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Tender Details

Date : 13-Jan-2022 04:16 PM

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Basic Details

Organisation Chain	National Human Rights Commission		
Tender Reference Number	G-39011/7/2020-GA		
Tender ID	2022_NHRC_642171_1		
Tender Type	Open Tender	Form of contract	Supply
Tender Category	Works	No. of Covers	2
Payment Mode	Not Applicable	Is Multi Currency Allowed For BOQ	No
Is Multi Currency Allowed For Fee	No		

Cover Details, No. Of Covers - 2

Cover No	Cover	Document Type	Description
1	Fee/PreQual/Technical	.pdf	AWARDING OF ANNUAL CONTRACT FOR PROVIDING BACKDROP BANNERS, DIRECTION PANELS, HOARDINGS ETC. TO THE
2	Finance	.xls	AWARDING OF ANNUAL CONTRACT FOR PROVIDING BACKDROP BANNERS, DIRECTION PANELS, HOARDINGS ETC. TO THE

Tender Fee Details, [Total Fee in ₹ * - 0.00]

Tender Fee in ₹	0.00	Fee Payable To	NA	Fee Payable At	NA
Tender Fee Exemption Allowed	NA				

EMD Fee Details

EMD Amount in ₹	0.00	EMD Exemption Allowed	NA
EMD Fee Type	NA	EMD Percentage	NA
EMD Payable To	NA	EMD Payable At	NA

Work /Item(s)

Title	AWARDING OF ANNUAL CONTRACT FOR PROVIDING BACKDROP BANNERS, DIRECTION PANELS, HOARDINGS ETC. TO THE COMMISSION ON NEED BASIS				
Work Description	AWARDING OF ANNUAL CONTRACT FOR PROVIDING BACKDROP BANNERS, DIRECTION PANELS, HOARDINGS ETC. TO THE COMMISSION ON NEED BASIS				
Pre Qualification Details	Please refer Tender documents.				
Tender Value in ₹		Product Category	Miscellaneous Works	Sub category	NA
Contract Type	Tender	Bid Validity(Days)	90	Period Of Work(Days)	365
Location	Delhi	Pincode	110023	Pre Bid Meeting Place	NA
Pre Bid Meeting Address	NA	Pre Bid Meeting Date	NA	Bid Opening Place	National Human Rights Commission

Critical Dates

Publish Date	13-Jan-2022 05:00 PM	Bid Opening Date	01-Feb-2022 03:00 PM
Document Download / Sale Start Date	13-Jan-2022 05:00 PM	Document Download / Sale End Date	31-Jan-2022 05:00 PM
Clarification Start Date	14-Jan-2022 10:00 AM	Clarification End Date	31-Jan-2022 04:00 PM
Bid Submission Start Date	14-Jan-2022 10:00 AM	Bid Submission End Date	31-Jan-2022 05:00 PM

Tender Documents

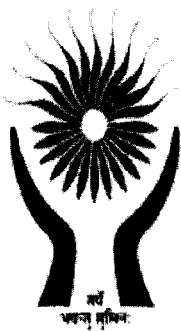
NIT Document	S.No	Document Name	Description	Document Size (in KB)

Work Item Documents	1	Tendernotice_1.pdf	AWARDING OF ANNUAL CONTRACT FOR PROVIDING BACKDROP BANNERS, DIRECTION PANELS, HOARDINGS ETC. TO THE COMMISSION ON NEED BASIS	278.14	
Work Item Documents	S.No	Document Type	Document Name	Description	Document Size (in KB)
	1	Tender Documents	NIT.pdf	AWARDING OF ANNUAL CONTRACT FOR PROVIDING BACKDROP BANNERS, DIRECTION PANELS, HOARDINGS ETC. TO THE COMMISSION ON NEED BASIS	278.14

Tender Inviting Authority	
Name	Sanjay Kumar
Address	National Human Rights Commission

