

W-5

**INVITATION OF QUOTATIONS FOR CONCEPT, PRINTING, SUPPLY AND  
FABRICATION & INSTALLATION REFLECTED SIGN BOARD FOR GANDHI PROJECT  
UNDER SHOPPING PROCEDURE**

*December - 2017*

Name of Work	:	<b>Concept, printing, supply and fabrication &amp; installation Reflected sign board for GANDHI project under shopping procedure</b>
Period of Sale of WF -Bidding Document	:	From: 29/12/2017 to 12/01/2018
Last Date and Time for receipt of Bids	:	Date: 12/01/2018 up to 03.00 hrs
Time and date of opening of bids	:	Date: <b>12/01/2018</b> at 05.00 hrs.
Tender Fee	:	Rs. 1000/- (Cash/DD) Non refundable
Bid Security	:	Rs. 8000/- Demand Draft
Place of Opening of Bids	:	<b>Office of the Director, Gujarat Ecology Commission, Block No. 18, 1<sup>st</sup> Floor, Udyog Bhavan, Gandhinagar</b>
Officer Inviting Bids	:	Director, Gujarat Ecology Commission, Block No. 18, 1 <sup>st</sup> Floor, Udyog Bhavan, Gandhinagar

**Director,  
Gujarat Ecology Commission,  
Address: Block-18, First Floor,  
Udhyog Bhavan, GH- Road  
Sector-11, Gandhinagar-382 010  
Tel. No.079-23257659, 23257658,  
Fax No. 079-23257657.  
E-mail: [mail@geciczmp.com](mailto:mail@geciczmp.com)**

**INVITATION OF QUOTATIONS FOR CONCEPT, PRINTING, SUPPLY AND  
FABRICATION & INSTALLATION REFLECTED SIGN BOARD FOR GANDHI PROJECT  
UNDER SHOPPING PROCEDURE**

To

**Sub: Invitation of Quotations from Agencies for invitation of quotations for concept, printing, supply and fabrication & installation Reflected sign board for GANDHI project under shopping procedure**

1. The Director, Gujarat Ecology Commission invites sealed quotations from Agencies for concept, printing, supply and fabrication & installation Reflected sign board for GANDHI project.

You are invited to submit your most competitive quotation for the following works:-

Brief Description of the Works	Nos.	Time Limit for Completion	Date of Submission of Quotation and Opening
<b>Reflected sign board:</b> Providing and fixing Reflected sign boards. Size: 18 inch. x 12 inch. As per Specification.	<b>3460</b>	<b>1 months</b>	Quotation submission date 12/01/2018 up to 03.00 hrs  Quotation opening date 12/01/2018 at 05.00 hrs.

1. The Government of India has received a credit from the International Development Association towards the cost of 222 million US dollars equivalent towards implementing the Integrated Coastal Zone Management Project (ICZMP) and Green Action For National Dandi Heritage Initiative (GANDHI PROJECT) intends to apply a part of the funds to cover eligible payments under the contracts for construction of works as detailed below. Bidding is open to all bidders from eligible source countries as defined in the *IBRD Guidelines for Procurement*. Bidders having experience of execution of similar type of work can participate. **Bidders are advised to note the minimum qualification criteria specified in Clause 4 of the Instructions to Bidders in the bid documents to qualify for consideration for the award of the contract.**
2. The Director, Gujarat Ecology Commission invites Single Stage Single Envelope sealed and super scribed bids for below mentioned work. The bidders may submit bids for the following work as per Instructions to Bidders.

3. Quotations will be opened in the presence of Bidders or their representatives who choose to attend bid opening at 03.00 hrs. on 25/09/2017 in the Office of Gujarat Ecology Commission, Gandhinagar.

4. **Technical Specification -**

**Reflected sign board**

Description	Details
<b>General Description</b>	<ul style="list-style-type: none"> <li>• Providing and fixing one Side Reflected sign boards made out of 3 mm Aluminum Composite Panel (ACP) of dimensions 18 inch x 12 inch plate</li> <li>• Multicolor eco solvent printing on radium materials</li> <li>• Glossy lamination</li> <li>• The letters, symbols, borders, pictures, etc. shall be made of same material- Reflected multicolor Sheet or reflected latter cutting.</li> <li>• The sign boards shall be installed at site on LED Streetlight pole and/or wall.</li> </ul>
<b>Sign Board Size</b>	18 inch x 12 inch
<b>Viewing</b>	Single Side
<b>Fitting Support on pole and/or wall</b>	Sign board fitting on pole and/or wall with necessary fitting like clamp and all materials
<b>Total Sign board</b>	3460 unit
<b>Name of Village</b>	Dandi, Matvad, Onjal, Samapar, Aat and Sultanpur

5. For details of Quotation as shown below,
- i. Detailed Bill of Quantities (**Annexure I**);
  - ii. Technical Specifications and full details related to Works (**Annexure II**);
  - iii. Instructions to Bidders (in two Sections).
  - iv. Draft Contract Agreement format which will be used for finalizing the agreement for this Contract.

