

F.No. 6-2/2019-DAF/Quotations
Dr. Ambedkar Foundation
Ministry of Social Justice & Empowerment

E-Tender Notice

Sub: Calling for Online Quotations for different Items of works on the occasion of Mahaparinirvan Diwas of Dr. B. R. Ambedkar to be observed on 06.12.2019 (Friday) at Parliament House Lawns.

Online Tender are invited from the agencies for carrying out (i) printing of invitation card, photo, parking passes etc. (ii) printing and fixing of banners and backdrops & (iii) photography and videography.

Tender No.	F.No. 6-2/2019-DAF/Quotation Dated: 05.08.2019
Tender Forms Available at Website	DAF e-Tender website www[dot]tenderwizard[dot]com/ TWEPROC or our website
Bid Submission Last Date & Time	23-08-2019 up to 3:00 PM www.daf.nic.in
Date and Time of Opening of financial bid	23-08-2019 at 4:00 PM

Terms & Conditions:-

- i) The participating agencies should have 3 years experience of working with the Government organizations of repute. Proof of experience should be uploaded.
- ii) EMD of Rs. 5000/- through online payment gate way provided in the e-procurement portal.
- iii) Bidders may quote rate for each category of items separately.
 - a. In the Online mode, the bidder can make payment of EMD through payment Gateway by net banking, Debit Card, Credit Card from designated Bank or through NEFT / RTGS from any scheduled Bank to DAF Bank Account against challan generated by e procurement portal.
 - b. The payment of EMD made through online mode must be received in DAF Account before the last date and time of submission of bid; otherwise the bidder shall be rejected from the tender. It is advised that the payment of EMD should be made at least 2 days prior to due date and time of submission of tender to avoid any complications in submitting online bid before the schedule last date and time of submission.
 - c. Physical mode of payment i.e. Banker cheques or Demand drafts is not acceptable.

The rates must be submitted through online e-tender mode from the Foundation's e-tender website and should be submitted by 3.00 p.m. on 23.08.19. Thereafter, at 4.00 p.m. the tenders will be opened in presence of the bidders whosoever present.

(D.P.Majhi)
Director

E-TENDER RELATED IMPORTANT NOTES:

This Tender will follow e-Tendering process [e-bids] as under which will be conducted by DAF's authorized e-Tendering Service Provider M/s ITI Ltd. through Website [https://www\[dot\]tenderwizard\[dot\]com/TWEPROC](https://www[dot]tenderwizard[dot]com/TWEPROC).

Following activities will be conducted online through above website:

- a) Submission of Technical Bid & Commercial Bid by the Vendor
- b) Opening of Technical Bid & Commercial Bid by the DAF.
- c) Clarification, if any, sought by the DAF.
- d) On-line evaluation by the DAF.

Representatives of bidders will be online supported for e- Tendering by the Service Provider, M/s ITI Ltd.

Bidders who wish to participate in online tenders will have to register with the website ([https://www\[dot\]tenderwizard\[dot\]com/TWEPROC](https://www[dot]tenderwizard[dot]com/TWEPROC)) through the "Registration" link provided on the home page.

Bidder will create login id & password on their own in registration process.

Following facilities shall be provided to registered bidders/ vendors by the service provider M/s ITI Ltd.

- a) Support to the Bidders for participating in the bids through e-tendering Website.
- b) Call centre support/ email/ phone/ fax/ chat / mobile etc. in all possible medium.
- c) Registration with the e-tendering website.
- d) User Manual / Training Kit to the Bidder.
- e) Any no. of users of Vendor/ Contractor organization can take support on the e-tendering system.
- f) Bidder who wish to participate in this tender need to procure Digital Signature Certificate (for Signing and Encryption) as per Information Technology Act-2000 and CVC guidelines using that they can digitally sign their electronic bids. Bidders can procure the same from any of the CCA approved certifying agencies, or they may contact M/s. ITI Ltd. at below mentioned address and they will assist them in procuring the same. Bidders who already have a valid Digital Signature Certificate need not to procure the same. In case bidders need any clarification regarding online participation, they can contact

MR. SACHIN :- 9555926408, E-mail: helpline4tenderwizard@gmail.com

MR MR. PUSHPRAJ :- 7503347659, helpline14tenderwizard@gmail.com

MR. MR. PRAVES MANI :- 9044314492, helpline18tenderwizard@gmail.com

HELPDESK NO. 9073677150/151/152, E-mail: bose.kushal2012@gmail.com

PRESCRIBED PROFORMA ON WHICH RATES TO BE QUOTED

The Director
Dr. Ambedkar Foundation
Department of Social Justice & Empowerment
15, Janpath, New Delhi-110001.

Subject: Submission of rate for (i) printing of invitation card, photo, parking passes etc.
(ii) printing and fixing of banners and backdrops & (iii) photography and videography – regarding.

Terms & Conditions:- (As per e-tender notice).

