

**THE HP STATE COOPERATIVE BANK LTD;  
HEAD OFFICE, THE MALL,  
SHIMLA-171001**

**TENDER DOCUMENT**

**FOR**

**Designing, Printing, Supply, Installation and Maintenance of Hoardings and Flex banners for publicizing various deposit and credit schemes at different locations under the jurisdiction of the Bank in Himachal Pradesh.**

Sealed tenders are invited for designing, printing, installation and maintenance of Hoardings and Flex banners at different locations under the jurisdiction of the Bank in Himachal Pradesh. The Bids in this regard should reach in the office of Assistant General Manager, HP State Co-operative Bank, Head Office, The Mall, Shimla on or before 29.10.2024 up to 5:00PM in clearly marked on the envelope **"Confidential: Tender for installation of Hoardings"**. The bids will be opened on the day following the last date of receipt of tender in the Bank's Head Office, The Mall, Shimla, in the presence of the bidders (if present) by the Committee constituted for the purpose. The application forms can be downloaded from the official website of hpscb.com and should be submitted along with all the required documents.

The Bank reserves the right to accept or reject any / all bids without assigning any reason at any stage.

Sd/-

General Manager

HP STATE CO-OPERATIVE BANK

## **TABLE OF CONTENTS**

The General Manager, HP State Co-operative Bank invites sealed tenders rate in 2 cover system for under mentioned work from the eligible contractors/firms/vendors.

<b>Sr. No</b>	<b>Name of work</b>	<b>Period</b>	<b>EMD</b>
1	Designing, Printing, Supply, Installation and Maintenance of flex/banner and hoarding at different locations in Himachal Pradesh	1 Year	Rs. 50,000/-

## **KEY DATES:**

2	Date of Online Publication download start date	08.10.2024	10:00 AM
3	Date of Pre bid Meeting	18.10.2024	11:30 AM
4	Bid Submission start date	09.10.2024	10:00 AM
5	Bid Submission close date	29.10.2024	02:00 PM
6	Date of opening of Bids	01.11.2024	02:30 PM

Interested parties/firms/vendors can submitted the bid on or before the last date and time mentioned above. The tender must be accompanied with an earnest money of **Rs.50,000/- (Rupees Fifty Thousand Only)** in the shape of FDR duly pledged in the name of General Manager. The tender without earnest money or short or not in form specified above will be rejected straightway.

Sd/-

General Manager

HP STATE CO-OPERATIVE BANK

## 1. Request for sealed tenders

Sealed tenders are invited from eligible, reputed, qualified vendors for "Designing, Printing, Supply, Installation & Maintenance of Hoardings and Flex banners for publicizing prominent bank's deposit and credit schemes at different locations under the jurisdiction of the bank i.e. geographical area covered under the districts of Chamba, Mandi, Shimla, Kinnaur, Bilaspur and Sirmour. Approximately 70 hoardings at prominent locations and 270 flex banners are proposed to be installed at branch premises. The number of hoardings / flex banners can be increased or decreased as per requirements of the bank.

## 2. Introduction

The Himachal Pradesh State Cooperative Bank Limited (HPSCB) is an Apex Scheduled State Cooperative Bank working since 1954. The HPSCB is one of the fastest growing Co-operative bank in India having 239 branches and 23 extension counters spread across six districts i.e. Chamba, Shimla, Mandi, Sirmour, Kinnaur and Bilaspur of the State. The HPSCB Ltd. offers a full range of financial products and services including deposit acceptance, loan disbursement, mobile and internet banking etc.

The bank mainly caters to the needs of the farmers directly by advancing loans under various schemes or through the Cooperative Societies viz. Primary Agricultural Cooperative Societies, District Federations, Tehsil Unions and Apex Cooperative Societies etc. Apart from this, the bank also caters to the needs of individuals and Government employees/Companies.