**Director,**  
**Gujarat Ecology Commission,**  
**Address:Block-18, First Floor,**  
**Udhyog Bhavan, GH- Road**  
**Sector-11, Gandhinagar-382 010**  
**Tel. No.079-23257659, 23257658,**  
**Fax No.079-23257657.**  
**E-mail: [mail@geciczmp.com](mailto:mail@geciczmp.com)**

**SECTION - A**

**1. Scope of Works**

The Gujarat Ecology Commission, (employer) invites quotations for concept, printing, supply and fabrication & installation [on site] reflected sign board for Gandhi project shopping procedure as detail in the table given below.

Brief Description of the Works	Nos.	Time Limit for Completion	Date of Submission of Quotation and Opening
Reflected sign board: Providing and fixing Reflected sign boards. Size: 18 inch. x 12 inch. As per Specification.	<b>3460</b>	<b>1 months</b>	Quotation submission date 12/01/2018 up to 03.00 hrs Quotation opening date 12/01/2018 at 05.00 hrs.

The successful bidder has to complete the works specified in attached **Annexure II** by the intended completion time period specified above.

**2. Qualification of the bidder:**

- Bidder shall need to submit adequate document to established similar kind of work experience.
- Bidder shall need to submit presentation of design and concept to carry out this work
- Bidder shall need to have completed similar kind of at least one work of around Rs. 07.00 lakh in last three year i.e 2014-15, 2015-16 & 2016-17.
- Bidder shall also need to submit the documentary proof that vendor has minimum annual financial turnover of Rs. 15.00 lakh in last three year.
- Gujarat Ecology Commission reserves the right to reject any or all tenders without assigning any reason what so ever.
- Offers received from only above stated experience and competent parties having adequate capacity, will only be considered for financial bid opening.
- Before submission of the Offer, Bidders are required to make themselves fully conversant with the scope of the work, technical requirements and specifications, etc., so that no ambiguity arises on a later date in this respect.
- Bidder shall also be needed to sign each and every page of financial & technical bids.

**3. Bid Price**

- a) The contract shall be for whole works i.e. Concept, printing, supply and fabrication & installation [on site] reflected sign board for Gandhi project as described in the scope of works. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) All duties, taxes and other levies payable by the Agency under the contract shall be included in the total price. No extra payment will be made for taxes.
- c) 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.

- d) The rates should be quoted in Indian Rupees only.
- e) The price shall be firm & fixed during the contract period.

#### **4. Submission of Quotations**

4.1 The bidder is advised to visit the GEC office at his own expense and obtain all information that may be necessary for preparing the quotation.

4.2 Each bidder shall submit only one quotation.

4.3 The quotation submitted by the bidder shall comprise the following:-

- (a) Quotation
- (b) Bill of Quantities
- (c) Deleted.

4.4 The bidder shall seal the quotation in an envelope addressed to the **Director, Gujarat Ecology Commission, (Employer)**. The envelope will also bear the following identification:-

- Quotation for concept, printing, supply and fabrication & installation [on site] reflected sign board for Gandhi project Do not open before **12/01/2018 at 5:00 Hrs.** (time and date of quotation opening).

4.5 Quotations must be received in the office of the **Director, Gujarat Ecology Commission, (Employer)** not later than the time and date given in the letter of invitation. If the specified date is declared a holiday, quotations shall be received up to the appointed time on the next working day.

4.6 Any quotation received by the Director, Gujarat Ecology Commission, Block No.18, 1<sup>st</sup> floor, Udyog Bhavan, Gandhinagar (Employer) after the deadline for submission of quotations will be rejected and returned unopened to the bidder.

#### **5. Validity of Quotation**

Quotation shall remain valid for a period not less than **90 days** after the deadline date specified for submission.

#### **6. Opening of Quotations**

Quotations will be opened in the presence of bidders or their representatives who choose to attend on the date and time and at the place specified in the letter of invitation.

