



SAMBALPUR MUNICIPAL CORPORATION: SAMBALPUR  
Odisha - 768001  
Phone No. 0663-2411316 / E Mail : [sambalpurm.hud@nic.in](mailto:sambalpurm.hud@nic.in)



Letter No: 11940 /SMC Date: 27/12/2022

### QUOTATION CALL NOTICE FOR IEC ACTIVITIES WITHIN SMC AREA

Sealed quotations are invited from the reputed firm/organization/solo proprietor/agency for the works of the IEC Activities within Sambalpur Municipal Corporation area.

The Tender Paper along with details specifications and eligibility criteria of the above works can be downloaded from website- [www.sambalpur.nic.in](http://www.sambalpur.nic.in) & [www.sambalpur.nic.in](http://www.sambalpur.nic.in) . The bidders are required to submit the Quotation complete in all respect which should reach on or before **19/01/2023 up to 5.30pm** at the Sambalpur Municipal Corporation in a sealed envelope super scribed as **"Tender for IEC activities within SMC area"**.

The tender document should be enclosed with non refundable application fee of Rs. 5000/- (rupees five thousand only) as demand draft in favour of Commissioner, Sambalpur Municipal Corporation payable at Sambalpur. The tender will be opened on dt: **20/01/2023 at 11.00am** in the office chamber of the Commissioner, Sambalpur Municipal Corporation. All the bidders are requested to remain present personally during tender opening or send their authorised representative.

All the bidders are requested to specify the nature of works as mentioned above on the top of the envelope containing the bid documents. The undersigned reserves the right to accept or reject any or all the tender without assigning any reason thereof.

  
Commissioner  
Sambalpur Municipal Corporation

Memo no. 11941 / SMC dtd. 27/12/2022

Copy to M.I.S., Sambalpur Municipal Corporation. He is directed to upload the notice in the ULB website i.e. [www.smcsambalpur.nic.in](http://www.smcsambalpur.nic.in) & [www.sambalpur.nic.in](http://www.sambalpur.nic.in) .

Copy to be displayed in the SMC Office notice board for wide circulation.

  
Commissioner  
Sambalpur Municipal Corporation

## **DISCLAIMER**

The information contained in this Tender call notice (hereinafter referred to either as "TENDER") document provided to the Bidders, by the Commissioner, Sambalpur Municipal Corporation, Sambalpur hereinafter referred to as SMC, or any of their employees or advisors, is provided to the Bidder(s) on the terms and conditions set out in this TENDER document and all other terms and conditions subject to which such information is provided.

The purpose of this 'RFP document is to provide the Bidder(s) information to implement the following assignment: **"Selection of a Registered Agency/ Registered Firm for IEC Activities under Sambalpur Municipal Corporation Area"**. This Tender document does not purport to contain all the information each Bidder may require. This Tender document may not be appropriate for all persons, and it is not possible for the SMC, their employees or advisors to consider the business/investment objectives, financial situation and needs of each Bidder who reads or uses this Tender document.

Each Bidder should conduct its own investigations & analysis and should check the accuracy, reliability & completeness of the information in this Tender document and wherever necessary obtain independent advice from appropriate sources. SMC, their employees and advisors make no representation or warranty and shall incur no liability under and law, statute, rules or regulations as to the accuracy, reliability or completeness of the Tender document.

SMC may, in its absolute discretion, but without being under any obligation to do so, update amend or supplement the information in this Tender document.

  
COMMISSIONER, SMC

### **Definitions**

- a) "SMC" means the Sambalpur Municipal Corporation, Sambalpur
- b) "Client" is the Commissioner, Sambalpur Municipal Corporation, Sambalpur
- c) "IEC" means Information, Education and Communication in different means which will bring awareness among citizen. The IEC may be required for sanitation, SBM, SWM and any other activities as and when required by this office.
- d) "Agency" means any entity or person that may provide or provides the Services to the Client under the Contract.
- e) "Day" means calendar day.
- f) "Instructions to Agencies" means the document which provides interested Agencies with the information needed to prepare their respective Proposals.
- g) "LoI" means the "Letter of Intent" being sent by the Client.
- h) "Personnel" means professional and support staff provided by the Agency and assigned to perform the Services or any part thereof.
- i) "Proposal" means Technical Proposal and the Financial Proposal.
- j) "Tender" means the Tender Call Notice circulated by the Client for the selection of Agency(s).
- k) "Assignment/job" means the work to be performed by the Agency pursuant to the Contract.
- l) "Terms of Reference" (ToR) means the information included in the tender which explain the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the Client and the selected Agency(s).
- m) "Competent Authority" means Commissioner, Sambalpur Municipality Corporation, Sambalpur

