

# GOVERNMENT OF ODISHA



## H & UD DEPARTMENT SUNDARGARH MUNICIPALITY SUNDARGARH

### SELECTION OF ADVERTISING AGENCY FOR ALLOTMENT OF ADVERTISEMENT SPACE RIGHTS IN SUNDARGARH MUNICIPALITY AREA

PERIOD OF SALE OF BID DOCUMENTS :- From dt.26.09.2024 to dt.05.10.2024

LAST DATE OF RECEIVED BID DOCUMENTS :- Dt.07.10.2024 upto 1.30 PM

& TIME OF OPENING THE BID DOCUMENTS :- Dt.07.10.2024, 4.30 PM

COST OF TENDER PAPER :- ₹ 4,000.00

COST OF EMD :- ₹ 20,000.00

Name of the Bidder

MR No

/Dt

*[Signature]*  
EXECUTIVE OFFICER

SUNDARGARH MUNICIPALITY

SUNDARGARH, ODISHA.

**OFFICE OF THE SUNDARGARH MUNICIPALITY, SUNDARGARH**  
**EXPRESSION OF INTEREST (EoI)**

Notice No. 3732 Dt 25/09/2024

Executive Officer, Sundargarh municipality Sundargarh invites bid single cover sealed Expression of Interest (EoI) in offline mode from interested/ intending eligible proprietorship firm, partnership firm, Registered Co- operative society public limited company or private limited company register under relevant Act/s and dealing with advertising for "Selection of advertising agency for allotment of advertisement space rights in Sundargarh municipality area." DTCN alongwith terms & conditions can be obtained in the office of the Sundargarh municipality, Sundargarh during office hours on payment of ₹4,000.00 (Rupees:- Four thousand) only (not refundable) from dt.26.09.2024 to dt.05.10.2024. The quotation also available in the Sundargarh district portal i.e.sundargarh.odisha.gov.in. EoI without payment of paper cost and EMD in original shall not be accepted in any case and will be rejected summarily. The bidder must be accompanied with (i) cost of tender paper, (ii) EMD in original, photo copy of valid (iii) GSTIN (iv) Complete Organisation details, Authenticated proof of the Organisation (v) No Relation certificate (Appendix-A) (vi) Litigation certificate (Appendix-B). The sealed EoI and other documents will be received **offline on or before dt.07.10.2024 upto 1.30 PM and will be opened on the same day at 4.30 PM** in presence of the bidder or their authorized representatives. The authority reserves the right to accept or cancel any or all EoI without assigning any reason thereof.

  
Executive Officer  
Sundargarh Municipality

Memo 3733 Dt 25/09/2024

Copy to ADM, Sundargarh / SE, R&B, Division, Sundargarh for information and necessary action. They are requested to display (EoI) on the office notice board for wide publication.  
Copy to Municipality office notice board for wide publication.

  
Executive Officer  
Sundargarh Municipality

Memo No. 3734 Date 25/09/2024

Copy to Accountant/ Cashier for information. Cashier is directed to receive the documents cost and issue documents to bidder.

  
Executive Officer  
Sundargarh Municipality

Memo No 3735 /dt 25/09/2024

Copy to DeGM, Collectorate, Sundargarh with a request to publish the EoI in the district website portal.

  
Executive Officer  
Sundargarh Municipality

Memo No 3736 /dt 25/09/2024

Copy to The Director, I & PR Department, Government of Odisha, Bhubaneswar with a request to publish the "Expression of Interest" in an Odia daily for one day before dt.26.09.2024 for wide publication

  
Executive Officer  
Sundargarh Municipality

CHECK LIST TO BE FILLED UP BY THE BIDDER

Sl.No	Particulars	Reference as per DTCN	Whether furnished	Reference to Page No.
1	Cost of Bid in original			
2	Cost of EMD in original			
3	Valid Registration Certificate/ MSME			
4	Upto date GSTIN			
5	No Relationship Certificate			
6	Information regarding current litigation, debarring expelling of the tender or abandonment of the work by the tenderer			
7	Affidavit			
8	Works Experience Certificate			
9	Filled up and signed with seal copy of schedule EoI call notice			
10	Other, If any			