## 3. Instructions to the Bidders

### 3.1. General

- a) While every effort has been made to provide comprehensive and accurate background information and requirements and specifications, Bidders must form their own conclusions about the solution needed to meet the requirements.
- b) All information supplied by Bidders may be treated as contractually binding on the Bidders, on successful award of the assignment by The Himachal Pradesh State Cooperative Bank Ltd on the basis of this TENDER.
- c) No commitment of any kind, contractual or otherwise shall exist unless and until a formal written contract has been executed by or on behalf of HPSCB Ltd. Any notification of preferred bidder status by The Himachal Pradesh State Cooperative Bank Ltd shall not give rise to any enforceable rights by the Bidder. HPSCB Ltd may cancel this public procurement at any time prior to a formal written contract being executed by or on behalf of HPSCB Ltd.
- d) This TENDER supersedes and replaces any previous public documentation & communications, and Bidders should place no reliance on such communications.

- e) The price charged for the services provided under the contract by the Bidder shall in no event exceed the lowest price at which the said Bidder provides the services of identical description to any person/organizations including Govt. agencies/PSUs/State Govt. / Central Govt.

### 3.2. Completeness of Response

- a) Bidders are advised to study all instructions, forms, terms, requirements and other information in the TENDER documents carefully. Submission of the bid shall be deemed to have been done after careful study and examination of the TENDER document with full understanding of its implications.
- b) Failure to comply with the requirements of this paragraph may render the Proposal noncompliant and the Proposal may be rejected.

Bidders must:

- Include all documentation specified in this TENDER.
- Follow the format of this TENDER and respond to each element in the order as set out in this TENDER.
- Comply with all requirements as set out within this TENDER.

### 3.3. Pre-Bid Clarifications

- a) The queries should necessarily be submitted in the following format, three days before the date of Pre-bid meeting:

Sr. No	TENDER Document Reference Page Number	Content of TENDER requiring Clarification(s)	Points of clarification
1.			
2.			
3.			

- b) HPSCB Ltd shall not be responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications post the indicated date and time may not be entertained by the HPSCB Ltd.

### **3.4 Responses to Pre-Bid Queries and Issue of Corrigendum**

- a) The Nodal Officer notified by the HPSCB Ltd will Endeavour to provide timely response to all queries. However, HPSCB Ltd makes no representation or warranty as to the completeness or accuracy of any response made in good faith, nor does HPSCB Ltd undertake to answer all the queries that have been posed by the bidders.
- b) At any time prior to the last date for receipt of bids, HPSCB Ltd may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder} modify the TENDER Document by a corrigendum.
- c) The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on the HPSCB Ltd website.
- d) Any such corrigendum shall be deemed to be incorporated into this TENDER.

In order to provide prospective Bidders reasonable time for taking the corrigendum into account, HPSCB Ltd may, at its discretion, extend the last date for the receipt of Proposals.

### **3.5 Tenure of the Contract**

The purchase contract will be valid for one year with effect from signing of contract between HPSCB Ltd and selected bidder.

### **3.6 Key Requirements of the Bid**

#### **Right to Terminate the Process**

- a) HPSCB Ltd may terminate the Tender process at any time and without assigning any reason. HPSCB Ltd makes no commitments, express or implied, that this process will result in a business transaction with anyone.
- b) This TENDER does not constitute an offer by HPSCB Ltd. The bidder's participation in this process may result HPSCB Ltd selecting the bidder to engage towards execution of the contract.

### **3.7 Tender Document Fees**

TENDER can be downloaded free of cost from the Banks website.

### **3.8 Earnest Money Deposit (EMD)**

- a) Bidders shall submit the EMD amount of **Rs 50,000/- (Rupees Fifty Thousand only)** in the form of a FDR issued by any branch of HPSCB duly pledged in the name of General Manager, HPSCB Ltd, payable at The Mall Shimla, and should be valid for 90 days from the date of publication of the tender notice.
- b) EMD of all unsuccessful bidders would be refunded by HPSCB Ltd within 1 month or on 30th day of the bidder being notified as being unsuccessful. The

EMD, for the amount mentioned above, of successful bidder would be returned upon submission of Performance Bank Guarantee or equivalent.