## 1. ABOUT SAMBALPUR MUNICIPAL CORPORATION:

Sambalpur is a Municipal Corporation in the state of Orissa, India. It is the headquarters and the largest town of Sambalpur district. Sambalpur Municipal Corporation has been notified by a merger of old Sambalpur Municipality, old Burla NAC, old Hirahud NAC and seven Gram Panchayats (GPs) from Dhankauda block and five Gram Panchayats (GPs) from Maneswar block. The Sambalpur Municipal area of 303 sq. kms includes 33.66 sq. kms of old Sambalpur municipal area, 87.30 sqkms old Burla NAC area and 49.02 sqkms of Hirakund area and other GPs.

## 2. OBJECTIVE OF SMC

The objective of Sambalpur Municipal Corporation is to provide civic services to the inhabitants of the town and extend basic facilities to the area and people which include cleaning and sanitation work, street lights and its maintenance, supply of water, construction and maintenance of roads, drains, culverts, community centers, renovation of ponds, controlling mosquito and health hazards, regulating growth of the town in a planned manner, uplifting the status of the poor & destitute, implementing all kinds of welfare schemes of Government, taking steps to beautify the town and more provisions for convenience of the people through Market complexes, Ponds, Kalyanmandaps, Town halls, Guesthouses and such other functions to enrich the living of the people of the town.

IEC is an important activity of the ULB to bring awareness and consciousness among citizens about various activities undertaken through different govt. schemes and program. IEC activities are executed in different forms to reach messages at grass root level.

## 3. DATA SHEET

1	Name of the Work	<b>Selection of a Registered Agency/ Registered Firm for IEC Activities in Sambalpur Municipal Corporation Area</b>
2	Name of the issuer of this tender	Municipal Commissioner, Sambalpur Municipal Corporation, Sambalpur
3	Availability of Bid Documents in website: <a href="http://www.smcsambalpur.nic.in">www.smcsambalpur.nic.in</a> <a href="http://www.sambalpur.nic.in">www.sambalpur.nic.in</a>	27 <sup>th</sup> December, 2022
4	Last Date for Submission and Receiving of Bid	19 <sup>th</sup> January, 2023 up to 5.30 P.M.
5	Date of Bid Opening (Technical)	20 <sup>th</sup> January, 23 (11.00 A.M.)
6	Place of Bid Opening	Conference hall of Sambalpur Municipal Corporation, Sambalpur
7	Address of Communication	Municipal Commissioner, Sambalpur Municipal Corporation, Durgapali, Sambalpur-768006
8	Ernest Money Deposit (EMD)	As per the office memorandum 8943/ F/FIN-COD-MISC-0007-2019 dtd.18.03.2021, 18281/WD dt.31.12.2021 & 8475/F dtd.05.04.2022 no provision regarding bid security should be kept in the bid document and only for bid security declaration to be furnished by the bidder.
9	Tender Fee / Bid Cost	Tender Document fee in shape of Demand Draft from any scheduled commercial bank in favour of "Commissioner, Sambalpur Municipal Corporation", payable at Sambalpur for Rs. 5,000/- (Rupees five thousand only) towards cost of tender document is to be furnished by the bidder along with the Technical Proposal. Proposals Without the requisite Document Fee shall be treated as non-responsive and rejected out rightly.
10	Validity of Proposal	Proposals must remain valid 180 days after the submission of Bid Document
11	Bid Document Submission	Bid document will be submitted through Speed Post or Registered Post or Courier only.

**Note:**

1. Commissioner, Sambalpur Municipal Corporation has reserves the right to change all /any schedule of bidding process. Please visit [www.sambalpur.nic.in](http://www.sambalpur.nic.in) and [www.smcsambalpur.nic.in](http://www.smcsambalpur.nic.in) regularly for the same.
2. The Tender/ Bid document must be submitted on or before the prescribed date, time and venue mentioned in the data sheet. Proposals received after cut - off date and time shall be summarily rejected.