Sir,

This is with reference to your Tender Notice published in the Website on [www\[dot\]tenderwizard\[dot\]com/TWEPROC](http://www.tenderwizard.com/TWEPROC) and www.ambedkarfoundation.nic.in with regard to calling of rates for (i) printing of invitation card, photo, parking passes etc. (ii) printing and fixing of banners and backdrops & (iii) photography and videography on the occasion of observance of Mahaparinirvan Diwas of Dr. B.R.Ambedkar (06.12.2019).

In this regard, we are quoting our rates for your kind perusal and considerations:-

I. Printing of invitation cards, car passes, photo etc.

S.No.	Items & specifications	Quantity required	Rate Required to be quoted
(i)	Invitation card (Pink) (8"x5.5" folded & 8"x11" open in 300 GSM- Ivory with graining) four colour printing, centre folding with photo on 1 st page and message on last page with envelope having printing of name of Department Ph. Nos. etc.	2000 Nos. making <u>S.No. on each card and envelope</u>	Rate per Card Rs. _____x2000= Rs. _____
(ii)	Invitation card (Blue) (8"x5.5" folded & 8"x11" open in 300 GSM- Ivory with graining) four colour printing, centre folding with photo on 1 st page and message on last page with envelope having printing of name of Department Ph. Nos. etc.	1500 Nos. making <u>S.No. on each card and envelope</u>	Rate per Card Rs. _____ x1500= Rs. _____

(iii)	Invitation card (White) (8"x5.5" folded & 8"x11" open in 300 GSM- Ivory with graining) four colour printing, centre folding with photo on 1 st page and message on last page with envelope having printing of name of Department Ph. Nos. etc.	250 Nos. making <u>S.No. on each card and envelope</u>	Rate per Card Rs. _____ x250= Rs. _____
(iv)	VIP Car parking pass 4"x4" – 130 GSM (four colour printing-Triangle- with gumming-in adhesive sheet)	50 Nos.	Rate per car pass Rs. _____ x50= Rs. _____
(v)	Ordinary Car park pass (130 gsm-3½"x4½") (square- two colour-with gumming- in adhesive sheet)	1500 Nos.	Rate per car pass Rs. _____ x1500= Rs. _____
(vi)	Duty pass-four colour printing in 300 gsm (size- 4"x3 ¼ ") pouch lamination with blue broad ribbon printed with the name of Ministry & Foundation	350 Nos.	Rate required per set of Pass (alongwith printed blue broad ribbon & laminated pass) Rs. _____ x350= Rs. _____
(vii)	Two colour Mailing address stickers 1.5x3.5" with gumming- in adhesive sheet in font size 14 and 9	2000 Nos. (Two sets)	Rate per sticker Rs. _____ x2000= Rs. _____
(viii)	Printing of two set Paper token with gumming-in adhesive sheet for pigeon holes (300 gsm- 1x2")	5000 nos. each	Rate per token Rs. _____ x5000= Rs. _____

II. Preparation and fixing backdrops and banners

(i)	Preparation of Banners (two colour printing with photo of Dr. Ambedkar)	Upto 200 Nos.(3 X 1 Meters each) in Latha Cloth	Rate per Unit Rs. _____ x200= Rs. _____
(ii)	Fixing of Banners at various places in NDMC/MCD areas of Delhi		Rate per Unit Rs. _____ x200= Rs. _____
(iii)	Flex Banner (Bilingual) (Blue background and white letters/writing) Shardhanjali Appeal (two coloured)	One (1) (5 X 2 Metres) Three (3) (5 X 2 Metres) Three (3) (5 X 2 Metres)	Rate per Unit Rs. _____ x1= Rs. _____
(iv)	Preparation and fixing of Backdrops at various places in NDMC/MCD areas of Delhi	in flex/digital Printing to be fitted either in Iron/Wood Stand.	Rate per Unit
	(i) 12'x6' - Backdrop	20 Nos.	Rs. _____ x20= Rs. _____
	(iii) 15'x4' - Flex Banners	20 Nos. This does not require to be fitted in stand	Rs. _____ x20= Rs. _____

*The vendor is required to prepare and fixing above materials at designated spots.

III. Photography and videography

(i)	Videography & Photography of the function on 06.12.19at Parliament House Lawns & Dr. Ambedkar National Memorial at 26 Alipur Road, Delhi. The name / brand of camera (still and video separately) to be used and its quality specifications details:-		
	a) (i)Video Recording Digital (three - hour duration)	Two functions	Rate per function Rs. _____x2= Rs. _____
	(ii)Cost of CD Making with editing etc.	Two CDs (for 2 functions)	Rate per CD making with editing etc. Rs. _____x2= Rs. _____
	b) Photography – (i)Digital Image of still photography in CD	Two CDs (for 2 functions)	Rate per CD Rs. _____x2= Rs. _____
	(ii)5” X 7” Photo	200 photos (for 2 functions)	Rate per photo Rs. _____x200= Rs. _____
	(iii)Additional Photo	200 photos (if required)	Rate per additional photo Rs. _____x200= Rs. _____
	c) Album Making (cost of album)	Three albums	Rate per album Rs. _____x3= Rs. _____
	d) Assignment charges	For two functions	Rate per assignment Rs. _____x2= Rs. _____

Mention GST if any

Yours faithfully

(_____)
[Name and signature]
{Name and stamp of the agency}