- c) The EMD amount is interest free and will be refundable to the unsuccessful bidders without any accrued interest on it.
- d) The bid / proposal submitted without EMD, mentioned above, will be summarily rejected.
- e) The EMD may be forfeited:
  - A modification or withdrawal of bid after the deadline of submission of bid (s) and during the validity of bid (s).
  - Refusal by the bidder (s) to accept an arithmetical error or otherwise appearing on the face of bid (s).
  - Failure on the part of the successful bidder to sign the contract in accordance with the terms and conditions stipulated in the tender documents.
  - Failure on the part of the successful bidder to deposit performance security.
  - Failure on the part of the successful bidder to execute the contract as per terms and conditions in the tender documents.
  - No interest shall be payable on the EMD amount
  - If the Bidder withdraws or amends it's tender or impairs or derogate from the tender in any respect within the period of tender.
- f) The EMD should be enclosed with the technical bid.

### **3.9 Submission of Proposals**

- a) The Response to Technical Proposal and Financial Proposal should be submitted in separate sealed envelopes super-scribed with TENDER subject, ref. no. and last date of receiving quotation. Both the sealed envelopes are to be put in a bigger cover which should also be sealed and super scribed in the same manner.
- b) Please Note that Prices should not be indicated in the Technical Proposal but should only be indicated in the Commercial Proposal.

### **3.10 Authentication of Bids**

A Proposal should be accompanied by a power-of-attorney in the name of the signatory of the Proposal issued by the company/ Firm.

#### **3.11 Preparation of Proposal**

#### **Proposal Preparation Costs**

The bidder shall be responsible for all costs incurred in connection with participation in the TENDER process, including, but not limited to, costs incurred in conduct of informative and other diligence activities, participation in meetings/discussions/presentations, preparation of proposal, in providing any



additional information required by HPSCB Ltd to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. HPSCB Ltd will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

### **3.12. Language**

The Proposal should be filled by the Bidder in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Bidders. For purposes of interpretation of the Proposal, the English translation shall govern.

### **3.13 Consortium**

No consortium, subletting or hiring services of other company/firm for execution of this job shall be allowed.

### **3.14 Evaluation Process**

- a) HPSCB LTD shall constitute a Proposal Evaluation Committee to evaluate the responses of the bidders.
- b) The Proposal Evaluation Committee constituted by HPSCB Ltd shall evaluate the responses to the TENDER and all supporting documents / documentary evidence. Inability to submit requisite supporting documents / documentary evidence, may lead to rejection.
- c) The decision of the Proposal Evaluation Committee in the evaluation of responses to the TENDER shall be final. No correspondence will be entertained outside the process of negotiation/ discussion with the Committee.
- d) The Proposal Evaluation Committee may recommend for rejection of any or all proposals on the basis of any deviations.
- e) Each of the responses shall be evaluated as per the criteria and requirements specified in this TENDER.

## **4. Tender Validity**

The offer submitted by the Bidders should be valid for minimum period of 90 days from the date of submission of Tender.

### **4.1. Tender Evaluation**

- a) Initial Bid scrutiny will be held and incomplete details as given below will be treated as nonresponsive, if Proposals:
  - Are not submitted in as specified in the TENDER document
  - Received without the Letter of Authorization (Power of Attorney)
  - Are found with suppression of details.
  - With incomplete information, subjective, conditional offers and partial offers submitted
  - Submitted without the documents requested in the checklist
  - Have non-compliance of any of the clauses stipulated in the TENDER



- With lesser validity period In case of rejection of bid, HPSCB Ltd shall notify the concerned bidder along with reasons of rejection.

b) All responsive Bids will be considered for further processing as below. HPSCB Ltd will prepare a list of responsive bidders, who comply with all the Terms and Conditions of the Tender. All eligible bids will be considered for further evaluation by a Committee according to the Evaluation process defined in this TENDER document. The decision of the Committee will be final in this regard.

#### 4.2. Financial Bid Evaluation

- a) The Financial Bids of technically qualified bidders in technical evaluation criteria will be opened on the prescribed date.
- b) The bidder which has the lowest qualifying financial bid will be declared as L1 and may be considered.
- c) Errors & Rectification: If there is any discrepancy between words and figures in the financial bid, the amount in words will prevail.