**4. CHECK LIST OF DOCUMENT TO BE SUBMITTED BY THE BIDDERS ALONG BID DOCUMENT:**

1. Application form as per Annexure-I
2. Firms / Organization Name & Status
3. Permanent Account Number (PAN)
4. Details of Goods & Service Tax Registration (GST)
5. Trade license from Local Authority(in case the agency is based in any urban local body area)
6. Experience with Govt. Dept. /ULBs. (preferable)
7. Undertaking for not being blacklisted (Annexure - II).
8. Affidavit on non - judicial stamp paper (Rs.20.00) in support of authenticity of credentials (Annexure-IV)
9. Particulars of Registration / Clearance (if any) from the appropriate Authorities for running of IEC Activity Agency/Firm (preferable)
10. Bid Document Cost(D.D): Rs.5000/-
11. EMD: Bid security declaration as per Annexure-V
12. ITR field for F.Y. 2019 -20 / 2020 -21 / 2021 -22.
13. Financial bid as per Annexure-VI

**5. DETAILED TENDER CALL NOTICE (DTCN):**

In order to provide the service for IEC activities under Sambalpur Municipal Corporation, Sambalpur Odisha the selected Firm /service provider/Agency should supply the required materials and service as and when required basis.

**Detail Description of Work/ Activity**

Sl. No	ITEM	SPECIFICATION
1	Flex Banners (Designing and Printing)	340 GSM Different size as per requirement
		250 GSM Different size as per requirement
		180 GSM Different size as per requirement
2	Cloth Banner for indoor use (Designing and Printing)	Good quality
3	Fixing/mounting/ pasting of banners	on iron hoarding structure/ walls
	Fixing/mounting/ pasting of Bill Boards	On bamboo hoarding structure/ walls with iron frame
4	Cut-out / pole kiosk	on iron frame
5	Sun pack	-
6	Placard with handle	Standard size 1'x2'
7	Glow sign board (Designing and Printing)	Box with light fitting

8	Vinyl sticker / Posters (Designing and Printing)	-
9	Paper sticker/ Posters (Designing and Printing)	-
10	Glossy Leaflet (Designing and Printing)	Both side Multicolour 24.5cm x 18cm
11	Non glossy Leaflet (Designing and Printing)	Both side Multicolour 24.5cm x 18cm
12	Register (with board binding)	Size:-30cm x 20cm 100 pages
		Size:- 30cm x 20cm 200 pages
13	Folder (for meeting)	Reusable plastic
14	Folder (for Conference)	Jute / resin
15	Standy (flex banner pasted on iron frame (Designing and Printing))	Multi colour
16	Selfe standy ( Decorated on Iron Frame)	Multi colour
17	Certificate without frame (Designing and Printing)	Multi colour A4 size & 180GSM
18	Certificate with frame (Designing and Printing)	Multi colour A4 size & 180GSM with wooden/plastic frame
19	Wall Painting	Only text with multi-color
		Text with pictures, multi colour
20	ID Card (Designing and Printing)	Made up of plastic with loop
21	NukkadNatak /street play	By professional artists
22	Decoration of Publicity vehicle / mobile awareness Ratha (Vehicle with driver & fuel @ 10km/ltr along with public address system will be arranged by the Agency)	Using iron frame and flex banner Vehicle Branding through venyle Pasting
23	Decoration of Publicity vehicle / mobile awareness Ratha (Vehicle will be Provided by SMC)	Using iron frame and flex banner Vehicle Branding through venyle Posting
24	Message broadcast on Radio and local TV Channels	-
25	Message broadcast in Cinema Halls	-
26	T-shirt supply with branding	-
27	Cap supply with branding	-
28	Badges supply with branding	Cotton
		Metal
29	Coffee Mugs supply with branding	-
30	Brochure (Designing and printing)	On Good quality glossy and non-glossy paper
31	Preparation of Rathes (including vehicles) for IEC (Designing and Printing and installation of Iron frame by SMC)	-
32	Sun board with venyl pasting	-
33	Wall mount ( Standoff by steel alloy) Acrylic Sandwich Board ( with content)	Transparent glass but not as fragile with UV resistant to protect the picture /content from fading under sunlight /florescent light
34	Acrylic double side multipurpose sign/logo holder	Thickness 3mm, A 5 portrait, double sided L /T - shaped
35	Acrylic double side multipurpose desk name plate /sign/logo holder/ display/ table stand	Double sided, Transparent, 8"x 2" size

