



Ranchi Municipal Corporation, Ranchi

**TENDER FOR "INSTALLATION OF OMD'S WITH BACKLIT
ON AT ALL MODULAR TOILET'S OF RANCHI**

REQUEST FOR PROPOSAL DOCUMENT

TECHNICAL BID

**RANCHI MUNICIPAL CORPORATION RANCHI,
KUTCHARY CHOWK,
RANCHI-834001.**

Ref.No..... Dated:.....

Tender Notification (Two Cover System)

Request for Proposal for “Installation of OMD’s With Backlit at all Modular Toilet’s of Ranchi”

The Ranchi Municipal Corporation, (RMC) invites Request for Proposal in Two cover system from interested Advertisement Agencies for the work of “Installation of OMD’s with Backlit at Existing Modular Toilets in Ranchi Town.

(1.0) Scope of the Work:

- 1.1 Installation of OMD’s with backlit at Modular Toilets at Ranchi Town.
- 1.2 Installation of OMD’s on Modular Toilets for a period of 5 years which will be further renewed for next 5 years based on satisfactory performance.
- 1.3 The successful bidder has to complete the installation of OMD’s with backlit on Modular Toilets for all Modular Toilets within a period of three months from the date of agreement.
- 1.4 All advertisement should be aesthetically pleasing and not distracting the traffic.
- 1.5 All the OMD’s which is going to be installed must comply the specification as mentioned in this RFP documents.

(2.0) Tender Process in Brief:

- (2.1) The Municipal Commissioner, Ranchi Municipal corporation, Ranchi invites tenders in Two Cover system for the work of “Installation of OMD’s on Modular Toilets across Ranchi Town.

The Technical Proposals contained in the tender will be opened on 02-01-2018 at **4.00 P.M** in the presence of bidders (or) the persons authorized by the bidders who choose to be present. The Tender documents will be available for download free of cost from the following websites:

The tender fee Rs 5000/- (Non refundable) in form of D.D. in Favour of “Municipal Commissioner, Ranchi Municipal Corporation, Ranchi” . Payable at Ranchi

- (2.2) The Tender should accompany an Earnest Money Deposit (EMD) of **Rs.1,00,000/- (Rupees One Lakh Only)** which should be remitted only by way of Bank Guarantee/Demand Draft drawn in favour of “ Municipal Commissioner, Ranchi Municipal Corporation, Ranchi”. The EMD remitted in any other form other than Demand Draft /BG will not be accepted and such tenders will be summarily rejected.
- (2.3) The bidder may submit their proposal for one or more groups.
- (2.4) Tenders must reach the office of the Commissioner, Ranchi Municipal Corporation, Ranchi -834001 on or before 30-12-2017 **(3:00P.M)**. The First Cover containing the Technical Bids will be opened on 02-01-2018 **at 4.00 P.M** itself in the presence of bidders or the persons authorized by the bidders.

(3.0) Schedule of Bidding Process:

- i. The application forms will be available for download from www.ranchimunicipal.com/ onwards till 15-12-2017

(3.1) The RMC would Endeavour to adhere to the following schedule:

1.	Name of the Work	“Installation of OMD’s on at all Modular Toilet’s of Ranchi Town”
2.	Time of Completion	60 Days from date of agreement
3.	Date of Publication of Tender on Website	15-12-2017
4.	Pre Bid Meeting Date	22-12-2017
5.	Bid submission Date	30-12-17 upto 3.00 pm
6.	Date of Opening of Tender	02-01-18 at 4.00 pm
7.	Name & address of office inviting tender	Municipal commissioner , Ranchi Municipal Corporation, Kutchary road, Ranchi-834001
8.	Helpline number of e-procurement	0651-2211777
9.	Opening of Financial Bid	To be announced Later
10	Last date of receipt of tender fee and security	30-12-17 up to 3.00 pm

(4.0) Eligibility:

This tender is an open tender and any Advertisement Agency which fulfills the following conditions is eligible to bid.