### TERMS AND CONDITIONS

- Sundargarh municipality, Sundargarh invites bid from interested/ intending eligible bidders who meet the eligibility criteria for selection of advertising agency at the specified places inside Sundargarh municipality area. The revenue generated through advertising will go to the advertisement firm and the advertisement firm would have to pay a fixed amount to Sundargarh municipality in the form of an authorization fees for the use of the advertising space. The fee as agreed is to be paid to Sundargarh municipality independent of the quantum of the revenue generated by the advertising firm through the commercial use of the space.
- 2 The details of bid documents specification, schedule and set of terms & conditions is available in the municipality office, Sundargarh in person on payment of ₹4,000.00 (Rupees:- Four thousand) Only towards cost of Eol documents in shape of Cash/ DD/ Banker cheque drawn on any Nationalized Bank in favour of Executive Officer, Sundargarh municipality payable at Sundargarh. The Eol will be available in the Sundargarh district portal i.e. Sundargarh.odisha.gov.in. Paper cost shall be paid as per the same method noted in DTCN downloaded online. Eol without payment of paper cost shall not be accepted in any case and will be rejected summarily. The cost of quotation/ Eol paper is not refundable.
  - 3 The bidder must be accompanied by EMD/ bid security in original amount of ₹20,000.00 (Rupees:- Twenty thousand) Only in shape of Cash/ DD/ Banker cheque/ National savings certificate/ Post office savings Bank account/ Post office Time Deposit/ Kissan Vikas Patra / Deposit Receipt of Schedule Bank drawn on any Nationalized Bank in favour of Executive Officer, Sundargarh municipality payable at Sundargarh. Expression of Interest without EMD in original shall not be accepted.
  - 4 The sale of Expression of Interest (Eol) documents start from dt.26.09.2024 to dt.05.10.2024. Request for Expression of Interest (Eol) documents through post will not be entertained.
  - 5 **Offline** bid documents consisting of technical & price bid shall be provided within a single envelope superscripted with name of work, Expression of interest call notice no & date. Submission of bids will be through the offline mode to the given address of authority.
  - 6 The completed & sealed Expression of Interest (Eol) should be sent on or before dt. 07.10.2024 upto 1.30 PM to the Executive Officer, Sundargarh municipality through registered/ speed post or in person only. The envelope containing the quotation/Eol documents should be superscripted with "Selection of advertising agency for allotment of advertisement space rights in Sundargarh municipality area." with Eol call notice no & date.
  - 7 The Expression of Interest (Eol)/ bid documents will be opened in the presence of tender committee of Sundargarh municipality on dt.07.10.2024 at 4.30 PM in the chamber of Executive Officer, Sundargarh municipality, Sundargarh in the presence of the bidders or their authorized representatives who wish to attend. If office happens to be closed for any reason on the date the receiving or opening of the tender as specified the tenders will be received/ opened in the next working day at the same time & venue.
  - 8 No bids will be received after scheduled date and time. The officer inviting the bid shall not be responsible for any postal delay and/ or non-receipt due to any frivolous reasons.
  - 9 Bidder should submit (i) Technical bid is to contain cost of bid document and EMD in original, self attested copies of valid registration/ MSME certificate, up-to-date GSTIN, No Relationship Certificate, litigation certificate, filled up and signed with seal of schedule appended to the Eol call notice and documents required as per DTCN.  
(ii) Financial/ Price bid/ BoQ is to contain the price bid duly filled and signed by the bidder.
  - 10 Bidder should carefully examine and analyze the quotation and to carry out its own investigation with respect to all matter related to the quotation, seek professional advice on technical, financial, legal and regulatory and taxation matters and satisfy itself of consequences of entering into any agreement and/ or arrangement relation to the quotation.
  - 11 The Quotationer should quote single rate for each item according to required specification wherever mentioned. More than one rate for a particular item will be summarily rejected.
  - 12 **The bidder shall quote their rate including cost of fitting, fixing, erection, all materials, labour, T&P, transporting, loading & unloading etc as per description in BoQ/ specification.**
  - 13 The rate shall be quoted inclusive of all taxes and duties if any.
  - 14 Any correction or over writing in the offer should be attested by the quotationer.
  - 15 The rate should be mentioned in both figures and words.

The approximate of estimated area is 9000 sqft hoarding and 3000 sqft kiosk. Beyond above area the bidder shall pay extra amount as fixed by Municipal council, Sundargarh.

The Offset price for the work is ₹ 6,50,000.00 (Rupees:- Six lakhs fifty thousand) only. The rate quoted below offset price is liable for rejection of tender and forfeited of EMD.

