

BID DOCUMENT

TENDER SCHEDULE FOR EMPANELMENT OF OUTDOOR MEDIA ADVERTISING AGENCIES

Tender Notice No.004742/Advt.II/2016

Last date for submission of Sealed Tenders 16-5-2017 (1 PM)

Sl. No. :
Name of the Firm :
Date of Issue :
Signature with stamp :

Tale of Contents

Sections	Title	Page No.
1.	Section - I - Tender Notice	2
2.	Section -II - Terms and Conditions	3 to 7
3.	Specimen Proforma	8 to 13

**Government of Andhra Pradesh
Office of the Commissioner,
Information & Public Relations Department
2nd Floor, NTR Administrative Block,
Pandit Nehru Bus Station Complex,
Vijayawada.**

Rs.1000/-

GOVERNMENT OF ANDHRA PRADESH
DEPARTMENT OF INFORMATION & PUBLIC RELATIONS : VIJAYAWADA.

Tender Notice No.004742/Advt./2016,

Dt.2-5-2017.

TENDER NOTICE

Sealed Tenders are invited from experienced and eligible Outdoor Publicity agencies/ firms etc. for empanelment with I&PR Dept. for a period of One year from the date of empanelment/ agreement, to carry out the publicity campaign taken up by this department through following formats of outdoor media: **Pillar Boards, Flex Wall Hangings, Auto Rickshaw Backs, Wall Paintings.** - (EMD - Rs.1 lakh, Annual Turnover – Rs.50 lakhs each year for the last 3 years) i.e. 2013-14, 2014-15 & 2015-16.

Sealed tenders for each media format separately should reach the O/o. Commissioner, Information and Public Relations Dept., 2nd Floor, NTR Administrative Block, Pandit Nehru Bus Station Complex, Vijayawada on or before 1.00 PM on 16-5-2017. The sealed covers received will be opened by the Tender Committee at 3.00 PM on 16-5-2017 in the presence of tenderers or their authorised representatives present at that time in the O/o. Commissioner, Information and Public Relations, Vijayawada.

Interested bidders can obtain the tender schedules for each media separately which include 'Terms and Conditions' on written requisition from the O/o. Commissioner of Information and Public Relations, Vijayawada from 3-5-2017 to 15 -5-2017 during working hours on payment of non-refundable fee of Rs.1,000/- per each tender schedule in shape of Demand Draft drawn in favour of the Accounts Officer, I&PR Dept., Vijayawada. For further details can be viewed in the website www.ipr.ap.nic.in

Sd/
Commissioner

ANNEXURE
TERMS AND CONDITIONS

1. I&PR Department execute Outdoor Publicity through Outdoor Advertising Agencies located in 13 districts of AP and Hyderabad GHMC limits for the following (4) formats of Outdoor media
 - Pillar Boards (3 x 4 ft)
 - Flex Wall Hangings (1 ½ x 2 ½ ft & 2 x 3 ft)
 - Auto-Rickshaw backs
 - Wall Paintings.
2. All documents relating to bid shall be in English only.
3. The details related to the eligibility criteria of the agencies, general terms and conditions and the prescribed application format may be downloaded from the I&PR website www.ipr.ap.gov.in. The cost of tender document is Rupees 1,000/- (non-refundable). The mode of payment must be by Demand Draft drawn in favour of Accounts Officer, I&PR Department, payable at Vijayawada along with downloaded tender document from the website at the time of submission of bid.
4. The EMD to a tune of Rs.1,00,000/- (Rupees one lakh only) **for each media format separately** should be accompanied by quoted tender in the form of Account payee Demand Draft in favour of Accounts Officer, I&PR Department, Vijayawada. Tender not accompanied by EMD will be summarily rejected. No exemption is allowed in this respect.
5. The EMD will not carry any interest. The EMD of the unsuccessful bidders will be refunded only after finalization of Tenders. The I&PR dept shall not be responsible for any delay in refund of EMD due to any reason in finalizing Tenders i.e., Administrative reasons/ Court Directions etc. The EMD of the successful bidder will be adjusted towards security deposit payable to the department.
6. The empanelment period/ term will be for one year from the date of finalization of tender.
7. The bidder should submit the statement of financial turnover of outdoor media of company with minimum turnover of Rs.50,00,000/- (Rupees Fifty lakhs only), of every year for the three financial years i.e. 2015-16, 2014-15 , 2013-14 duly certified by the Chartered Accountant.
8. The tenderers shall also enclose the Income Tax Assessment certificate for the three financial years i.e. 2015-16, 2014-15, 2013-14 issued by the Income Tax Department along with financial turnover of three years, otherwise the tenders will be summarily rejected.
9. The bid of the agency who has not submitted appropriate technical bid/financial bid will be summarily rejected and no further correspondence will be entertained in this matter.

