will offer maximum warranty of the equipments and an undertaking to this effect may be given that machinery/equipment will be maintained free of charge by the supplier during its warranty period as per terms of the contract.
- No tender will be considered unless and until all the documents are properly signed.

- Director Information and Public Relations, Himachal Pradesh Shimla-2 reserve the right to reject the tenders without assigning any reason.
- Inspection of premises of manufacture/ dealer whose so ever may be carried out if necessary by Director Information & Public Relations/representatives/purchase committee to ensure genuineness of the form as well as to verify the capacity / quantity of the product.
- Audited financial statement and annual turn over for last two years may be attached with the tender.
- In case of article of proprietary nature, it may be certified from the manufacturer/sole agent as the case may be, that rates quoted by them are identical to those approved by the Director General of Supplies and Disposal or the rates quotes by them are similar to those quoted in any other State in the country.
- **Price Fall Clause:** - The offer of rates by the tenders will be subject to price fall clause i.e. if any item is offered at a lower rate by the tenderer at any part of State/other State in India, he shall not charge higher rate for item offered in the tender. In the event of higher rates offered by such tenders, the rates do offered by such party can be rejected at any time.
- Tenderers who do not fulfill the above mentioned requirements, their Tender will be liable for rejection.

I / We hereby quote to supply professional video/audio equipments at the rate specified the schedule 'A' and with in the time specified as set forth in the condition of the contract will be binding upon me / us in the event of the expectance of my /our tender .

I/ We herewith enclose fixed deposited receipt for a sum of Rs. -----as earnest money and should I/We fail to execute and agreement embodying the said condition and deposited the security as laid down, in the form with in ten days of acceptance of my tender, I/ We hereby agree that the above sum of earnest money shall be forfeited to the Director Information & Public Relation Shimla.

Read and excepted

Signature of Tenderer

Financial Bid**Director Information and Public Relations, Himachal Pradesh**

1. Tender Notice No.....
2. Name of the Firm and address.....
.....
.....
3. Date and time of receipt of tender: 6-8-2010 by 2 PM
4. Date and time of opening of tender: 6-8-2010 at 3 PM
5. Price of tender set: Rs. 500/- per set.
6. CST/Vat No.....
7. Pan no.....
8. Name authorized supplier in H.P. if any.....
9. Are you an authorized supplier/manufacturer, if yes, attach authorization certificate?
10. Annual turn over of two preceding years.
11. Rates for the Exhibition Panel/Multipurpose display stand

Item (1)	General Specifications (2)	Tender Rate (3)	Unit (4)	Total (5)
Inter connected Board 4"x4" and 19 mm thick	Double sided soft with stands height and angle adjustable	4"x4"	8	
Revolving stands 4sided	4 boards single sided perforated mounted in schleps for display	1.5'x4"	4	
Revolving stand 8 sided	Display of Photographs books, charts soft		2	
Multipurpose display board	Double sided board in size 4"x4' with 5shelves lower shelves can be mad flat for storage		1	

12. Warranty for the equipments.....

I/we hereby declare that the above information supplied by me/us is true to the best of my/our knowledge. The terms and conditions given by the Department will be binding upon me/us in the event of the acceptance of my tender.

I/we hereby enclosed fixed deposit receipt for sum of Rs..... as earnest money and should I/we fail to execute an agreement embodying the said conditions and deposit the security as laid down in the form with in 10 days of the acceptance of my/our tender, I/we hereby agree that the above sum of earnest money shall be forfeited to the Director, Information and Public Relations, Himachal Pradesh Shimla.

Read and accepted.

Signature of Tenderer

Date: -

Place: -

SCHEDULE 'C'

CONDITIONS OF RATE CONTRACT

1. Under the contract indents/Supply orders should reach the contractor by the last date of the validity of the contract. The supplies will have to be made within the specified time against the indents/supply orders under this contract upto the last date of the validity according to the terms and conditions of the agreement under the contract. Even if in certain cases the supplies cannot be arranged upto the last date of the validity period of the same will have to be made.

