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Office of the Ranchi Municipal Corporation, Ranchi

(SBM Cell)

Kutchery Road, Ranchi, Pin-834001.
E-mail ID- support@ranchimunicipal.com

Ref. No... 773/Health

dated. 16.12.2020

Bid documents for Rate
Contract of Supply of various
items and services for IEC
and Capacity building
activities under Swachh
Bharat Mission for 01 (One)
year.

By
16/12/2020





1. Instruction to Bidders

Ranchi Municipal Corporation herein after referred to as "RMC" intends to adopt a bidding process for selection of the successful bidder of producer/supplier/service provider for rate contract of various items and services for IEC and capacity building activities under Swachh Bharat Mission (SBM) for 01 (one) year in this regard, the detailed list with description is set out in Appendix-A.

- 1.1 Ranchi Municipal Corporation (RMC) will select the bidder in accordance with the method of selection specified in the RFP.
- 1.2 RMC is not bound to accept any proposal and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the bidder.
- 1.3 In preparing their proposals, bidders are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a proposal.
- 1.4 If any bidder submits more than one proposal, such proposals shall be disqualified.

1.5 Validity of Rate Contract

The Tender will be valid for one year from the date of finalization of the Bid. in case of need, RMC may Request bidder to extend the validity period of their proposal.

1.6 Bid Security (Earnest Money Deposit)

- (a) The bid security of amount indicated in RFP in favour of "Municipal Commissioner, Ranchi Municipal Corporation, Ranchi" payable at Ranchi shall be in the form of demand draft from any of the scheduled bank in an acceptable form. The bid security is to remain valid for a period at forty five days beyond the final bid validity period.
- (b) Municipal Commissioner, Ranchi Municipal Corporation shall reject any bid not accompanied by appropriate bid security, a non responsive.
- (c) The bid security of the successful bidder shall be returned as promptly as possible one the he has signed the contract.



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(d) Bid securities of the unsuccessful bidders shall be returned to them at the earliest after expiry of bid validity and latest on or before the 30th day after the award of the contract to successful bidder.

(e) The bid security may be forfeited :-

- (i) If a bidder withdraws its bid during the period of bid validity.
- (ii) If the successful bidder fails to execute the contract agreement within 15 days from the date of issue of the "Letter of acceptance" by RMC.

2. Preparation of the Proposal

2.1 Bidder's Proposal shall consist of following envelopes :-

- (i) Envelope 1:- Letter containing application for bid proposal and the technical proposal.
- (ii) Envelope 2:- The Financial Proposal.

2.2 Bid security, cost of RFP document, and evidence of proving bid eligibility. Bid security as mentioned in clause no 1.6 above shall be placed in envelope 1. In addition, the bidder must enclose all evidences to support the bid eligibility along with the demand draft for the cost of RFP document, if any. If the bid security, cost of RFP document, and evidences supporting bid eligibility are found proper then only technical and financial proposals will be entertained.

2.3 The proposal should include a cover letter signed by person(s) with full authorization to make legally binding contractual (including financial) commitments on behalf of the bidder. The letter format set out in Appendix-C.

3. The Technical proposal

3.1 The technical proposal shall not include any information related to financial proposal and any technical proposals containing information related to financial proposal shall be declared non responsive.

3.2 **Technical Proposal format**

The bidder shall submit technical proposal as per the RFP which indicates the format of the technical proposal to be used for the assignment. Submission of the wrong type of technical proposal will result in the proposal being deemed non responsive.

3.3 The proposal shall contain details on the following :-

- (a) Details of the bidder in the format set out in Appendix-B





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- (b) GST registration, PAN Card/TIN No., Affidavit for none blacklisting in Govt. of India, State Government/PSU.
- (c) Annual turnover must have 50 lakh per year in last three financial years i.e., 2016-17, 2017-18 & 2018-19 (proof should be submitted in the form of audited balance sheet).
- (d) Proof of experience of handling the similar nature of work on outline of recent experience of the bidder on related assignments is required for each assignment the outline should indicate inter-alia, the assignment, contract amount and the bidder's involvement. Information should be provided only for those assignments for which the bidder was legally and directly contracted by the client.
- (e) The undertaking reserves the right to cancel the tender at any stage without assigning any reason thereof.
- (f) In case of any inquiry bidders may visit the office of the undersigned in office hours.

4. Financial Proposal

- 4.1 The bidder shall submit financial proposal in financial proposal submission form which set out in Appendix-A.
- 4.2 The bidder shall submit financial proposal in envelope 2.
- 4.3 All information provided in bidder's financial proposal will be treated as confidential.
- 4.4 No proposed schedule of payments should be included in bidder's financial proposal.
- 4.5 Bidder shall quote the rates in Indian National Rupees Only.
- 4.6 The Rate to be quoted shall include all costs, expenses and statutory taxes.