- 18 The Sundargarh municipality, Sundargarh will award the contract to the successful bidder whose quotation will be determined to be substantially responsive and who will offer the highest quoted price.
- 19 Executive Officer, Sundargarh municipality, Sundargarh will sign an agreement with the successful bidder for a period of 1 (one) year. This may be extended maximum up to 03 years with enhancement of 10% of the bid value for subsequent financial year subjected to satisfactory performance rendered by the service provider.
- 20 The bidder shall submit the quotation/ expression of interest schedule duly signed by him with seal.
- 21 The materials/ parts will be inspected by the Executive Officer/ Engineering person of Sundargarh municipality/ or any competent authority authorised by municipality.
- 22 Any material/ parts found defective are to be replaced immediately free of cost.
- 23 The quotationer/ bidder shall not sublet, transfer or assign any part of the full work of this award without prior written permission from the Executive Office, Sundargarh municipality.
- 24 All bids received will remain valid for a period of 90 days. The deadline date for submission of bids and validity of bids can also be extended, if agreed to by the bidder and the Department.
- 25 By written notice of the Executive Officer, Sundargarh Municipality should suspend the agreement if the bidder fails to perform any of his obligations as per the terms and condition of the contract/ agreement including accruing out the services, such notice of suspension shall:
  - i A specify the nature of failure.
  - ii Executive Officer, Sundargarh Municipality, Sundargarh may terminate the contract by not less than 30 days written notice of termination to the successful bidder on occurrence of any of the events specified below and / or as specified in the terms and conditions/ agreement. The decision of the Executive Officer Sundargarh Municipality shall be final and binding on the supplier/ service provider.
  - iii If the bidder becomes insolvent or bankrupt.
  - iv If a result of force majeure, the bidder unable to perform a material portion of the service for a period of not less than 30 days.
  - v If the service provider/ supplier is found to be engaged in corrupt or fraudulent practices in competing for or in implementation of the project.
- 26 The EMD shall be forfeited on the following grounds :
  - i If the bidder withdraws the bid after bid opening during the period of bid validity.
  - ii If the bidder does not accept the correction of the bid price.
  - iii In the case of a successful bidder fails to sign the agreement/ contract or deposit the tender amount within the specified time limit .
  - iv In case the statements, documents and certificates submitted during submission of bid by the bidder is found false/ fabricated/ bogus,
  - v If the successful bidder fails to execution of work within the period mentioned in the work order.
  - vi If the bidder does not replace any defects in the product/ work within days of being informed about the same.
- 27 Quotation/ Expression of Interest (Eoi) shall not be considered through Power of Attorney
- 28 Government advertisement policy should be followed during execution.
- 29 Government and Official hoarding should be displayed as and when required in free of cost.
- 30 Award of contract will be issued by post/ hand/ email.
- 31 Any dispute arises between bidder & office, the decision of the Council will be final and binding to both parties.
- 32 The authority reserves the right to reject any or all the tenders without assigning any reason thereof.

**NO RELATIONSHIP CERTIFICATE**

I/ We hereby certify that I/ we am/are related/ not related to any officer of the Sundargarh Municipality in the rank of Asst. Engineer or above I/ we am/are aware that if facts to be proved false my/ our contract will be rescinded with forfeiture of EMD and ISD and I/ We shall be liable to make good loss or damage resulting from such cancellation.

**Full Name of the Tenderer**

1. Address for correspondence-  
Phone No: \_ \_ \_ \_ \_

Alternative phone No \_ \_ \_ \_ \_

2. Permanent Native address-  
Village. ....  
Dist .....

Post .....  
PIN \_ \_ \_ \_ \_

**Signature of Bidder**

**INFORMATION REGARDING CURRENT LITIGATION, DEBARRING EXPELLING OF TENDERED OR ABANDONMENT OF WORK BY THE TENDERER**

- 1 Is the tenderer currently involving in any litigation relating to the works. If yes, give details: Yes / No
- 2 Has the tenderer or any of its constituent partners been debarred/ expelled by any agency in India during the last 5 years. Yes / No
- 3 Has the tenderer or any of its constituent partner's failed to perform on any contract work in Sundargarh Municipality If yes, give details: Yes / No

Note: If any information in this Appendix is found to be incorrect or concealed, qualification application will be summarily be rejected.