Signature of the Bidder with Seal

10. The bidders should quote **Technical bid** and **Financial bid** separately in separate sealed covers. **Both covers are to be properly sealed and put in Master Envelope.** This envelope is to be sealed and super-scribed as “**Tender for Empanelment of Outdoor Media Advertising Agencies - 2017**” Name and address of the Agency is to be mentioned on each cover. The Envelopes which are not sealed will not be accepted.

Technical Bid - Cover A: Technical bid should contain documents like i) EMD ii) Firm Registration Certificate iii) Turnover Statement certified by Chartered Accountant iv) Central Govt / State Govt / undertakings Experience Certificate in similar media issued by competent authority v) Permanent Account Number (PAN) vi) Service Tax Registration Certificate issued by Service Tax Department Office Situated in the state of Andhra Pradesh (those bidders that become eligible for empanelment as per prescribed terms and conditions will be considered for Registration of Service Tax in Andhra Pradesh within next three months from the date of finalization of tender) vii) Bank Statements and viii) Income Tax returns in the name of the Company, ix) CA certified balance sheet. Where an agency is a Private Limited Company, the registered Article of Memorandum of Association and if a partnership firm, the registered partnership deed should be provided along with any other documents considered necessary. The agency should furnish an undertaking that all the details submitted by it in the application form are true and correct. All the documents submitted by the agency are self attested with office seal.
(Annexure A)

Financial Bid - Cover B: Financial Bid should contain the rate/rates quoted including all taxes except Service Tax if applicable by the agency in the prescribed proforma (Annexure B).

11. Before submission of the tender, bidders are required to make themselves fully conversant with ‘terms and conditions’ and enclose the requisite documents in complete shape. After tenders are opened, no request for submission of missing documents will be entertained under any circumstances.
12. The tender schedules will be issued during office hours from 3-5-2017 to 15-5-2017. The last date for receipt of sealed tenders is upto 1 PM on 16-5-2017.
13. The tenders will be opened by the Tender Committee in the O/o. Commissioner, I&PR Dept, 2nd Floor, NTR Administrative Block, APSRTC Complex, Vijayawada at 3 PM., on 16-5-2017. The Bidder or any of his/her authorized representative holding authorization letter, who wish to be present at the time of opening of tenders, shall attend the opening of tenders.
14. In the event of the date specified for receipt and opening of tender being declared as an unscheduled holiday, the due date for submission of tenders and opening tenders will be on the following working day.
15. If tenderers are not qualified in the Technical bid, then the financial bid will not be opened.
16. The lowest rate quoted among the eligible bidders will be taken as the approved rate and all the other bidders should accept the said lowest approved rate for empanelment.

Signature of the Bidder with Seal

17. The Commissioner, Information & Public Relations Dept. has full right to reject/ cancel/ postpone the tenders without assigning any reasons.
18. The Commissioner, Information & Public Relations Dept. has full right to negotiate the rates with the lowest rates quoted by the tenderer.
19. In case of failure or refusal or delay leading to the withdrawal of work done by the empanelled agency, the EMD shall be forfeited.
20. The bidders should have experience in the similar media in Central Government, State Government, undertakings etc and produce the earlier work orders issued by competent authority as proof.
21. The tender committee will recommend the rate of the media after negotiations for finalization by the Commissioner, Information and public Relations Department.
22. The Commissioner, I& PR Department reserves the right to remove any such agency from the empanelled list, if the service provided by the Agency is found to be unsatisfactory or if the information provided for empanelment is proved to be false.
23. The agency will be removed from empanelled list in the following cases:
 - i) when tenderer withdraws or modifies the offer after opening of the tender.
 - ii) when the tenderer fails to commence / comply of work order within the prescribed period.
 - iii) when information / certificates / documents furnished are found to be false at any stage.
24. I & PR Dept. shall not make advance payments/part payments to the advertising agency for any of the work assigned by the department. The payments shall be released against the bills received from the agency after completing the works prescribed in the work orders and subject to availability of the budget only.
25. The department may empanel more than one Advertising Agency in any media and shall be free to give work orders through any one or more of them.
26. The Advertising Agency must have a full fledged functional office at Vijayawada or at any district of AP with valid Address Proof to be submitted. This department allows other state firms for 30 days time period to register their firms in Andhra Pradesh State.
27. All the documents attached with tender application must be signed along with office seal by authorized signatory of agency.