### 5. Appointment of Successful Bidder

#### 5.1. Award Criteria

HPSCB Ltd will award the Contract to the lowest evaluated bidder whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions and process outlined in this document.

#### 5.2. Right to Accept Any Proposal and To Reject Any or All Proposal(s)

HPSCB Ltd reserves the right to accept or reject any proposal, and to annul the tendering process / Public procurement process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for HPSCB Ltd action.

#### 5.3. Notification of Award

Prior to the expiration of the validity period, HPSCB Ltd will notify the successful bidder in writing or by fax or email, that its proposal has been accepted. In case the tendering process / public procurement process has not been completed within the stipulated period, HPSCB Ltd may like to request the bidders to extend the validity period of the bid.

The notification of award will constitute the formation of the contract. Upon the successful bidders furnishing of Performance Bank Guarantee, HPSCB Ltd will notify each unsuccessful bidder and return their EMD. The EMD of successful bidder shall be returned only after furnishing of Performance Bank Guarantee and signing of Contract.

#### 5.4. Signing of Contract

After HPSCB Ltd notifies the successful bidder that its proposal has been accepted, HPSCB Ltd shall enter into a contract, incorporating all clauses and the proposal of the bidder between HPSCB Ltd and the successful bidder.

##### **5.4.1. Extension of Service Level Contract:**

The Bank reserves the right to extend the validity of contract in case it is needed so. However, it will be through mutual consent with the selected bidder and on the same rates and terms & conditions for a maximum of two years, one year at a time upon the satisfactory performance of the services.

#### 5.6. Failure to Agree with the Terms and Conditions of the TENDER

Failure of the successful bidder to agree with the Terms & Conditions of the TENDER/proposal of the bidder shall constitute sufficient grounds for the annulment of the award, in which event HPSCB Ltd may award the contract to the next best value bidder or call for new proposals from the interested bidders. In such a case, HPSCB Ltd shall invoke the EMD of the selected bidder.

#### 6. Scope of Work

Bidder is required to Design, Print, supply, install and maintain hoardings and Flex banners as per laid down terms and conditions and specifications mentioned in **Annexure- I.**

##### **The brief scope of work is given below:**

1. Display of Hoarding on rental basis as per requirement at different locations in Himachal Pradesh.
2. Designing, Printing, Supply, Installation & Maintenance of Hoardings of multicolor star flax of size 20x10 ft. 3 nos of 4"x1.5" vertical channel measuring 60 running feet. Frame of 1"x1" Hollow section Pipe measuring 160 running feet M.S angle of size 1.5" x 1.5" in horizontal portion i.e at top and bottom measuring 40 running ft. 24 gauge Plain GI sheet 200 square ft including installation charges etc. Excavation and concreting as per site requirement for installation of vertical members.
3. Designing, Printing, Supply, Installation & Maintenance of Hoardings of multicolor star flax of size 20x10 ft. 3 nos of 4"x1.5" vertical channel measuring 60 running feet. Frame of 1"x1" Hollow section Pipe measuring 160 running feet M.S angle of size 1.5" x 1.5" in horizontal portion i.e at top and bottom measuring 40 running ft. Excavation and concreting as per site requirement for installation of vertical members.
4. Designing, Printing, Supply, Installation & Maintenance of Hoardings of multicolor star flax of size 20x10 ft. 3 nos of 4"x1.5" vertical channel measuring 60 running feet. Frame of 1"x1" Hollow section Pipe measuring 160 running feet M.S angle of size 1.5" x 1.5" in horizontal portion i.e at

top and bottom measuring 20 running ft. Excavation and concreting as per site requirement for installation of vertical members **on wall**.