- (4.1) The bidder must be a business entity such as a Proprietorship firm or Partnership firm or a Private Limited Company in the field of advertisement having registered with Ranchi Municipal Corporation.
- (4.2) The bidder should have experience of Outdoor advertising with the experience of operating **at least 5 outdoor advertising sites per annum** in One year out of the last Three financial years in a Government Agency or a Corporate Body. The experience of a site will be counted for a financial year only if that site has been operated by the bidder for at least six months during that financial year.
- (4.3) The bidder must have an average annual turnover of at least **Rs.15 (Fifteen) Lakhs** in any one of the last 3 financial years ending **31-03-2017**. It is clarified that the bidders will **not be allowed** to rely upon the financial strength of any other companies whether or not under the same Management. In proof thereof, copies of the Income Tax Returns along with associated documents and PAN Card should be enclosed with the Bid.
- (4.4) The bidder should have not been Black listed or debarred by the RMC or any ULB or any District Administration or other Government Agency/Authority in the past years for any reasons whatsoever. A self declaration in this regard in the form of an affidavit duly notarized (**prepared in an Rs.100/-** Non-judicial stamp paper) should be enclosed with their Technical bid. If at a later stage it is found that the bidder had been Black Listed or debarred the Contract Agreement will be terminated/cancelled with forfeiture of the EMD including Performance security.
- (4.5) The bidder should not have any dues pending payable to the RMC. A Self declaration to this effect in the form of an affidavit duly notarised (**prepared in an Rs.100/-** Non-judicial stamp paper) should be enclosed with their Technical bid. If at a later stage it is found that dues concerning the bidder are pending on any account, the Contract Agreement will be terminated / cancelled with forfeiture of the EMD including Performance security.
- (4.6) Terms used in this RFP document which have not been defined herein, shall have the meaning ascribed thereto in the draft Agreement.

(4.7) Any Bidder, who has earlier been barred by the RMC from participating in RMC projects, would not be eligible to submit a proposal, where the bar subsists on the proposal due date.

(5.0) Opening of financial bids

This invitation of tenders is for **locations**. The financial bids of those technically qualified bidders will only be considered for evaluation.

(6.0) Proposal preparation Cost

The Bidder shall be responsible and shall pay for all the costs associated with the preparation of its proposal and its participation in the bidding process. RMC will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the bidding process.

(7.0) Project Inspections and Visit to the site of work:

1. Bidders may carry out the project inspection of the designated locations for installation of OMD's.
2. It is desirable that each Bidder submits its proposal after visiting the site and ascertaining for themselves the location, surroundings or any other matter considered relevant to it.
3. It would be deemed that by submitting the proposal for RFP, the Bidder has:
 - a) Made a complete and careful examination of terms & conditions/ requirements, and other information set forth in the RFP document.
 - b) Received all such relevant information as requested from the RMC and
 - c) Made, a complete and careful examination of the various aspects of the project including, but not limited to:
 - i. Condition of the roads and utilities in the vicinity of the locations; and
 - ii. All other matters that might affect the Bidder's performance under the terms of this RFP document.
4. The RMC shall not be liable for any mistake or error on the part of the Bidder in respect of the above notification.

(8.0) Clarifications

A prospective Bidder requiring any clarification on the RFP Document may notify the RMC in writing or by fax or by registered post or courier or by E-mail to the following:

***The Municipal Commissioner,
Ranchi Municipal Corporation, Ranchi
Katchary Chowk,
Ranchi-834001.***

Phone: 0651-2203469, Fax: 0651-2211777

E-mail: ceo@ranchimunicipal.com, support@ranchimunicipal.com

(9.0) The Municipal Commissioner, RMC reserves the right to accept or reject any proposal or for Negotiations/Re-tender without assigning any reasons whatsoever.