36	Notice / Bulletin/ Display velvet Board with frame ( Alloy aluminum)	Round edged Pin up soft board with mounting	
37	Double sided white and chalk board	Laminated, Nonmagnetic, scratch free with mounting	
38	Printing of receipt book / ticket book with IEC Message	With serial number as per the requirement.	
39	Flag	Polyster	With branding
			Without branding
		Cotton	With branding
			Without branding
		Recyclable polythene	With branding
			Without branding
40	Flag pole /stick (1mtr,3mtr,5mtr&7mtr)	Bamboo	
		Stainless steel	

Note :- If any further clarification, the intending Agency may contact Sanitation cell during the office hour.

#### 6. ISSUE OF TENDER DOCUMENTS:

Tender documents can be downloaded from the website: [www.smcsambalpur.nic.in](http://www.smcsambalpur.nic.in) and [www.sambalpur.nic.in](http://www.sambalpur.nic.in) as per the dates mentioned below:

(i)	OPEN ON	27 <sup>th</sup> December. 2022
(ii)	CLOSES ON	19 <sup>th</sup> January. 2023 up to 5.30 P.M.

#### 7. TENDER DOCUMENT FEE

Tender Document fee in shape of Demand Draft from any scheduled commercial bank in favour of "Commissioner, Sambalpur Municipal Corporation", payable at Sambalpur for Rs. 5,000/- (Rupees five thousand only) towards cost of tender document is to be furnished by the bidder along with the Technical Proposal.

#### 8. EARNEST MONEY DEPOSIT

As per the office memorandum 8943/ F/FIN-COD-MISC-0007-2019 dtd.18.03.2021,18281/WD dt.31.12.2021 & 8475/F dtd.05.04.2022 no provision regarding bid security declaration should be kept in the bid document and only for bid security declaration to be furnished by the bidder.

#### 9. DATE OF SUBMISSION OF TENDER:

The last date of receiving of tender documents is up to 5.00 P.M. of 20<sup>th</sup> January. 2023. The bidders are required to submit their filled bids along with other required enclosures with the Bid by Courier/Registered Post / Speed Post only. The documents submitted by bidders in other means will not be considered and accordingly rejected.

#### 10. THE ELIGIBLE BIDDERS:

The bidder should have specialized in IEC Activities can participate singly and no consortium of bidder is allowed. Appropriate valid documents to establish the status of the bidder must be submitted along with the bid documents by the bidder.

#### 11. QUALIFYING CRITERIA FOR THE WORK:

Sl. No.	Eligibility Criteria	Remarks / Comments
1.	The Bidders' must be registered with appropriate statutory authority of the States/ Government of India as on the date of submission of Bid.	Eligible Bidders are required to submit a copy of the appropriate registration document wherein the instant desired information about their status shall be indicated /available.

- The bidder participating has to quote price for all the items mentioned in point no. 05 failing which the bid document shall not be taking in to consideration for further process.
- Besides, documents mentioned in point no. - 4 (Check List) shall be added to qualifying criteria.

## 12. PROCEDURE FOR SUBMISSION OF TENDERS:

Completed and sealed tender documents should be submitted in Single cover both the document for minimum eligibility and financial proposals.

(i) The tender documents downloaded by the bidder duly filled in & signed by authorized signatory of the bidder, on all pages of the Tender, as proof of accepting the conditions of contracts.

(ii) Documentary evidence in support of basic minimum eligibility/ qualifying criteria in accordance with tender document stipulations in the form of **certified copies as per annexure - I**

***Copies of all the certificates submitted, should be duly self - certified by the bidder***

### ***Selection process***

The bidder who will qualifying the minimum eligibility criteria and quoted the lowest price is selected as L1 and subsequent the agreement will be made with the bidder. In case the bidder quoted L1 price for maximum items but not for all the items for which tender invited, then the agency will be selected as L1 after negotiating the price for all the items. Preference will be given to the agency who will quote the price for maximum number of items mentioned in the tender document.

## 13. Award of contract

The SMC will award the contract to the successful bidder whose quotation will be determined to be substantially responsive and who will offer the lowest quotation price.