Tender Creator Details	
Created By	DURGA MADHAB TRIPATHY
Designation	Under Secretary (GA)
Created Date	13-Jan-2022 04:12 PM

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राष्ट्रीय मानव अधिकार आयोग

National Human Rights Commission

मानव अधिकार भवन, सी - ब्लॉक, जीपीओ कॉम्प्लेक्स, आई.एन.ए., न्यू दिल्ली - ११००२३ - भारत

Manav Adhikar Bhawan, C-Block, GPO Complex, INA, New Delhi-110023 – INDIA

Fax: 91-011-24651329

E-mail: nhrnga@nic.inWebsite: www.nhrc.nic.in

eFile No.G-39011/7/2020-GA

Dated:12th January, 2022

Last Date For Submission of Tender is 31st January, 2022 upto 5 PM**NOTICE INVITING TENDER****FOR AWARDING OF ANNUAL CONTRACT FOR PROVIDING BACKDROP BANNERS, DIRECTION PANELS, HOARDINGS ETC. TO THE COMMISSION ON NEED BASIS**

The National Human Rights Commission is interested to invite quotations for award of annual contract for work relating to Conference Banners (Stage Backdrop/ Welcome/Hoardings), Direction Panels etc. and other related items for various Conferences, Seminars, Meetings, Functions organised by the Commission in the Commission or outside the Commission (Vigyan Bhawan, India Habitat Centre, India International Centre etc. or any other place in Delhi or NCR), on need basis.

Any inquiry regarding aforesaid matter can be made from the Section Officer (GA) (Telephone No. 24663399) on any working day between 10:30 AM to 04:00 PM.

1. TENDER

(i) The interested parties may submit their bids/quotations (in the form of **two bid system** viz. Technical Bid and Financial Bid) in a sealed envelope superscribed in Bold Letters as **"Quotation for awarding of annual contract for providing backdrop banners, direction panels, hoardings etc. to the commission on need basis"** and addressed to the Deputy Secretary, National Human Rights Commission, Manav Adhikar Bhawan, Block-C, G.P.O. Complex, INA, New Delhi-110023. **The bids/quotations accompanied be dropped in the Tender Box placed at reception, Manav Adhikar Bhawan, Block-C, G.P.O. Complex, INA, New Delhi latest by 31.01.2022 upto 5PM, as per the instructions given in this tender notice.**

(ii) The terms and conditions, which are given below, may be gone through thoroughly and ensure to make a specific mention in your quotation to that effect that the terms and conditions are acceptable to you, in full.

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(iii) The tenderers are expected to examine all the instructions, Proforma's terms and conditions and specifications in the tender documents. Failing to furnish all information required by the tender document in every respect will be at the tenderer's risk and may result in rejection of the tender/bid.

2. BIDS

2.1 TECHNICAL BID – This bid shall contain the following documents (all essential):-

(i) **DECLARATION** : The Declaration (**Annexure-I**) duly filled up and signed by the authorised signatory of the bidding firm should be kept in **Technical Bid** envelope alongwith other documents/ information prescribed in this tender notice;

(ii) **REGISTRATION CERTIFICATE** : The bidder must furnish a copy of the Registration Certificate of the firm;

(iii) **EXPERIENCE & LIST OF CLIENTS** : The bidder must have at least 02 year experience in the field and furnish list of clients in Govt./Semi Govt. Sectors/PSUs with address, name of contact person and contact numbers where they have similar contracts and also submit the certified copies of contracts of at least 02 organizations;

(iv) **UNDERTAKING ABOUT BLACKLISTING** : The bidding firm should not have been blacklisted by any Government/ Semi-Govt Department. The bidder should furnish an Undertaking to this effect (in Annexure-I) that they (firm/agency) have not been blacklisted by Govt./ Semi Govt. Department/ office;

(v) **GST/ PAN** : The bidder must have GST and PAN number. The Copies of the GST certificates/ PAN Card should be enclosed as a proof; and

(vi) **Bid Security Declaration** : In place of a Bid security/EMD, the bidders has to accept /sign the Bid Security Declaration.