**Sd/-
Municipal Commissioner,
Ranchi municipal corporation, Ranchi**

GENERAL CONDITIONS

1. The validity of the offer quoted in the tender will be for 90 days from the date of opening the tender which can be extended for a specific period on the request of the bidder. But extending the validity is binding on the bidder.
2. The bidder should furnish attested copy of the registration of the firm.
3. The successful bidder should registered the agreement within 7 days from the date of acceptance of the tender. Failure to execute the agreement will entitle forfeiture of the EMD.
4. The Cost of registering the agreement should be borne by the successful bidder.
5. The following documents shall be part of the agreement to be entered into with the successful bidder.
 - a. Notice inviting tender
 - b. General Conditions and instruction to the tenders
 - c. Technical bid
 - d. Financial bid
 - e. Minutes of the Pre bid meeting
 - f. Technical Specifications and Drawings of OMD's & locations
 - (Annexure -1)**
 - g. Any other drawings furnished by the RMC for execution of civil work specifications.
 - h. The Ranchi Municipal Corporation Levy and Collection of Jharkhand Local Bodies Advertisement **Regulation 2017**.
6. The bidder should furnish Solvency certificate for a value of **Rs.02 Lakhs (Rupees Two Lakhs only)** issued by any of the Nationalized/Schedule Bank with validity extending to the period of contract.
7. All cost for planning and installation of OMD's and safety arrangements, all taxes and duties on the material etc., and whatsoever charges to be incurred by the bidder in successful should be borne by the successful bidder.
8. Authorized signatory of the firms other than those owned individually is the person authorized to sign the tender documents and agreements. In doing so the signatory should produce the power of attorney from the firm.
9. The work of installation should be taken up within 7 days from the date of signing of the agreement and inform the appropriate authority of **RMC** for having started the work. If the successful bidder fails to start the work in the

stipulated period & failed to install OMD's at all locations within Three months, his agreement is liable for cancellation and forfeiture of EMD and other deposits made by him are liable to be forfeited and he is liable to be black listed.

10. The successful bidder is responsible for the structural stability of all the OMDs.
11. The successful bidder should get a certificate from the RMC regarding unsuitable locations due to all reasons immediately after requisition and Joint Inspection of the RMC officials and the Bidder.
12. The successful bidder should get completion certificate from the RMC on requisition as and when the location wise work is completed regularly within stipulated time.
13. All the disputes that may arise during the tenure of agreement should be settled mutually by both the parties within the jurisdiction of Ranchi Municipal Corporation.
14. The validity of the agreement is for 05 years and the successful tenderer will have the right to display the advertisements for the agreement period. But the term will be extended for a period not exceeding 05 years if the bidder has satisfied all the terms and conditions of the agreement to the satisfaction of RMC.
15. The bidder should furnish the details of advertisement contracts executed by him during the past One(1) financial years in the form appended to the tender document.
16. The bidder should furnish the details of litigation history of the firm in the form provided for this purpose in the tender document.

18. The Bidder should furnish the audited financial statement of the firm for the past three financial years. However provisional statement of accounts in case of FY 2016-17 can be furnished if the same is not audited.
19. The technical bids will be opened first and evaluated. The financial bids of those technically qualified bidders will be evaluated thereafter by the Tender Scrutiny Committee constituted for the purpose.
20. The bidder should submit EMD of Rs.1,00,000/- (Rupees one Lakh only) along with his technical bid.
21. The minimum reserved License fees for each OMD's would be zone wise.

The minimum license fee for zone A is Rs.2,000/-(Rupees Two Thousand Only). The License fee for zone B shall be 60% (Sixty Present) of Zone A and the license fee for Zone C shall be 30% (Thirty Present) of Zone A.

The Tender will be finalized based on the amount quoted. Failure to comply with these criteria will result in rejection of the Financial Bid. List of Zone wise OMD attached with RFP.
22. The Evaluation of financial bid will be based on the maximum License fee per annum per location as assessed by the RMC.
23. In case of any disputes with sites, RMC will provide another location within 30 days on same term and conditions as mentioned for all other sites.
24. The successful bidder should pay the advertisement tax 06 months in advance as per advertisement tax rate structure enclosed in Annexure-II.
25. The quoted advertisement tax as per Annexure -II will be payable after incubation period (60 Days) from the date of agreement. There will be an increase of 2.5% every year in the license fee and 5% per year in advertisement tax every year. The license fees shall be payable 6 months in advance.
26. The EMD will be refunded to the unsuccessful bidders after the completion of the tender process. In case of successful bidders, the security deposit will be refunded after getting solvency certificate including extensions if any granted to the tenderer for a period not extending 60 months from the date of original agreement.