**Signature of Bidder**

**LETTER FOR SUBMISSION OF PROPOSAL**

**[To be filled in by the Bidder]**

Note: (1) Additional conditions appended to the EoI will make the tender liable for rejection.  
(2) Non-submission of EMD in proper shape and other required documents as detailed hereinafter shall make the tender liable for rejection.

To

**The Executive Officer,  
Sundargarh Municipality.**

Sub: Tender for the Work Selection of advertising agency for allotment of advertisement space rights in Sundargarh municipality area.

Dear Sir,

With reference to the above, we are to inform you that in response to your above referred NIT, we have downloaded the Detailed Tender Call Notice (DTCN) and that after having thoroughly examined the same, we hereby tender for the work to execute the work within the stipulated time and in conformity with the relevant clauses of the DTCN along with all related statutory rules and regulations for the amounts as quoted in the accompanying price bid.

2) I/We have studied, acquainted and satisfied ourselves with the site/ area and its working conditions for the successful and timely execution of the work.

3) Our offer is unconditional and is in conformity with the requirements of the DTCN. We understand that any additional condition put by us in the tender/ EoI shall make our tender liable for rejection.

4) I/We understood that you are not bound to assign any reason in case of rejection of our tender.

5) I/We agree to keep our offer open for a minimum of 90 (ninty) days from the date of opening of the Price bid. Further extension of validity will be our prerogative.

Should this tender be accepted, we hereby agree to abide by and fulfill all the terms and provisions of this Detailed Tender Call Notice (DTCN).

Thanking

Yours faithfully,

**Signature of the Bidder**

Annexure III

SPECIMEN AGREEMENT FORM

This agreement made the \_\_\_\_\_ day of \_\_\_\_\_ 20241 between \_\_\_\_\_ (Name and address of the firm/organization) (herein after called "the Employer") and (name and address of the contractor) (herein after called "the Contractor" of the other part.

Whereas the Employer is desirous that the Contractor execute (name and identification number of Contract) (herein after called "The Works") and the Employer has accepted the bid by the contractor for the execution and completion of such works and the remedying of any defect therein.

NOW THIS AGREEMENT WITNESSETH as follows :

1. In this agreement , works and expression shall have the same meaning as are respectively assigned to them in the, conditions of Contract herein after referred to, and they shall be deemed to form and be read and constructed as part of the sgreement.
2. In the consideration of the payment to be made by the Employer to the Contractor as herein after mentioned, the Contractor here by covenants with the Employer to execute and complete the Works and remedy any defects there in conformity in all respects with the provisions of the Contract.
3. The Employer hereby covenantys to pay the Contractor in consideration of the execution and completion of the works and the remedying of the defects wherein the Contract price or such other sum as may become payable under the provision of the Contract at the times and in and the manner prescribed by
4. The following documents shall be determined to form and be read and constructed as part of this agreement Viz.
  - i. Work Order issued time to time.
  - ii. Contractors Bid.
  - iii. Condition of Contact.
  - iv. In the witness whereof the practice have caused this Agreement to be executed the day and year first before written.

The common seal of \_\_\_\_\_  
 Was hereunto affixed in the presence of \_\_\_\_\_  
 Signed, Sealed and delivered by the said \_\_\_\_\_.  
 in presence of \_\_\_\_\_  
 Binding signature of the Employer \_\_\_\_\_

Binding signature of the Contactor \_\_\_\_\_

**Note:** The format is subject to modification as per decision/ suggestion of Bid Evaluation Committee as per requirment.

**Activities:- Selection of advertising agency for allotment of advertisement space rights in Sundargarh Municipality area.**

Description	Qty.	Unit	Offset Price	Amount
2	3	4	5	6
Collection of license fees for display of Hoarding inside Sundargarh Municipality area.	12 Month	Yearly	₹ 6,50,000.00	

1 I/ We have gone through the tender document, terms and conditions/ bills of quantities, areas visit

3 My/ Our quoted amount is .....% (..... percent) Excess over the Offset price.

2 I/ We hereby quote an amount ₹. .... (Rupees.....) only for Collection of license fees for display of Hoarding inside Sundargarh Municipality area.

**Signature of bidder with seal**

I Sri ..... of ward no. .... Certify that, I will abide by the rule and regulation for collection of license fees for display of hoarding inside Sundargarh municipality as per the terms & conditions laid down in the bid. I will manage and maintenance of collection of license fees for display of hoarding inside Sundargarh Municipality smoothly.

**Date:**

**Signature of the Bidder**