- a) Notwithstanding the above, the SMC 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 without assigning any reasons thereof.
- b) The successful bidder should supply the required items within the time span as desired by the undersigned. The work of emergency nature has to be dealt with sincerely. The contents and prototypes shall be provided by SMC and incase required, the contents shall be developed by the service provider as per the instruction of SMC.
- c) The payment will be made on successful delivery and certification from concern section.
- d) In case more than one bidder quoted with same quoted price for same item & category and the quoted price of them become lowest, then the tender accepting authority will finalize the tender through a transparent lottery system in presence of authorized representatives of the bidder.
- e) Work order to the successful bidder to be provide as and when required by SMC.
- f) The transportation and installation cost while executing the work shall be borne by the Agency.
- g) The undersigned reserves the right to accept or reject any or all the tenders without assigning reason thereof. In case the service delivered not satisfactory, penalty up to 20% shall be levied from the bill amount.
- h) The selected Agency will also be provided the work order for execution of the items included in tender as and when required by this office other than IEC.

## 14. ADDRESS OF COMMUNICATION FOR SUBMISSION OF TENDERS:

Completed and sealed tender documents should be submitted **through Registered Post/ Speed Post /Courier only** in given office Address, and in no other means to:

Municipal Commissioner,  
Sambalpur Municipal Corporation,  
Durgapali, Sambalpur  
Odisha, PIN -768006

  
COMMISSIONER, SMC

#### **15. TAXES AND DUTIES:**

The rates quoted in price bid shall be inclusive of all duties, taxes, service tax / GST, incidental, overheads, transportation, installation, labor charges etc. and other levies payable by for execution of the Contract or for any other cause as applicable on the last date of submission of Tender and shall remain firm during the entire period of contract.

#### **16. SIGNING OF AGREEMENT (AS PER ANNEXURE - III):**

An Agreement is to be executed by the successful bidder on award of work as per the enclosed format of bid document within 07 days from the date of issue of Work Order.

**17. TECHNICAL & FINANCIAL / COMMERCIAL TERMS AND CONDITIONS:** Bidders are requested to read carefully the terms and conditions. It is essential for the bidder to accept un-conditionally all the terms and conditions indicated in the bid document and submit their confirmation / compliance at relevant annexure enclosed.

**18. CORRECTION / OVER WRITING:** Corrections where unavoidable, shall be made by crossing out and rewriting duly authenticated with full signature and date by the Bidder. Erasing or over - writing in the tender documents may disqualify the tender.

**19. COST OF BIDDING:** The bidder shall bear all costs associated with the preparation and submission of his bid and the issuing authority will in no way be responsible and liable for those costs. The Bidder shall closely study scope, all conditions & specification in detail, which govern the rates for which he is tendering.

**20. PERIOD OF WORK:** Commissioner, Sambalpur Municipal Corporation, Sambalpur will sign an agreement with the successful bidder for a period of 1 (one) years. Commissioner, Sambalpur Municipal Corporation, Sambalpur may extend the agreement for a further period as per cost proposed in the financial bid subjected to satisfactory performances rendered by the service provider.

**21. BID VALIDITY:** The validity period of the tenders shall be 180 days from the date of submission of Tender. Further extension of Bid validity may be requested if situation warrants. However, conditional extension of bid validity or any change /modification in the offer submitted by the bidder while extending the bid validity shall not be agreeable. The tenderer shall not, during the said period or within the period extended by mutual consent, revoke or cancel his tender or alter the tender or any terms / conditions thereof without consent in writing of the company. In case if the tenderer fails to abide by the above stipulation, the Commissioner Sambalpur Municipal Corporation, Sambalpur will be entitled to forfeit the Earnest Money and reject the tender.

**22. EXTENSION OF DATES:** The Commissioner, Sambalpur Municipal Corporation reserves the right to postpone the date of receipt and opening of tenders or to cancel the tenders without assigning any reason whatsoever.

**23. SUBLETTING:** No subletting of work as a whole or partially by the bidder is permissible. Neither consortium nor joint venture is allowed.

**24. LITIGATION:** In case the selected bidder enters into any litigation, such action should have to be taken in a court of law within the jurisdiction of the Sambalpur, District.

**25. ONE BID PER BIDDER:** Each Bidder shall submit only one Bid, either as a partner in a partnership firm or a public limited firm / company or a proprietorship firm or Trust or NGO.