Signature of the Bidder with Seal

28. Tenure of Rates: The approved rates shall be valid for a period of one year and are extendable for a period of one year or till next rate fixation, whichever is earlier.
29. Agency is responsible for obtaining necessary permission, payment of taxes to the local Municipal Corporation, Municipalities / Local Bodies, etc. adherence to rules framed by the Govt. / local authorities from time to time.
30. All taxes excluding Service Tax / Fee / Levy / cess imposed by the Govt., local authorities shall be borne by the agency.
31. During the work order period, the agency should take care of proper maintenance of the display material with proper care.
32. In the event of the display unit being destroyed, damaged or defaced for any reason, the agency is responsible to undertake re-erection / repair of the same during the period of work order within 3 days.
33. In the case of any damage to the media unit(s) due to any reason the outdoor publicity agency shall have to re-display the messages/designs with its own cost immediately except natural calamities.
34. The agency has to display/ fix the advertisement within 3 days (maximum) from the date of placing the work order.
35. The empanelled agency should have ample manpower network to complete work within time frame.
36. The works will be allotted to the empanelled agencies by taking into consideration of the previous experience, etc., at the rate approved in the tender. The Commissioner, Information & Public Relations Department has powers to allot the work as per the lowest rate quoted to the other eligible bidders at his discretion.
37. All the eligible bidders who fulfilled the terms stipulated in the eligibility criteria will be placed in the Department panel list.
38. The media during work order period shall not be changed/alterd/transferred until the completion of work order period.
39. Tenders received after the due date and time will not to be considered. For any query or clarification, the interested agencies may meet the undersigned before submitting the tenders.
40. The agencies black listed by other government organizations / autonomous bodies will not be considered for empanelment.
41. The Commissioner, Information & Public Relations Department reserves the right to reject any or all proposals. He reserves the right not to include Bidder in the final short-list, if found to have furnished wrong details / documents, at any point of time.

Signature of the Bidder with Seal

42. At any time prior to the deadline for submission of proposals, I&PR Department may for any reason modify the Tender Document by issuing an addendum. Any Addendum thus issued shall become part of the Tender Document and will be communicated through Email to all purchasers of the Tender Document and will also be posted on the website of the department. To provide reasonable time to the Bidders to take an addendum into account while preparing their proposals, the deadline for submission of proposals may be extended, at the discretion of the department.
43. The empanelment of Agencies selected would be valid for a period of one year from the date of empanelment. However, the empanelment period will depend upon the performance of the Agency i.e., quality of the job, timely completion of the job and maintenance of other terms & conditions of the work order and Tender Notice. In the event of any violation of these or on being found the Agency is not performing the job satisfactorily, the department may impose penalty as it may deem fit and may even terminate the contract and cancel the empanelment.
44. The Commissioner, Information & Public Relations, Government of Andhra Pradesh, Vijayawada reserves all the rights to extend/ postpone / cancel / reject / negotiate at any time/stage without assigning any reason thereon and no further correspondence will be entertained.
45. The bidders should specifically mention all the details whatever applicable in Specimen Proforma being supplied by this department along with documentary evidence issued by concerned authorities.
46. Certificates of the DPROs/ADs/DDs concerned as per the work orders for the display work done shall be produced within the stipulated time.
47. All the disputes are subject to the jurisdiction of High Court of Judicature at Hyderabad for the State of Andhra Pradesh and Telangana.

Sd/ S.Venkateswar
Commissioner

Proforma for Technical Bid (Cover A)

**Empanelment of Outdoor Media Advertising Agencies in
I&PR Department, Government of Andhra Pradesh.**

APPLICATION FORM

Sub: Tender for "Empanelment of Outdoor Media Advertising Agencies.