7. Information relating to evaluation of quotations and recommendations for the award of contract shall not be disclosed to bidders or any other persons not officially concerned with the process until the award to the successful bidder is announced.

#### **8. Evaluation of Quotations**

**The evaluation will be done for whole work i.e concept, printing, supply and fabrication & installation [on site] reflected sign board considering total amount of all packages.**

The Employer will evaluate and compare the quotations determined to be substantially lowest responsive.

- (a) Deleted
- (b) are properly signed ; and Lowest in cost;
- (c) Deleted

**9. Award of contract**

**Employer will award the contract to lowest bidder whose quotation has been determined to be substantially responsive.**

**9.1** Notwithstanding the above, the Employer 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.

**9.2** The bidder whose bid is accepted will be notified of the award of contract by the Employer prior to expiration of the quotation validity period.

**10. Performance Security**

Within 15 days of receiving letter of acceptance, the successful bidder shall deliver to the **Director, Gujarat Ecology Commission, (Employer)** the performance security (either a bank guarantee or a bank draft from any Scheduled Bank in favor of the Employer, payable at Gandhinagar, Gujarat) for an amount equivalent of **5 % of the contract price**. The Performance Security shall be valid for at least **four months** from date of signing of contract. Failure of the successful Bidder to furnish performance security and signing the agreement within the period stipulated shall constitute sufficient grounds for annulment of award and debarring the bidder for a period of one year, in which case the Employer may make the award to the next lowest evaluated bidder or seek quotations afresh.

**11. Deleted.**

## **SECTION - B**

- 1. Format for Submission of Quotation**
- 2. Format of Letter of Acceptance**

## QUOTATION

**Description of the Works:** Invitation of quotations for. **Concept, printing, supply and fabrication & installation [on site] reflected sign board for Gandhi project** under National Shopping Procedure

To:  
**Director**  
**Gujarat Ecology Commission,**  
**Block No. 18, 1<sup>st</sup> Floor,**  
**Sector-11, Udyog Bhavan,**  
**Gandhinagar- 382 010**

**Subject:** Invitation of quotations for **concept, printing, supply and fabrication & installation [on site] reflected sign board for GANDHI project** under shopping procedure

Sir,

We offer to execute the Works described in your letter referred to above in accordance with the Conditions of Contract enclosed therewith as shown below -

<b>Brief Description of the Works</b>	<b>Nos.</b>	<b>Quoted Amount (in INR)</b>
<b>Reflected sign board:</b> Providing and fixing Reflected sign boards. Size: 18 inch. x 12 inch. As per Specification.	<b>3460</b>	
<b>Grand Total</b>		

**Note: Rate shall be inclusive of all Taxes & Transportation Cost all material required for execution of work.**

This quotation and your written acceptance of it shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any quotation you receive.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

We hereby confirm that this quotation is valid for 90 days, as required in Clause 6 of the Instructions to Bidders.

Yours faithfully,

Authorized Signature : Date: \_\_\_\_\_

Name & Title of Signatory : \_\_\_\_\_

Name of Bidder : \_\_\_\_\_

Address : \_\_\_\_\_

**LETTER OF ACCEPTANCE-CUM NOTICE  
TO PROCEED WITH THE WORK**

**(LETTERHEAD OF THE EMPLOYER)**

Dated: \_\_\_\_\_

To : \_\_\_\_\_ [Name and address of the Agency]  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sirs,

This is to notify you that your Quotation dated \_\_\_\_\_ for execution of the concept, printing, supply and fabrication & installation [on site] two side reflected sign board for GANFHI project as shown below is hereby accepted by us.

You are hereby requested to furnish performance security for an amount of Rs. \_\_\_\_\_ (equivalent to 5% of the contract price) within 15 days of the receipt of the letter. The Performance Security in the form of Bank guarantee or a Bank draft in favour of **Director, Gujarat Ecology Commission, (Employer)** shall be valid for at least Nine Months from date of signing of contract. Failure to furnish the Performance Security will entail cancellation of the award of contract.

You are also requested to sign the agreement form and proceed with the work not later than 15 days under the instructions of the **Director, Gujarat Ecology Commission**, and ensure its completion within the contract period.

With the issuance of this acceptance letter and furnishing the Performance Security, contract for the above said work stands concluded.