5. Replacement of Star flex measuring 20x10 ft including installation charges.
6. Three dimensional borders made of one inch Sq. Pipe frame (220 ft) six inch thick on four sides with 100 sq feet star flex multicolored printings including installation charges.
7. Designing printing and installation of multi colour Star flex/banner of size 5'x3' including FOR charges.
8. Installations of new hoardings or replacing shifting of Departmental Hoarding in case of damage/mutilation , measuring 10x20ft as per specification mentioned at Sr. no.1
9. Removal of star flex multicolor hoarding measuring of size 20'x10'.
10. Printing of new multi colour star flax Hoarding of size 20'x10'.
11. Designing of new multi colour star flax Hoarding of size 20'x10'.
12. Installation of new multi colour star flax Hoarding of size 20'x10'.
13. Supply of new multi colour star flax Hoarding of size 20'x10'.
14. Maintenance of multi colour star flax Hoarding of size 20'x10'.

#### 7. Eligibility Criteria

- i. The interested bidders should have provided/installed these /such hoardings in at least two Govt. offices/ bank of similar size for the last three years.
- ii. Bidder must have minimum turnover of one crore in past 3 years.
- iii. Bidder Company must have positive net worth as on date of submission.

#### **Time Period:**

The successful bidder shall be able to complete the project within a period of one month from the date of signing service level agreement. In case of failure to complete the task within the stipulated period, the period may be extended, if required, through mutual consultations.

#### 8. Service Level Agreement

Successful bidder shall provide services as per SLA matrix, which defines maximum acceptable response as well as rectification time for resolving the problem.

### 8.1 SLA Matrix

S. No.	Area	Turn Around Time	Resolution Time
1.	Urban	2 Hrs	24 Hours
2.	Rural	4 Hrs	48Hours
3.	Tribal and Far Flung Area	12 Hrs	72 Hours

### 9. Payment Terms:

- The Payment shall be made on quarterly basis after successful installation of hoardings and satisfactory installation reports from District Managers concerned. Tax at source as applicable shall be deducted from the rates quoted by the parties.

### 10. Governing Law and Disputes

All disputes or differences whatsoever arising between the parties out of or in relation to the construction, meaning and operation or effect of this tender document or breach thereof shall be settled amicably. If however the parties are not able to solve them amicably, in that event, the same shall be referred for arbitration under section 72,73 of the HP Cooperative Societies Act, 1968 ( Act No 3 of 1969) to Registrar Cooperative Societies, HP for decision and his decision will be final and binding on the parties. The selected bidders will become B class nominal membership of the bank by depositing of Rs.500. The venue of the arbitration shall be Shimla.

### 11. Form 1: Particulars of the Bidder

S.No	Information Sought	Details to be furnished
A	Name and address of the bidding Company/Firm	
B	Incorporation status of the firm (public limited / private limited, etc.)	
C	Local address of the bidding Company/ Firm	
D	Year of Establishment	
E	Date of registration	
F	ROC Reference No.	
G	Details of company/ Firm registration	
H	Details of registration with appropriate authorities for service tax, IGST,SGST,CGST ,UTGST	
I	Name, Address, email, Phone nos. and Mobile Number of Contact Person	