2.2 FINANCIAL BID – This Bid shall contain the rate quoted by the bidder:-

(i) The bidder shall quote/ indicate the rate (in Indian Rupees) for the service offered by it in the '**Proforma for Financial Bid**', placed at **Annexure-II**. Please quote rate in appropriate column;

(ii) **The bidder must quote the price excluding/without GST/Service Tax.** The rates (Base Price) mentioned in quotation should be inclusive of all charges, cartage/transportation, miscellaneous charges etc.

2.3 GENERAL INSTRUCTIONS:-

(i) The technical bid and the financial bid should be sealed by the bidder in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed in

bold letters as "**Quotation for awarding of annual contract for providing backdrop banners, direction panels, hoardings etc. to the commission on need basis**";

(ii) The technical bids would be opened in the first instance and evaluated by a committee and only the technically acceptable bids would be considered further;

(iii) The bids received after due/last date and time will not be accepted; and

(iv) The quotations / bids which are not in conformity with the instructions contained in the NIT are liable to be rejected. However, in any case, the Commission reserves the rights to reject any bid/quotation without assigning any reasons.

3. TERMS & CONDITIONS:

- a. The contract shall be awarded for a period of 12 months from the date of commencement of the contract and it can be extended/ renewed on mutual consent basis depending on satisfactory performance of the firm. However, the Commission reserves the right to terminate the contract by giving one month's notice without assigning any reasons or to entrust the job to any other firm / party at the risk / expenses of the defaulting contractor;
- b. It may be noted that no escalation at the contracted rate shall be admissible on any reason whatsoever. The rates once quoted by the vendor will remain valid throughout the contract period;
- c. In place of a Bid security, the bidders has to accept/ sign the "**Bid Security Declaration**";
- d. The bids received after due date and time will not be accepted.
- e. The quotations/ bids which are not in conformity with the instructions contained in this letter are liable to rejected. However, in any case, the Commission reserves the rights to reject any bid/quotation without assigning any reasons.
- f. List of items, in approximate numbers, for which rates are to be quoted is indicated in the enclosed Proforma (**Annexure-II**) for "**Proforma for Financial Bid/Quotation**". However, the Commission reserves the right to exclude any of the items mentioned in the list from the contract.
- g. The bidding firm must be specialized in Conference Banners work. The bidding firm should have sufficient experience of Banners work for functions/ conferences/ seminars/ meetings indoor as well as outdoor.
- h. The contract shall be on need basis or as and when required by the Commission.
- i. The Commission will normally inform the requirement of the Backdrop Banners and Direction Panels well in time. However, the firm entrusted the contract will also be required to make arrangements **at short notice if need so arises**.
- j. In case of delay/default or failure to provide satisfactory service, the Commission reserves the right to impose penalty as may be considered appropriate by it depending on the gravity of fault; The Commission's decision in this regard shall be final and binding on the contracted firm.

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- k. Any kind of payment due to the contractor will be considered only after furnishing of the Performance Guarantee.
- l. The payment will be released on submission of bills.
- m. The Commission shall be deducting TDS u/s 194c of the IT Act, 1961.
- n. The contracted firm / shall furnish the complete address of the premises of its office, workshop etc. with full name & address , Landline No., Mobile Nos. of the person who is to be contacted for this purpose.
- o. The contractor will also furnish e-mail address of the firm and self, at which e-mail messages can be sent and received by him in connection with preparation of Backdrop Banners, Direction Panels and for sending draft / options of the banners and panels to be erected.
- p. Hypothetical or conditional tenders will not be entertained. Tender once submitted shall not be allowed to be withdrawn or altered. If the tender is withdrawn or altered by the concerned party at any time after it is submitted, appropriate action may be taken;
- q. Over-writing/over-typing or erasing of the figures which render it doubtful or ambiguous are not allowed and shall render the tender invalid;
- r. The Commission shall have no liability, financial or otherwise, for any harm/damage/injury incurred by the manpower deployed by the contractor in the course of performing the work in the Commission or at any other place. **Neither the tenderer nor his engineers/workers shall have any claim on this Commission for compensation or financial assistance on this account.**