1.	Name & Address of the Firm Tel/Fax/email details	
2.	Is your firm a proprietorship, partnership or registered under the Companies Act. Please give details & enclose Certificate	
3.	Details of Income Tax Registration. Enclose IT Clearance / PAN details	
4.	Service-Tax Registration details & enclose copy of latest service tax clearance certificate	
5.	VAT Registration details (for Flex Hangings tender)	
6.	Details of Turnover during 3 years (2015-16, 2014-15, 2013-14). Balance Sheet, Profit & Loss accounts duly verified and attested by Chartered Accountant (enclosed attested copies)	
7.	Proof of Government experience of the Agency (in similar media) from Central Government, State Government, Undertakings etc Copies of work orders issued by competent authority to be enclosed in support of the experience.	
8.	Has the agency / firm been blacklisted in the last 3 years by any Central / State / PSU (Submit the declaration duly signed by authorized signatory)	
9.	EMD details	
10.	Any other information	

- The relevant information sought in proforma may be mentioned in short against the points here only. Detailed documents/certificates etc may be enclosed and flagged).
- All the documents as attached with application must be signed, along with seal by the Owner or the Authorized signatory of the agency with financial related documents attested by Chartered Accountant

This is to certify that I have understood the provisions of tender document and all the information given by me in tender document is true to the best of my knowledge.

Signature of Tenderer

Proforma for Financial Bid (Cover B)

**Government of Andhra Pradesh
Department of Information and Public Relations: Vijayawada**

Empanelment of Outdoor Media Advertising Agencies

SPECIMEN PROFORMA - I

AUTO BACKS

(in Rupees)

Sl. No.	Period	Rate per Auto Back (inclusive of all & excluding Service Tax)				
		Upto 1,000 Autos	1,001 to 5,000 Autos	5001 to 10,000 Autos	Above 10,000 Autos	Revinyl charge per auto
1.	One month campaign					
2.	Two months campaign					
3.	Three months campaign					
4.	Six months campaign					

Signature of the Bidder with Seal

Proforma for Financial Bid

**Government of Andhra Pradesh
Department of Information and Public Relations: Vijayawada**

Empanelment of Outdoor Media Advertising Agencies

SPECIMEN PROFORMA -II

PILLAR BOARDS (3 x 4 ft size) *

(in Rupees)

Sl. No.	Period	Rate per Pillar Board (inclusive of all & excluding Service Tax)				
		Upto 500 Boards	501 to 1,000 Boards	1001 to 5,000 Boards	Above 5,000 Boards	Revinyl charge per Board
1.	One month campaign					
2.	Two months campaign					
3.	Three months campaign					
4.	Six months campaign					

Signature of the Bidder with Seal

* **Specifications:** Size : 3 x 4 ft. : 2 inch dia medium M.S Pipe of 6 ft length with ¾ inch dia medium pipe frame fixed with 18 gauge CR sheet.

Proforma for Financial Bid

**Government of Andhra Pradesh
Department of Information and Public Relations: Vijayawada**

Empanelment of Outdoor Media Advertising Agencies

SPECIMEN PROFORMA -III

FLEX WALL HANGINGS *

(in Rupees)

Sl. No.	Size of Flex Wall Hanging	Rate per Wall Hanging (inclusive of all taxes)				
		Upto 10000 Hangings	10001 to 20000 Hangings	20001 to 30000 Hangings	30001 to 40000 and above	Rate per sft
1.	1 ½ x 2 ½ feet					
2.	2 x 3 feet					

* **Specifications:** PVP pipe and plastic Gold color studs with Gold color thread.

Signature of the Bidder with Seal

Proforma for Financial Bid

**Government of Andhra Pradesh
Department of Information and Public Relations: Vijayawada**

Empanelment of Outdoor Media Advertising Agencies

SPECIMEN PROFORMA -IV

WALL PAINTINGS

(in Rupees)

Sl. No.	Rate per Sft (per month) (inclusive of all & excluding Service Tax)	
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Signature of the Bidder with Seal

DECLARATION BY TENDERERS (ON LETTER HEAD)

1. I,(Name of the person) am authorized to declare on behalf of the (Name of the agency) hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our agency do not satisfy the eligibility criteria, our candidature/ empanelment is liable to be cancelled/ terminated.

2. I understand that the decisions taken by the Commissioner, I&PR Dept, Govt of Andhra Pradesh is final in all matters and I hereby agree to work as per the terms and conditions ruled out by Commissioner, I&PR, Govt of AP, Vijayawada.

3. I understand that the Commissioner, I&PR, Govt of AP reserves the right to accept or reject and to cancel the empanelment process at any time without detailing any specified reasons whatsoever.

Signature with seal_____

Place _____

Name _____

Date _____

Designation _____