### 13. Term and Conditions:

1. It will be the endeavor of the Bank to have only one L1. However, if sufficient numbers of bids are not received or one vendor/bidder does not submit the bids for all the entire districts then the Bank will have right to select L1 district wise.
2. The bidder would be required to transport the products to the designated cites / locations at his own cost.
3. The bidders would also be required to maintain the hoardings and flex banners i.e. carry out repairs / replace with new ones during the currency of the contract period. They may also be required to prepare new hoardings publicizing new loan / deposit / other schemes of the banks or change display from an existing location to new locations as per requirements of the bank.
4. The rates shall be quoted excluding GST which has to be quoted separately.
5. The Bank retains the right to assign / not to assign any product or service even if it has called the rates for any service / product.
6. The Bank would decide / select the final locations along with the deposit and loan schemes to be propagated from time to time.
7. The bidder will submit the list of locations, District wise (town wise) for which it has acquired permission either from Government / Municipal Corporation / Municipal Council / Nagar Panchayat / Gram Panchayat / PWD / CPWD etc.
8. The bank will not make any payments over and above those as quoted in the tender document.
9. The payments including taxes and other levies, if any, to entities from whom the locations / cites have been hired shall be sole responsibility of the bidder.
10. After completion of the project, in case the hoardings / flex banners are required to be removed, the same would be part of the project and it shall be responsibility of the successful bidder to accomplish the same within a period of 15 days from the end of the contract period.
11. **Performance Security:** Performance security will be obtained from the successful contractor on the award of the contract and which will be 5-10% of the value of the contract and should be in the shape of FDR duly pledged in the name of General Manager HP State Co-operative Bank and may be refundable on the satisfaction of services certified by the concerned Committee. In case of any breach/non compliance of orders the same can be forfeited.
12. **Penal Provision:** The successful bidder has to follow the instruction of the officer in the charge / tender committee & all installation shall be done well before the stipulated time period. i.e. within one month or earliest, after the issuing of supply order / award order. It is mandatory to keep all the Printing of flex/banner and hoarding along with installation remain in good display mode at the places already intimated, till as directed the authorities of the Bank. Thereafter, it will be the responsibility of the successful bidder to remove all the hoarding/banners and hand over the

concerned District Office of the Bank. If any hoarding/banner is damaged, it should be replaced with new hoarding/banner at the same place immediately i.e. within three days. If the hoardings / banners are not replaced within 3 days then he shall be responsible and penalty of Rs. 1000/- per day and cancellation of award/forfeiture of security deposit may be imposed.

13. Alternative bids shall not be considered. Only one tender can be applied by the person/firms/vendors or in partnership. Failure to comply this condition will attract the cancellation of participation of concerned firm and forfeiture of EMD.
14. Bidders should submit technical and financial bids. The technical bid and the financial bid shall be sealed by the bidder in separate cover duly super-scribed. Cover-I contain all required technical documents along with EMD and Cover-II contain only financial bid. Both these sealed covers shall be put in a bigger cover which shall be sealed and duly super-scribed and captioned as, **"Designing, Printing, Supply, Installation & Maintenance of Hoardings and Flex banners for publicizing prominent bank's deposit and credit schemes at different locations under the jurisdiction of the bank"**.
  - The **First Envelope** must contain the Technical proposal and must be super scribed in bold letters as **"TECHNICAL BID"**, and shall contain the documents as prescribed in the Check list for Technical Bid.
  - The **Second Envelope** must contain the Financial proposal in the prescribed Performa given at **annexure-1** (should be submitted in separate sealed cover not with the technical bid) duly filled in and must be super scribed in bold letters as **"FINANCIAL BID"**. Financial bids only of the technically acceptable offers shall be opened for further evaluation and ranking before awarding the contract. No conditional bid shall be accepted. Rate quoted should be inclusive of all taxes /charges including GST.
15. Average Annual financial turnover of last three years should not less than 1 Crore. Certificate in the regard issued from the Chartered Accountant should be attached with Technical Bid and ITR of last three years shall be also attached.
16. The Firm/bidder/vendor should not be black listed or defaulter from any of Govt. Department / Institutions, a declaration in this regard should be attached with Technical bid, Any deviation/ violation if found later on will attract the forfeiture of EMD/performance security and legal action accordingly.
17. The firm/ bidder/vendors are required to attach copy of first page of Bank Pass Book /statement.
18. The firm/bidder/vendors must have the experience in the similar field with the Govt. Department / Institution at least three years. Relevant documents i.e. work order/ supply order and work completion order should be attached with Technical bid.
19. It is mandatory to attend the pre bid meeting and the interested parties/firms should bring their design/presentation for showcasing their



idea before the committee. The standard of design / sample would be approved in the pre bid meeting so that the firms can submit their bids accordingly. Interested firms/bidders etc, who are not able to attend pre bid meeting on admissible reasons can inspect the approved sample on any working day between 10:00 AM to 5:00 PM before the closing date of tender and take participation in Tender.

20. Departmental charges/fees and taxes for installation of Hoarding in concerned area shall be borne by the firm/vendor/bidder itself.