Sd/-
Municipal Commissioner
Ranchi Municipal Corporation

INSTRUCTION TO THE TENDERERS

- 1) The scope of work under this contract is to install OMD's on Modular Toilets at Ranchi Town for a period of 05 years which can be renewed for further 05 years based on satisfactory performance.
- 2) The Said OMD must be designed as per size and structure mentioned in Annexure I.
- 3) Term of contract will be for the period of 05 years from the date of agreement which will be extended up to a maximum of 05 years if the bidder has satisfied all the terms and conditions of the agreement to the satisfaction of RMC.
- 4) The rates should be quoted both in words and figures. If any discrepancy found in the rates quoted in words and figures, highest of above will prevail and no requests for downward revision will be entertained.
- 5) Bidder should read the tender notice and the RFP documents carefully before bidding. The terms and conditions mentioned in the RFP documents will carry the meaning as assigned to them. In case of any dispute on any of the terms and conditions, the decision of the Municipal Commissioner is final and binding on the tenderer.
- 6) Financial bid should be furnished as prescribed to the bidders.
- 7) Bids should be submitted in two envelopes that is technical and financial Separately. Each envelope shall be marked as Technical Bid and Financial Bid clearly.
- 8) Bidders are advised to visit the site of OMD's for which they are tendering to assess the work to be executed and the revenue realization expected from advertisement on the packages. It is presumed that the bidders have quoted with the full knowledge of the work to be carried out and other obligations the tenderer should have to discharge. No correspondence in this behalf will be entertained.
- 9) The technical bid will be opened first. The financial bids will be open only of technically qualified bidder. bidders will be considered for evaluation.
- 10) The following document should be attached to the technical bid
 - a. EMD for Rs.1,00,000.00 (One Lakh Only).
 - b. The Income Tax returns of past 3 years or Net worth Certificate of value not less than Rs. 1,50,000.00(One Lakhs Fifty Thousand Only).

- 11) The Commissioner, Ranchi Municipal Corporation, Katchary, Ranchi reserves the right to reject any or all the tenders/offers received without assigning any reason.
- 12) Individual/Company/Firm should not submit more than one bid for the same package.
- 13) The Agencies having arrears or any dues to the RMC are not eligible for bidding.

Sd/-
Municipal Commissioner
Ranchi Municipal Corporation

SPECIAL CONDITIONS OF CONTRACT

1. The bidder should submit the programme of Installation OMD's with the tender document.
2. The tenderer should install the OMD's as per the guidelines which will be provided by RMC to him.
3. The successful tenderer is required to register into an agreement as per the time stipulations referred in these documents elsewhere.
4. The successful tenderer should pay 06 month in advance for the ensuing financial year advertisement tax, Cesses and other statutory levies as applicable from time to time or at the time. The base rate of the advertisement tax will be as per **Annexure II**. The advertisement tax rate will be increased @ 5% annually based on last year advertisement tax rate. The advertisement tax rate structure enclosed in Annexure-I will not be changed or modified during the whole period of contract.
5. The licensee shall display name and logo of the RMC etc., prominently in both Hindi & English Languages above the front advertisement pole specified.
6. Installation of OMD's should be done only at locations as prescribed and approved by RMC and any violation or deviation from condition will not be entertained. List of Modular toilet mentioned in **Annexure III**.
7. All RMC dues to be cleared one month in advance before the start of every financial year.
8. No consortium bids are allowed.
9. The successful bidder should obtain the completion certificate from the RMC as soon as the work is completed.
10. In the event of default in completion of the work, the following penalty will be imposed for not adhering to the time schedule

Deviations, sub-standard work, delays, etc.,

- a) **First Violation** : Rs.2,000.00/- fine per OMD with first extended time of 30 days.
- b) **Second Violation** : Rs.5,000.00/- fine per OMD with first extended time of 30 days.

Cancellation of license will be effected if the rectification is not completed within 60 days of extension. No refund of Security deposit and license fee is admissible for cancellation of license.

10. Sub-letting the license granted to successful tenderer in any manner is not permissible and shall attract cancellation of the license.