**26. LANGUAGE OF BID:** All documents relating to the Bid shall be in the English language. In case, if any document is submitted which is written in any language other than English, an appropriate translation in English of the same to be submitted along with the bid document.

**27. CURRENCY OF BID AND PAYMENT:** The unit rates and prices shall be quoted by the Bidder entirely in Indian Rupees.

**28. CONFIDENTIALITY:**

The successful bidder shall maintain all the confidentiality of their records & workings and shall not disclose to any agency without prior permission of Commissioner, Sambalpur Municipal Corporation.

**29. FORCE MAJEURE:**

Any Non-Performance of the provision due to Natural Calamities, Prohibition by Statutory Strikes shall be excused for non-performance.

**30. NOTICE:**

Any notice, request, demand, approval, consent of other communication provided or permitted shall be in writing and given by personal delivery or registered post or Courier.

**36. CAUSES FOR TERMINATION OF AGREEMENT / CONTRACT:**

By written notice of Commissioner, Sambalpur Municipal Corporation should suspend the agreement if the Bidder fails to perform any of his obligations as per the terms & conditions of the contract / agreement including carrying out the services, such notice of suspension shall:

- a) specify the nature of failure
- b) Commissioner, Sambalpur Municipal Corporation, Sambalpur 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 Terms & Conditions / Agreement. The decision of the Commissioner Sambalpur Municipal Corporation shall be final and binding on the Supplier/ service provider.
- c) If the Bidder becomes insolvent or bankrupt.
- d) If, as a result of force majeure, the Bidder is unable to perform a material portion of the services for a period of not less than 30 days:
- e) If, the service provider/ supplier is found to be engaged in corrupt or fraudulent practices in competing for or in implementation of the project.
  - Failure to comply with the statutory requirements and applicable Acts / Rules / Regulations.
  - Criminal indictment of the promoters, member/s of the Board of Directors, chief functionaries for operation and management of the services.

**Application Form:**

Name of Work:

I/We do hereby offer to execute the above work for different wards under Sambalpur Municipal Corporation, Sambalpur as per the specified scope of work in the tender document, at rate / offered in the price bid for the period and the terms & conditions as detailed in the Bid Document.

Sl. No.	Particulars	To be filled by the Bidder (Along with the supporting documents , if any to prove / justify the eligibility , wherever applicable)
1	Name of the Bidder	
2	Status of the Organization	Copy to be Attached
3	Nature of Business / Activities of the Bidder	
4	Complete Office Address	
5	Phone & Fax Number	
6	E - mail ID	
7	Income Tax - PAN	Copy to be Attached
8	Service Tax Registration Details (GSTN)	Copy to be Attached
9	Affidavit for not being blacklisted by any Govt. Dept. / Agency / PSU.	Copy to be Attached
10	Affidavit on non - judicial stamp paper in support of authenticity of credentials (as per Annexure)	Copy to be Attached
11	Power of Attorney (in case the tender is signed by an authorized representative of the tenderer)	Copy to be Attached
12	Details of Bid Document Fees	
13	Details of Earnest Money deposit	Declaration to be submitted
14	Any award and recognition from govt. agencies for implementation of execution of projects of similar nature	Copy to be Attached
15	Work Experience	Work order/ Supply order/Completion certificate to be attached
16	Work Experience with Govt.	Work order/ Supply order/Completion certificate to be attached
17	Work experience with ULBs	Work order/ Supply order/Completion certificate to be attached

Signature of applicant with official seal:

Name in full:

Designation:

**DECLARATION FOR NOT BLACK LISTED**

Date.....

To,

The Commissioner,  
Sambalpur Municipal Corporation,  
Sambalpur

Ref.: Tender No. ....

Dear Sir,

I / We ..... hereby confirm that our firm has not been banned or blacklisted by any government organization/ financial institution/Court/ Public sector Unit/ Central Government till date.

Signature of Bidder.....

Place:

Name.....

Date:

Designation.....

Seal

  
COMMISSIONER, SMC

**SPECIMEN AGREEMENT FORM**

This agreement made the ..... Day of ..... 2022 between .....(Name and address of the firm/organization) ( hereinafter called " the Employer" ) and( name and address of contractor ) ( hereinafter called " the Contractor " of the other part).

Whereas the Employer is desirous that the Contractor execute .....(name and identification number of Contract) ( hereinafter 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 defects therein.