Sd/-

General Manager

HP STATE CO-OPERATIVE BANK



**ANNEXURE-I**

**Detail of Technical Bid:-**

**PARTICULARS OF THE FIRM**

1. Name of the firms: \_\_\_\_\_
2. Head/Regd. Office address: \_\_\_\_\_  
\_\_\_\_\_
3. Office Address: \_\_\_\_\_
4. Type of Organization: individual / Partnership / Incorporated
5. Copy of firms/ company's registration: \_\_\_\_\_
6. Amount of EMD deposited
  - a. FDR Number: \_\_\_\_\_
  - b. Bank Detail: \_\_\_\_\_
  - c. Amount: \_\_\_\_\_
7. Period of validity of Tender: \_\_\_\_\_
8. Supporting documents in connection  
With experience attached (yes/no)
10. Detail of supporting \_\_\_\_\_  
Document enclosed: \_\_\_\_\_
11. Name and address of the  
Authorized signatory/contact \_\_\_\_\_  
Person for this Tender: \_\_\_\_\_
12. Whether letter of Authority for  
Attending bid opening enclosed with  
Tender: \_\_\_\_\_
13. Whether PAN copy attached (Yes/No) \_\_\_\_\_
14. GST certificates attached (Yes / No) \_\_\_\_\_
15. Proof of income tax registration (Yes / No) : \_\_\_\_\_
16. Copies of ITRs for the last 3 years (yes / No) : \_\_\_\_\_
17. Turnover of the firm (yes / No): \_\_\_\_\_
18. Time schedule for accomplishment of Job: \_\_\_\_\_
19. Relevant additional information, if any,  
(Use extrasheet if necessary): \_\_\_\_\_
20. Copy of first page of Bank Pass book / statement (Yes / No):  
\_\_\_\_\_
21. Undertaking as per annexure --- (yes / no)

**Annexure - II**

Financial Proposal Template

To,  
General Manager  
The HP State Cooperative Bank Ltd  
Head Office, The Mall Shimla-171001,

Dear Sir,

I/We hereby submit our price bid for bid for Supply and installation of hoardings.

Date:

Location:



**Detail of Financial Bid**

❖ **Part-I**

S. No.	Item Description	Qty.	Rate			
			3 Months	6 Months	9 Months	12 Months
1	Display of Hoarding on rental basis as per requirement at different location in Himachal Pradesh as mentioned below:					
(i)	Shimla City	1				
(ii)	Mandi City	1				
(iii)	Chamba City	1				
(iv)	Bilaspur City	1				
(v)	Recong peo City	1				
(vi)	Nahan City	1				
(vii)	Other locations in Shimla District except Shimla City	1				
(viii)	Other locations in Mandi District except Mandi City	1				
(ix)	Other locations in Chamba District except Chamba City	1				
(x)	Other locations in Bilaspur District except Bilaspur City	1				
(xi)	Other locations in Kinnaur District except Recong Peo City	1				
(xii)	Other locations in Sirmour District except Nahan City	1				
	<b>Sub Total</b>					
	<b>Adding 18% GST</b>					
	<b>Grand Total</b>					