5. Proposal Evaluation

- 5.1 The eligibility criteria will be first evaluated as defined in notice inviting request for proposals for each bidder. Detailed technical evaluation will be taken up in respect of only those bidders, who meet with the prescribed eligibility criteria.
- 5.2 The Ranchi Municipal Corporation will be responsible for evaluation of proposals received.
- 5.3 After the technical evaluation is completed the Ranchi Municipal Corporation shall inform who's proposals did not qualify technically whose technical

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proposal successfully qualify Ranchi Municipal Corporation shall inform them, indicating the date, time, and location for opening of proposals (bidder's attendance at the opening of financial proposals is optional).

5.4 **Evaluation of Financial proposals**

Following the evaluation of technical proposals, financial proposals shall be opened publicly and read out and the bidder who quoted lower rate will be invited for contract negotiations. It may happen that different bidders quote lower rates for different items or services. In such case for every item or service who quoted lower rates will be invited for particularly that item or service for contract negotiations.

6. **Contract Negotiation and Award of Contract**

Ranchi Municipal Corporation may either choose to accept the proposal of the preferred bidder or invite him for negotiations. In case negotiation fails, Ranchi Municipal Corporation has the right to invite the next preferred bidder for negotiation.

After completing negotiations the Ranchi Municipal Corporation shall award the contract to the selected bidder.

7. **Performance Security**

The bidder will furnish within 15 (Fifteen) days of the issue of letter of acceptance (LOA), an account payee bank draft or unconditional bank guarantee in favour of "Municipal Commissioner, Ranchi Municipal Corporation, Ranchi" payable at Ranchi, from any nationalized or scheduled bank in India for an amount equivalent to 250,000/- (Two Lakhs Fifty Thousands Only) toward performance security valid for 06 (Six) months. The Bank guarantee will be released after 06 (Six) months of after completion of the work whichever is earlier.



Details of Bidder

(On the Letter head of the Bidder)

- 1. (a) Name of Bidder:- _____
- (b) Address of Office(s) :- _____

- (c) Date of Incorporation and/or commencement of business _____

2. Brief description of the Bidder's main lines of business:-

3. Details of Individual(s) who will serve as the point of contract/communication for Ranchi Municipal Corporation with the bidder:-

- (a) Name :- _____
- (b) Designation :- _____
- (c) Company/Firm Name:- _____
- (d) Address:- _____

- (e) Telephone Number(s) :- _____
- (f) E-mail ID :- _____
- (g) Fax Number :- _____
- (h) Mobile Number:- _____

4. Details of Authorized signatory of Bidder:-

- (a)
- (b)
- (c)

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Appendix-C

Technical Proposal Submission form

Dated:-

To,

Municipal Commissioner,
Ranchi Municipal Corporation,
Kutchery Road, Ranchi-834001.

Sub:- Submission of Technical Proposal.

Dear Sir,

We the undersigned, after to provide the items or services for IEC and Capacity building activities of “**Swachh Bharat Mission**” (SBM) in Municipal area under Ranchi Municipal Corporation, Ranchi in accordance with your request for proposal dated..... and our proposal. We are hereby submitting our proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification if negotiations are held during the period of validity of the proposal; we undertake to negotiate on the basis of the proposed personnel. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any proposal you receive.

We remain,
Yours Sincerely,

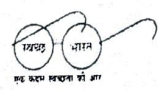
Authorized Signature (in full and initials)
Name and Title of Signatory:
Name of Firm:
Address:





Financial Proposal Submission Form

Sl. No.	Name of Item/Services	Description (for 01Year)	Rate (in INR) per item/service (with all taxes)
1	Visual Media Component	(i) TV Advertisement (30 Second)	
		(ii) Short Film (5-10 Minute)	
		(iii) Theme Song (3-4 Minute)	
		(iv) Documentary (10 Minute)	
2	Audio Media Component	(i) Radio Advertisement (30 Second)	
		(ii) Theme Song (3-4 Minute)	
		(iii) Public Announcement with Vehicle	
3	Flex Printing and mounting	(i) Backlit flex printing and mounting (per Sqft.)	
		(ii) Frontlit flex printing and mounting (per Sqft.)	
		(iii) Ordinary flex printing and mounting (per Sqft.)	
		(iv) Cloth banner printing and mounting (per Sqft.)	
		(v) Bio degradable Flex with Printing and Mounting (Per Sqft)	
		(vi) Promo Walls With Installation (Frame Provided By RMC)	
4	Rental charges for all kinds of hoarding	(i) Per day rental charges for all kinds of hoarding (per Sqft.)	
		(ii) Weekly rental charge for all kinds of hoarding (per Sqft.)	
		(iii) Fortnightly rental charge for all kinds of hoarding (per Sqft.)	
		(iv) Monthly rental charge for all kinds of hoarding (per Sqft.)	
		(v) Yearly rental charge for all kinds of hoarding (per Sqft.)	