NOW THIS AGREEMENT WITNESSETH as follows:

1. In this agreement, works and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to, and they shall be deemed to form and be read and construed as part of this agreement.

2. In consideration of the payment to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the Works and remedy any defects therein conformity in all respects with the provisions of the Contract.

3. The Employer hereby covenants 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 provisions of the Contract at the times and in the manner prescribed by the Contract.

4. The following documents shall be deemed to form and be read and construed as part of this Agreement Viz.

- Work Order issued time to time
- Contractor 's Bid.
- Conditions of Contract.

\* IN witness whereof the parties 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 Employer .....

Binding signature of the Contractor.....

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

**ANNEXURE -IV**

**PROFORMA FOR AFFIDAVIT TO BE SUBMITTED BY THE BIDDER**

(To be submitted along with the bid document that, a bidder chooses to bid in cases where the bidder desires to supply /make the IEC activity, as per the scope of work, from their own resources or from some outside Agency.)

**Non Judicial Stamp Paper (minimum value of ₹ 20.00).**

**AFFIDAVIT**

I / We, -----, Partner / Legal Attorney / Accredited  
Representative of M/s -----, solemnly declare that:

1. I / We am / are submitting Tender for the Work -----  
-----for IEC activities vide Bid  
No.:.....dated.....

2. I/We confirm that I / We will provide the service / Supply of IEC material/ IEC Activity for the instant work which are either of my own or have been acquired by way of purchase or hire or lease on rent from different companies / concerns and I would be responsible for the work assignment for performing the work under the contract.

Signature of the Bidder

Dated:

Signature & Seal of Notary

  
**COMMISSIONER, SMC**

**BID SECURITY DECLARATION**

(On the Bidder's **Letter Head**)

Tender Call Notice No. \_\_\_\_\_ date \_\_\_\_\_

To

The Commissioner  
Sambalpur Municipal Corporation  
Sambalpur.

I/We, the undersigned, declare that:

I/We understand that, as per Clause no. 4 of NIT, bids must be supported by a Bid Security Declaration in lieu of Earnest Money Deposit

I/We hereby accept that I/We may be disqualified from bidding for any contract with you for a period of **Three** years from the date of disqualification as may be notified by you, if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn or unilaterally modified/amended/ revised/impaired or derogated from the tender in any respect, my/our Bid during the period of bid validity or its extended period, if any or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity specified in the bid document

(i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security/ Bank Guarantee, in accordance with the Instructions or (iii) fails to commence the execution of the work in accordance with the terms and conditions and within the specified time.

c) If the bidder is found indulging in any corrupt, fraudulent or other malpractice in respect of the bid;

or

d) If there is a discrepancy between words and figures quoted by the bidder and the bidder does not accept that the amount in words prevails over amount in figure.

I/We understand this Bid Securing Declaration shall cease to be valid, if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid as specified in the bid documents.

Place:

Date :

Signature of the Tenderer  
Name/Organization  
Seal

**FINANCIAL BID**

**(1) GENERAL INFORMATION TO THE BIDDER FOR QUOTING OF PRICE BID:**

**IMPORTANT NOTE**

1. Service Tax (GST) & Toll Tax (if applicable) shall be paid separately as per prevailing norms.
2. No conditional offer shall be accepted.
3. TDS will be deducted as per applicable rate of income tax.

**INSTRUCTION TO BIDDERS FOR QUOTING THE RATES**

1. Rates is to be quoted in figure, quoted rate should be Indian Rupees only.
2. It is to be noted that irrespective of type or hand written, the correction should be avoided.

***(Corrections where unavoidable, shall be made by crossing out & re - writing, attested with full signature and date by the tenderer. Erasing or overwriting in the tender documents may disqualify the tender)***

3. In case of any discrepancies found between figure & words quoted by the bidder, the rate mentioned (quoted) in words will be accepted.
4. Bidders should quote their rate including all applicable Taxes. Quoted rate shall be firm during the entire period of contract.