❖ **Part-II**

S. No.	Item Description	Qty.	Rate	GST	Amount
1.	<p>Designing, Printing, Supply, Installation and Maintenance of Hoardings of multicolor star flax of size 20x10 ft. as per specification mentioned below:</p> <p>a) 3 nos of 4"x1.5" vertical channel measuring 60 running feet.</p> <p>b) Frame of 1"x1" Hollow section Pipe measuring 160 running feet</p> <p>c) M.S angle of size 1.5" x 1.5" in horizontal portion i.e. at top and bottom measuring 20 running ft.</p> <p>d) 24 gauge Plain GI sheet 200 square ft including installation charges etc.</p> <p>e) Excavation and concreting as per site requirement for installation of vertical members.</p>	1			
2.	<p>Designing, Printing, Supply, Installation and Maintenance of Hoardings of multicolor star flax of size 20x10 ft. without plain GI Sheet as per specification mentioned below:</p> <p>a) 3 nos of 4"x1.5" vertical channel measuring 60 running feet.</p> <p>b) Frame of 1"x1" Hollow section Pipe measuring 160 running feet</p> <p>c) M.S angle of size 1.5" x 1.5" in horizontal portion i.e. at top and bottom measuring 20 running ft.</p> <p>d) Excavation and concreting as per site requirement for installation of vertical members.</p>	1			
3	<p>Designing, Printing, Supply, Installation and Maintenance of Hoardings of multicolor star flax of size 20x10 ft. <b>on wall</b> as per specification mentioned below:</p> <p>a) Frame of 1"x1" Hollow section Pipe measuring 160 running feet</p> <p>b) M.S angle of size 1.5" x 1.5" in horizontal portion i.e. at top and bottom measuring 20 running ft.</p> <p>c) 24 gauge Plain GI sheet 200 square ft including installation charges etc.</p> <p>d) Excavation and concreting as per site requirement for installation of vertical</p>	1			

	members.				
4.	Designing, Printing, Supply, Installation and Maintenance of Hoardings of multicolor star flax of size 20x10 ft. without plain GI Sheet <b>on wall</b> as per specification mentioned below: a) Frame of 1"x1" Hollow section Pipe measuring 160 running feet b) M.S angle of size 1.5" x 1.5" in horizontal portion i.e. at top and bottom measuring 20 running ft. c) Excavation and concreting as per site requirement for installation of vertical members.	1			
5.	Designing Printing and installation of multi colour Star flex/banner of size 5'x3' including FOR charges.	1			
6.	Replacement of Star Flex measuring 10x 20 ft including installation & FOR charges.	1			
7.	Providing and fixing Three dimensional borders made of 1 inch Sq. Pipe frame (220 ft) six inch thick on four sides with 100 sq feet star flex multicolored printings including installation & FOR charges.	1			
8.	Installations of new hoardings or replacing or shifting of Departmental Hoarding in case of damage/mutilation , measuring 10x20ft as per specification mentioned at Sr. no.1	1			
9.	Removal of star flex multicolor hoarding measuring of size 10'x20'.	1			
10.	Printing of new multi colour star flax Hoarding of size 10'x20'.	1			
11.	Designing of new multi colour star flax Hoarding of size 10'x20'.	1			
12.	Installation of new multi colour star flax Hoarding of size 10'x20'.	1			
13.	Supply of new multi colour star flax Hoarding of size 10'x20'.	1			
14.	Maintenance of multi colour star flax Hoarding of size 10'x20'	1			
	<b>Sub Total</b>				
	<b>Adding GST</b>				
	<b>Grand Total</b>				

**Signature of Bidder**

**Annexure-III**

**Check list of Technical bid (Envelope –I)**

The technical bid should contain following documents (self attested) sealed in separate cover. The financial bid will be open only of those bidders who qualify the technical parameters based on the following documents. All the documents must contain in envelope –I

<b>Sr. No.</b>	<b>Document required</b>	<b>Attached at page no.</b>
1	EMD	
2	Copy of GST certificate	
3	Copy of PAN No.	
4	Copy of Registration	
5	Copy of Authorization	
6	Undertaking as per Terms & Condition	
7	Copy of Tender documents duly signed each page	
8	Annexure-	
9	Copies of ITR as required	
10	Copy of turnover as required	
11	Copy of 1 <sup>st</sup> page of Bank passbook / Statement	
12	Undertaking regarding Annexure -IV	
13	Experience Certificates (Relevant Document)	

**Note: All paper should be self attested.**

**Signature of Bidder**

**Annexure-IV**

**UNDERTAKING**

I \_\_\_\_\_ (Name & address of the firm / Bidder) hereby declare that I have read the tender document thoroughly and understand the scope of work before quoting the rate of each items. I further declare that I have visited the site / sites as mentioned in the tender document before quoting the rates. I also declare that I will perform all the work up to the satisfaction of the authorities of the Bank and for any violation penalty can be imposed on me as per the term & conditions of Tender document and prevailing law.

**Signature & Address of the Bidder**