Signed by Sanjay Kumar

Date: 12-01-2022 18:48:51

Reason: Approved (Sanjay Kumar)
Deputy Secretary

Enclosed: Annexure-I & II

Annexure - I

DECLARATION
(To be kept in Technical Bid Envelope)

M/s _____
(Name, address and Landline and Mobile No. of bidding the bidding firm/ agency)

S. No.	Documents kept in the 'Technical Bid' envelope	Whether enclosed (The firm would write YES or NO)
01	Copy of Registration/ License of the firm	
02	Certificate/proof/documents regarding at least 02 year experience in the field	
03	Experience– List of Clients Govt./Semi Govt./ PSUs offices with address, name of contact person and contact numbers and certified copies of AMC/ contracts of at least 02 organizations.	

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04	Self certificate in respect of not being blacklisted from any Government Ministry/Department	
05	GST registration certificate of the contractor/ agency/ firm.	
06	Copy of PAN.	
07	Bid Security Declaration	

- i. It is hereby declared that the Terms & Conditions of the NHRC's NIT No. G-39011/7/2020-GA dated 12th January, 2022 are **fully acceptable to this Firm/ Agency**.
- ii. It is also declared that our firm has **never been black-listed** by any government/Semi Govt. department.
- iii. **"Bid Security Declaration"**

(a) That I / we have availed the benefit of waiver of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.

(b) That in the event we withdraw or modify our bid during the period of validity or I/we have awarded the contract and I/we fail to sign the contract Or to submit a performance security within given time line and I/we will be suspended from being eligible for bidding / award of all future contract(s) of National Human Rights Commission for a period of two years from the date of committing such breach.

**(To be signed by the Authorized Signatory
of the Firm/Agency with Name and Stamp)**

Note:-Financial bids of only those firms will be opened who qualify in the technical bids.

Annexure-II

PROFORMA FOR FINANCIAL BID/QUOTATION

S. No.	Description of Job	Rate (without Taxes) (In Rs)
1.	Stage/ Welcome Backdrop (Per Sq ft.)	
2.	Hoardings (per sq. ft.)	
3.	Direction/ Alighting Panel (per sq. ft.)	
4.	Round-about Panel/Hoardings (per sq. ft.)	
5.	Parking Panel (per sq. ft.) Single Sided	
6.	Parking Panel (per sq. ft.) Double Sided	
7.	Road Signage/ Direction Panel (per sq. ft.)	
8.	Hanging Banners (per sq. ft.)	
9.	Podium Branding (per sq. ft.)	
10.	Self Standing Boards/ Placard (per piece)	
11.	Photo Display Panel/ Board with light (per piece)	
12.	Name Plate with Print with -Clear Acrylic display stand (returnable)	

Hiring of items (per day)		
13.	Projector 3000-4000 Luminous (each)	
14.	Projector above 4000 Luminous (each)	
15.	VGA Splitter (each)	
16.	HD Switcher (each)	
17.	42" LED/Plasma TV with Stand (each)	
18.	55" LED/Plasma TV with Stand (each)	
19.	Laptop (each)	
20.	Printer (each) B/W with print-out upto 50 pages	
21.	Printer (each) Coloured MFD with print-out upto 50 pages	

Note:

1. All the quotations shall include transportation, labour, installation and other charges, if any.
2. Rates of Backdrop, Hoardings, directions panels etc. includes stands, if required.
3. Banner/Hoardings etc. will be of fabric only.

(To be signed by the Authorised Signatory
of the Firm/Agency with Name and Stamp)

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(To be kept in Technical Bid Envelope)

M/s _____

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