  
**COMMISSIONER, SMC**

**(2) THE BIDDERS ARE REQUIRED TO QUOTE THEIR PRICE IN THE FORMAT GIVEN BELOW****FORMAT:**

Sl. No	ITEM	SPECIFICATION	Unit	Price
1	Flex Banners (Designing and Printing)	340 GSM Different size as per requirement	Per sqft	
		250 GSM Different size as per requirement	Per sqft	
		180 GSM Different size as per requirement	Per sqft	
2	Cloth Banner for indoor use (Designing and Printing)	Good quality	Per sqft	
3	Fixing/mounting/ pasting of banners	on iron hoarding structure/ walls	Per sqft	
	Fixing/mounting/ pasting of Bill Boards	On bamboo hoarding structure/ walls with iron frame	Per sqft	
4	Cut-out / pole kiosk	on iron frame	Per sqft	
5	Sun pack	-	Per sqft	
6	Placard with handle	Standard size 1'x2'	Per sqft	
7	Glow sign board (Designing and Printing)	Box with light fitting	Per sqft	
8	Vinyl sticker / Posters (Designing and Printing)	-	Per sqft	
9	Paper sticker/ Posters (Designing and Printing)	-	Per sqft	
10	Glossy Leaflet (Designing and Printing)	Both side Multicolour 24.5cm x 18cm	Per sqft	
11	Non glossy Leaflet (Designing and Printing)	Both side Multicolour 24.5cm x 18cm	Per sqft	
12	Register (with board binding)	Size:-30cm x 20cm 100 pages	Per piece	
		Size:- 30cm x 20cm 200 pages	Per piece	
13	Folder (for meeting)	Reusable plastic	Per piece	
14	Folder (for Conference)	Jute / resin	Per piece	
15	Standy (flex banner pasted on iron frame (Designing and Printing))	Multi colour	Per sqft	
16	Selfie standy ( Decorated on Iron Frame)	Multi colour	Per sqft	
17	Certificate without frame (Designing and Printing)	Multi colour A4 size & 180GSM	Per piece	
18	Certificate with frame (Designing and Printing)	Multi colour A4 size & 180GSM with wooden/plastic frame	Per piece	
19	Wall Painting	Only text with multi-color	Per sqft	
20	ID Card (Designing and Printing)	Text with pictures, multi colour	Per sqft	
21	NukkadNatak /street play	Made up of plastic with loop	Per piece	
		By professional artists	Per event	

22	Decoration of Publicity vehicle / mobile awareness Ratha (Vehicle with driver & fuel @ 10km/ltr along with public address system will be arranged by the Agency)	Using iron frame and flex banner Vehicle Branding through venyle Pasting	Per sqft	
23	Decoration of Publicity vehicle / mobile awareness Ratha (Vehicle will be Provided by SMC)	Using iron frame and flex banner Vehicle Branding through venyle Posting	Per sqft	
24	Message broadcast on Radio and local TV Channels	-	Per min	
25	Message broadcast in Cinema Halls	-	Per min	
26	T-shirt supply with branding	-	Per piece	
27	Cap supply with branding	-	Per piece	
28	Badges supply with branding	Cotton	Per piece	
		Metal	Per piece	
29	Coffee Mugs supply with branding	-	Per piece	
30	Brochure (Designing and printing)	On Good quality glossy and non-glossy paper	per page	
31	Preparation of Rathes (including vehicles) for IEC (Designing and Printing and installation of Iron frame by SMC)	-	Per sqft	
32	Sun board with venyl pasting	-	Per sqft	
33	Wall mount (Standoff by steel alloy) Acrylic Sandwich Board ( with content)	Transparent glass but not as fragile with UV resistant to protect the picture /content from fading under sunlight /florescent light	Per Sqft	
34	Acrylic double side multipurpose sign/logo holder	Thickness 3mm, A 5 portrait, double sided L /T - shaped	Per Sqft	
35	Acrylic double side multipurpose desk name plate /sign/logo holder/ display/ table stand	Double sided ,Transparent, 8"x 2" size	Per Pcs	
36	Notice / Bulletin/ Display velvet Board with frame ( Alloy aluminum)	Round edged Pin up soft board with mounting	Per sqft	
37	Double sided white and chalk board	Laminated, Nonmagnetic, scratch free with mounting	Per sqft	
38	Printing of receipt book / ticket book with IEC Message	With serial number as per the requirement.	Per sqft	
		With branding	Per sqft	
		Without branding	Per sqft	
		With branding	Per sqft	
		Without branding	Per sqft	
		Without branding	Per sqft	
39	Flag pole/stick	Bamboo	Per mtr	
		Stainless steel	Per mtr	

Stamp and signature of the bidder  
(SIGNATURE OF THE BIDDER)