Yours faithfully,

**Director,  
Gujarat Ecology Commission,**

**Draft Agreement Form for**  
AGENCY FOR CONCEPT, PRINTING, SUPPLY AND FABRICATION & INSTALLATION  
[ON SITE] REFLECTED SIGN BOARD FOR GANDHI PROJECT THROUGH NATIONAL  
SHOPPING

**ARTICLES OF AGREEMENT**

This deed of agreement is made in the form of agreement on \_\_\_\_\_ day \_\_\_\_\_ month \_\_\_\_\_ 2018 \_\_, between the \_\_\_\_\_ (Employer) or his authorized representative (hereinafter referred to as the first party) and \_\_\_\_\_ (Name of the Agency), S/O \_\_\_\_\_ resident of \_\_\_\_\_ (hereinafter referred to as the second party), to execute the work for concept, printing, supply and fabrication & installation [on site] two side reflected sign board for GANDHI project at Dandi and five village under shopping procedure (hereinafter referred to as works) on the following terms and conditions.

**2. Cost of the Contract**

The total cost of the works (hereinafter referred to as the "total cost") is as under - (as reflected in **Annexure - I**).

Brief Description of the Works	Nos.	Quoted Amount (in INR)
Reflected sign board: Providing and fixing Reflected sign boards. Size: 18 inch. x 12 inch. As per Specification.	3460	
<b>Grand Total</b>		

**3.0 Payments under its contract:**

**Payment Certificates**

- 3.1 The Agency shall submit the creative designs of SIGN BOARD FOR GANDHI PROJECT certificate of work completed from the nominated Officer-in-charge cumulative amount certified previously along with details of measurement of the quantity of works executed in a tabulated form as approved by the Officer-in-charge.
- 3.2 The Officer-in-Charge shall check the Agency's statement and within 10 days certify the amount to be paid to the Agency.
- 3.3 The value of work executed shall be determined by the Officer-in-charge after due check measurement and numbers of the quantities claimed as executed by the Agency.
- 3.4 The value of work executed shall comprise the value of the quantities of the items in the Bill of Quantities completed.
- 3.5 The value of work executed shall include the valuation of Variations and Compensation Events.
- 3.6 Deleted.

**3.1 Payments**

Payment will be done after completion of work & on receipt of completion certificate from Agency after Officer-in-charge due check measurement and numbers of the quantities claimed as executed by the Agency.

**4. Deleted**

**5. Completion time**

The works should be completed as per contract provision from the date of this Agreement. In exceptional circumstances, the time period stated in this clause may be extended in writing by mutual consent of both the parties.

**6. Deleted**

- 7.** Any willful delay on the part of the second party in completing the work within the stipulated period will render him liable to pay liquidated damages. @ Rs. 0.05% per day which will be deducted from payments due to him. The maximum amount of liquidated damages for the whole of the works is Ten percent of final contract price. The first party may cancel the contract and take recourse to such other action as deemed appropriate once the total amount of liquidated damages exceeds 10 % of the contract amount.

**(Note: The amount of liquidated damages per day should be determined at not less than 0.05 % of the contract value of the works and indicated here).**

**8. Duties and responsibilities of the first party**

- 8.1** The first party shall be responsible for providing regular and frequent supervision and guidance to the second party for carrying out the works as per scope of work.

**8.2 Deleted**

- 8.3** The Officer-in-Charge or such other person as may be authorized by the first party shall hold meeting once in a month where the second party or his representative at site will submit the latest information including progress report and difficulties if any, in the execution of the work. The whole team may jointly inspect the site on a particular day to take stock of activities.

- 8.4** The Officer-in-Charge shall record his observations/instructions at the time of his site visit. The second party will carry out the instructions and promptly rectify any deviations pointed out by the Officer-in-Charge. If the deviations are not rectified, within the time specified in the Officer-in-Charge's notice, the first party as well as the Officer-in-Charge nominated by it, may instruct stoppage or suspension of work. It shall thereupon be open to the first party or the Officer-in-Charge to have the deviations rectified at the cost of the second party.

**9. Duties and responsibilities of the second party**

- 9.1** The second party shall:

- a) take up the works and arrange for its completion within the time period stipulated in clause 5;
- b) employ suitable skilled persons to carry out the works ;
- c) regularly supervise and monitor the progress of work ;

- d) abide by the technical suggestions/direction of supervisory personnel including Officer-in-Charges, etc. regarding Sign board;
- e) be responsible for bringing any discrepancy to the notice of the representative of the first party and seek necessary clarification :
- f) ensure that the work is carried out in accordance with specifications, approved creative designs and within the total of the contract amount without any cost escalation ;
- g) keep the first party informed about the progress of work ;
- h) be responsible for all security and watch and arrangements at site. and
- i) Maintain necessary insurance against loss of materials/cash, etc. or workman disability compensation claims of the personnel deployed on the works as well as third party claims.
- j) Pay all duties, taxes and other levies payable by the agency as per law under the contract (First party will effect deduction from running bills in respect of such taxes as may be imposed under the law).
- k) Any damage occurred to the Slogan Writing and Wall Paintings during the Contract period, due to any reason, shall be rectified/ repaired/ replaced by the Agency within 3 days without any charge to the Employer.