11. The licensee shall be responsible for any damage caused to the property of the RMC or for the injuries caused to persons during agreement period and the licensee should make good the losses caused on the RMC property or the life of persons either the citizens or his own staff during the period.
12. The RMC reserves the right to order the licensee under exceptional circumstances to advertise the Government advertisements/policy or RMC advertisements for a period not exceeding 15 days in a year for social messages or during special event without any charges with mutual understanding.
13. Any change in the concept plan, specification, drawings etc., shall be with the explicit approval and written orders of the Municipal Commissioner. Any order issued by any of the officer without the explicit permission of the Municipal Commissioner shall be null and void.
14. Advertisements creating public nuisance, nudity, or other such pictures, posters or any other means of advertisements which may hinder the sight of public should not be allowed on the OMD.
15. Slogans, sayings which contain inoffensive remarks on any caste, creed, community and persons of any origin should not be displayed on the OMDs.
16. Advertisements from banned organizations should not be exhibited.
17. Lighting the OMD should not affect the eyes of the commuters, drivers of the vehicles.
18. Slogans affecting the Integrity of the Nation in any means are totally prohibited.
19. The advertisement to be displayed should not be obscure, should not hurt any public sentiments, should not offend any religious, community, race, gender feelings and also the public morality. In case of any violation of this rule the agency will be required to withdraw the advertisement with immediate effect and will be liable for penalty.
20. The bidder should provide EPFO & ESIC Registration with the bid document.
21. Terms & Conditions used in this RFP document which have not been defined herein, shall have the meaning ascribed thereto in the draft Agreement.

Sd/-
Municipal Commissioner
Ranchi Municipal Corporation



RANCHI MUNICIPAL CORPORATION

TENDER FOR “INSTALLATION OF OMD’s ON AT ALL MODULAR TOILET’S OF RANCHI”

FINANCIAL BID

(To be placed in a separate sealed cover)

License Fee amount quoted per location per annum exclusive all taxes (in Rs.)	In Words	Figures
Group 1		
Group 2		
Group 3		
Group 4		
Group 5		
Group 6		

- Note:**
1. The minimum license fee for zone A is Rs. 2,000/- (Rupees Two Thousand Only) The License fee for Zone B Shall be 60% (Sixty Percent) of Zone A and the license fee for Zone C shall be 30% (Thirty Percent) of Zone A.
 2. There will be an Increment of 2.5% every year in license fee & 5% every year in Advertisement tax.

Signature of the Bidder

**STATEMENT OF LITIGATIONS ENCOUNTERED DURING PAST THREE
YEARS
(To be finished by the Bidder)**

Sl. No	Year of Contract	Name of the Work	Name and Address of the Employer/Client	Duration of the Contract	Nature of Dispute	Details of Settlement
1.						
2.						
3.						
4.						

Note: Relevant documents in support of the information furnished above should be enclosed. If not applicable state 'None'

Signature of the bidder

**STATEMENT OF ADVERTISEMENT WORKS CARRIED OUT DURING
PAST THREE YEARS (To
be furnished by the Bidder)**

Sl. No	Year Of Contract	Name of the Work	Client	Duration of the Contract	Type of about installation Removable/ Non removable	Remarks
1.						
2.						
3.						

Note: Relevant documents in support of the information furnished above should be enclosed.

Signature of the bidder

CERTIFICATE TO BE FURNISHED ALONG WITH FINANCIAL BID

1. Certified that the Earnest Money Deposit amounting to Rs. 1,00,000/- (Rupees One Lakh only) has been be paid by way of Demand Draft/BG drawn in favour of (D.D.No.....Dated:.....of (Name of the Bank) _____ of "Municipal Commissioner, Ranchi Municipal Corporation, Ranchi". payable at Ranchi.
2. Certified that the Bank Solvency Certificate for Rs.02.00 Lakhs (Rupees Two Lakhs Only) will be submitted within 7 days from the date of receipt of acceptance letter.
3. I/We undertake to deposit the accepted amount within 7 days from the date of receipt of acceptance letter and register the agreement. Failure to do so, the EMD may be forfeited.
4. Certified that I/We have read carefully all the instructions, General Conditions and Special Conditions furnished in the RFP document and shall undertake to abide by the instructions and conditions in the RFP document.