No action will be required on the indent/supply orders which are received after the last date of the period of contract. Such indents/supply orders will have to be returned to the concerned Demanding Officer with a note that no supply can be made as the period of rate contract has expired.

2. As mentioned in Schedule "A".
3. The Director, Information and Public Relations, Himachal Pradesh shall have the power to inspect the stores, before, during or after manufacture collection, dispatch, transit or arrival and to reject the same or any part or portion. If he or they be not satisfied that the same is equal or according to the sample submitted by the contractor can reject the same. The contractor shall not charge or be paid for supplies rejected as above and such supplies shall be removed by the Contractor at once and at his expense. He shall neither claim nor be entitled to any payment for any damage that the rejected supplies may suffer from due to any harm whatsoever incidental to a full and proper examination and test of such supplies. The Government shall be under no liability whatsoever for rejected supplies and the same will be at the contractor's risk. Rejected supplies shall be removed by the contractor within 10 days after notice has been issued to him of such rejection, and failing such removal rejected goods will be at contractor's risk and Government may charge the contractor rent for the space occupied by such rejected goods.
4. Price fall clause- The offer of rates by the tenderer will be subject to the price fall clause i.e. if any item is offered at a lower rate by the contractor at any other State/place in India, he shall not charge higher rate for the item offered in the tender. In the event of higher rates offered by such tenderer, the rates so offered by such party can be rejected at any stage.
5. The Contractor shall furnish the following certificate to the concerned purchasing departments alongwith each bill for payment for supplies made against the rate contract:-

"I/We certify that there has been no reduction in sale price of the stores of description identical to the stores supplied to the Government under the contract herein and such stores have not been offered/sold by me/ us to any person/ organization including the purchaser or any department of Central Government or any Department of State Government or any statutory undertaking of the Central or State Government as the case may be upto the date of bill/ the date of completion of supplies against all supply/ orders placed during the currency of the rate contract at a price lower than the price charged to the Government under the contract.

6. All goods must be dispatched within 45 days of the receipt of supply order by the contractor unless otherwise specifically mentioned in Schedule "A" of the Rate Contract.
7. 100% payment will be made within 21 days against physical delivery of inspected/accepted stores duly supported with satisfactory inspection note and after receipt of correct goods at consignee's site/ destination.
8. With every dispatch of goods or material under this contract, invoices, in triplicate, will be prepared by the contractor, invoices in duplicate are to be sent by the contractor to the Indenting Officer. The duplicate be returned by the Indenting Officer with the quantities or number received duly noted thereon and the third copy to be sent by the Director, Information and Public Relations, Himachal Pradesh, for record in his office.
9. The contractor shall dispatch material "Freight - paid" in all cases where his offer is F.O.R. destination in the event of his failure to do so, a penalty of 5 percent will be charged on the amount paid as freight by the Indenting Officer on his behalf.
10. All dispatches by rail/road will be made at contractor's risk.
11. The rates should be quoted F.O.R. destination i.e. Shimla in Himachal Pradesh unless otherwise specifically mentioned in the Schedule "A" of rate contract.
12. The contractor will be responsible for damage or loss in transit and replace goods broken or lost within 10 days from the date of notice thereof.
13. Refund of the amount of security and earnest money deposited by the firm will be made after three months from the date of expiry of the contract or after the date of satisfactory completion of the given supply orders, keeping in view both these conditions while making applications for refund of the amount of security, the concerned firm will have to furnish a certificate that the supply of all the supply order received by it, have been made to the consignee according to the prescribed specifications to their entire satisfaction.
14. All disputes shall be settled within the jurisdiction of the High Court of Himachal Pradesh.
15. Validity of contract one year i.e. 15-8-2010 to 14-8-2011

Director,
Information and Public Relations,
Himachal Pradesh.