The Agency shall be charged @0.05% per day of the Contract Price for any delay beyond 3 days.

## **10. Deleted**

## **11. Securities**

The Performance Security shall be provided to the Employer no later than the date specified in the Letter of Acceptance and shall be issued in an amount and form and by a bank or surety acceptable to the Employer. The Performance Security shall be valid for at least **Four Months** from date of signing of contract.

## **12. Termination**

**12.1** The Employer may terminate the Contract if the other party causes a fundamental breach of the Contract.

**12.2** Fundamental breaches of Contract include, but shall not be limited to the following:

- (a) the Agency stops work for 28 days and the stoppage has not been authorized by the Officer-in-charge;
- (b) the Agency has become bankrupt or goes into liquidation other than for a reconstruction or amalgamation;
- (c) the Officer-in-charge gives Notice that failure to correct a particular Defect is a fundamental breach of Contract and the Agency fails to correct it within a reasonable period of time determined by the Officer-in-charge;
- (d) the Agency does not maintain a security which is required;

12.3 Notwithstanding the above, the Employer may terminate the Contract for convenience.

12.4 If the Contract is terminated the Agency shall stop work immediately.

**13. Payment upon Termination**

13.1 If the Contract is terminated because of a fundamental breach of Contract by the Agency, the Officer-in-charge shall issue a certificate for the value of the work done less advance payments received up to the date of the issue of the certificate, less other recoveries due in terms of the contract, less taxes due to be deducted at source as per applicable law.

13.2 Deleted

**14. Dispute settlement**

If over the works, any dispute arises between the two parties, relating to any aspects of this Agreement, the parties shall first attempt to settle the dispute through mutual and amicable consultation.

In the event of agreement not being reached, the matter will be referred to Director, Gujarat Ecology Commission and the decision of the Director shall be final and binding on both the parties.

Signature of Agency

Signature of Director - GEC

**BILL OF QUANTITIES**

Brief Description of the works	Nos.	Rate quoted in Rs. per no,	Rate quoted in words	Total amount
1	2	3	4	5 (Col.2xCol.3)
<b>Reflected sign board:</b> Providing and fixing Reflected sign boards. Size: 18 inch. x 12 inch. As per Specification.	3460			
<b>Grand Total</b>				

1. Rate shall be inclusive of all Taxes, material required for painting writing, drawing Transportation and fittings etc. as per Specifications. Payment will be made as per actual work done considering unit rate quoted for each item.
2. Payment shall be made on completion of work and submission of satisfactory completion Certificate from Project In charge.

**Signature of Authorized Person**

**Reflected sign board**

Technical Specification:

<b>Description</b>	<b>Details</b>
<b>General Description</b>	<ul style="list-style-type: none"> <li>• Providing and fixing one Side Reflected sign boards made out of 3 mm Aluminum Composite Panel (ACP) of dimensions 18 inch x 12 inch plate</li> <li>• Multicolor eco solvent printing on radium materials</li> <li>• Glossy lamination</li> <li>• The letters, symbols, borders, pictures, etc. shall be made of same material- Reflected multicolor Sheet or reflected latter cutting.</li> <li>• The sign boards shall be installed at site on LED Streetlight pole and/or wall.</li> </ul>
<b>Sign Board Size</b>	18 inch x 12 inch
<b>Viewing</b>	Single Side
<b>Fitting Support on pole and/or wall</b>	Sign board fitting on pole and/or wall with necessary fitting like clamp and all materials
<b>Total Sign board</b>	3460 unit
<b>Name of Village</b>	Dandi, Matavad, Onjal, Samapar, Aat and Sultanpur

**Format of Certificate**

Certified that the specified work of concept, printing, supply and fabrication & installation [on site] reflected sign board for GANDHI project at **Dandi and different location** are completed as per terms and conditions of contract in all respect and have been executed in accordance with the approved drawing and technical specifications and entire satisfaction of GEC.

Signature  
Name & Designation  
(Official address)

Place:

Date:

Office seal