Signature of the bidder

Annexure I

Specification Of Proposed OMD'S With Double Unit

Size of OMD'S on Single and Double Unit

Front - 8'L X 4'W

Side - 4'LX 4'W

Size of OMD'S on Triple Unit

Front - 13'L X 4'W

Side - 4'LX 4'W



ANNEXURE II

ADVERTISEMENT TAX RATE STRUCTURE (FOR ZONE A, B & C)

S.NO	ZONE	BASE RATE OF OMD'S WITH BACKLIT FOR FINANCIAL YEAR 2017-18
1	A	Rs. 385.88 per sq. ft per annum
2	B	Rs. 330.75 per sq. ft per annum
3	C	Rs. 275.63 per sq. ft per annum

- Note :-** (1) Advertisement tax rate will be applicable financial year wise.
(2) Advertisement tax rate will increase 5% for each financial year over the last financial year.

ANNEXURE III

Zone Wise List Of Modular Toilets - Group 1

SR No	Name of Location	No Of Modular Toilet	Zone
1	SBI Main Branch Office	2	A
2	Jail More	2	
3	Under Foot Bride, Church Complex	2	
4	Harmu Dump	1	B
5	Piska More	2	
6	ITI Bus Stand	2	
7	Pandra Bazar Samiti Gate	2	
8	Harmu Chowk	2	
9	Lowadih Chowk	2	C
10	Vidhan Sabha ATM	2	
11	North Office Para	2	

Zone Wise List Of Modular Toilets - Group 2

SR No	Name of Location	No Of Modular Toilet	Zone
1	Roshpa Tower	2	A
2	Ranchi Nagar Nigam	2	
3	Rashik Lal Sweet , Doranda	2	
4	Sahajanand Chowk	2	B
5	Ranchi Gowshala	2	
6	New Amrit Bhog, Morabadi	2	
7	Morabadi Ground	2	
8	Karam Toli Chowk	2	
9	Khiju Tola	2	C
10	Sector 03	2	
11	J.P. Market, Dhurwa	2	

ANNEXURE III

Zone Wise List Of Modular Toilets - Group 3

SR No	Name of Location	No Of Modular Toilet	Zone
1	Fun Cinema	2	A
2	Ajuman Plaza	2	
3	Firyalal Chowk	2	
4	Matri Prerna Eye Hospital	2	B
5	Care Clinic, Morabadi	2	
6	Ranchi Plotechnic	1	
7	Birsha Chowk	3	
8	Karbala Chowk	2	
9	Dhurwa Post Office, Near Bus Stand	2	C
10	Near Goal Chakkar	2	
11	Opp. SBI, Dhurwa	2	

Zone Wise List Of Modular Toilets - Group 4

SR No	Name of Location	No Of Modular Toilet	Zone
1	Opp. Kotwali Thana	2	A
2	Near Nirmala College	2	
3	Dev Kamal Hospital	3	
4	Opp. Central School	2	B
5	Chandni Chowk, Hatia	2	
6	Reliance Mart, Kanke Road	2	
7	Bahu Bazar Chowk	2	
8	Sirom Toli Chowk	1	
9	Shakha Maidan Sail City	2	C
10	Opp. Gaytri Mandir Sec 2	2	

ANNEXURE III

Zone Wise List Of Modular Toilets - Group 5

SR No	Name of Location	No Of Modular Toilet	Zone
1	Kutchery Chowk	3	A
2	Hinoo Chowk	3	
3	Daily Market Taxi Stand	2	
4	Opp. Medica Hospital	2	B
5	DAV Bariatu	2	
6	Before Budha Foundation	1	
7	Kashyap Eye Hospital	2	
8	Pandra Sudha Store	1	
9	Miya Market Dhurwa	2	C
10	Opp. Panchmukhi Mandir Sec- 1	2	

Zone Wise List Of Modular Toilets - Group 6

SR No	Name of Location	No Of Modular Toilet	Zone
1	Opp. Naga Baba Khatal	2	A
2	Kishori Yadav Chowk	2	
3	Bit Extension Lalpur Chowk	2	
4	Harmu Bazar	2	B
5	Opp. Ram Lakhan College	2	
6	Near Deputy Mayor Office	2	
7	Line Tank Road, Toyota Showroom	2	
8	Mission Ground	1	
9	Near Loretto Convent School	1	C
10	Near Elaves Sec – 2	2	
11	Sarwati Sishu Mandir	2	