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5	Advertisement Media construction and installation-1	(i)	Ordinary hoarding for nonlit display (per Sqft.)	
		(ii)	Pole kiosks and standees with printing (per Sqft.)	
		(iii)	Pole Kiosks and standees with Printing (per Sqft.)	
		(iv)	Glow sign board with flex (single side display) (per Sqft.)	
		(v)	Glow sign board with flex (double side display) (per Sqft.)	
6	Creative designing, maintenance charges and rental charges for hoarding	(i)	Creative design per proposal	
		(ii)	Annual maintenance charges for ordinary hoarding	
7	Wall Painting* (weatherproof exterior emulsion paint shall be used)	(i)	Simple painting (per Sqft.)	
		(ii)	Artistic Wall painting/ Sohrai painting / wall writing (per Sqft.)	
8	Mid media component	(i)	Street play with 8 artist and audio system	
		(ii)	Street play with 6 artist and audio system	
		(iii)	Flok Arts with 8 artist and audio system	
		(iv)	Flok Arts with 12 artist and audio system	
		(v)	Flok Arts with 16 artist and audio system	
		(vi)	Drama with 6 artist	
		(vii)	Drama with 8 artist	
		(viii)	Drama with 12 artist	
9	Sticker paper with multicolor print	(i)	Size 1/8 (Per Pcs.)	
		(ii)	Size 1/4 (Per Pcs.)	
		(iii)	Size A3 Paper (Per Pcs.)	
10	PVC Sticker	(i)	Size 1/8 (Per Pcs.)	
		(ii)	Size 1/4 (Per Pcs.)	
		(iii)	Size A3 Paper (Per Pcs.)	
11	Sticker 250 GSM multicolour print	(i)	Size 1/8 (Per Pcs.)	
		(ii)	Size 1/4 (Per Pcs.)	
		(iii)	Size A3 Paper (Per Pcs.)	
12	Badge Print	(i)	58mm (Per Pcs.)	
13	Wooden with Glass Cover Memento	(i)	13 Inch (Per Pcs.)	
14	Wooden without Glass Cover Memento	(ii)	13 Inch (Per Pcs.)	

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	Wooden without Glass Cover Memento	(i)	12x14 (Per Pcs.)	
		(ii)	10x12 (Per Pcs.)	
	Wooden with Glass Cover Memento	(i)	12x14 (Per Pcs.)	
		(ii)	10x12 (Per Pcs.)	
15	Memento	(i)	Metal sheet with engraving 8x10 inch	
16	T-Shirt Caller with Single Colour	(i)	Per Pcs.	
17	T-Shirt Caller with Double Colour	(i)	Per Pcs.	
18	T-Shirt Round Neck with Single Colour	(i)	Per Pcs.	
19	T-Shirt Round Neck with Double Colour	(i)	Per Pcs.	
20	Cap with Single Colour Print	(i)	Per Pcs	
21	Cap with Double Colour Print	(i)	Per Pcs.	
22	WI-FI dongle	(i)	Per Pcs.	
23	SMS Delivery	(i)	Per SMS	
24	Social Media Promotion & Content Designing	(i)	Per Post	
25	Photography	(i)	4x6 Per pcs.	
		(ii)	6x10 Per pcs.	
26	Videography	(i)	Duration of 30 Minutes	
		(ii)	Duration of 01 Hour	
27	Form & Pamphlet Printing	(i)	A4 size form printing single side (100 pcs.)	
		(ii)	A4 size form printing double side (100 pcs.)	
		(iii)	1/5 DMY size pamphlet (100 pcs.)	
		(iv)	A3 Size multi colour printing (per pcs)	
		(v)	With Single Side Single Colour(A4 Size)	
		(vi)	Single Side Multi Colour(A4 Size)	
		(vii)	Double Side Single Colour(A4 Size)	
		(viii)	Double Side Multi Colour(A4 Size)	
		(ix)	Single Colour Without lamination (A3 Size)	
		(x)	Single Colour With lamination (A3 Size)	

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		(xi)	Double Colour Without lamination (A3 Size)	
		(xii)	Double Colour With lamination (A3 Size)	
		(xiii)	A4 Size Printing on Photo Paper	
28	Invitation card with envelope(Single Colour) (Multi Colour)	(i)	Per Pcs.	
29	Key Ring	(i)	Hard board (both side)	
		(ii)	PVC (both side)	
		(iii)	Wooden (both side)	
30	Trophy Metal	(i)	6 inch (per pcs)	
		(ii)	8 inch (per pcs)	
		(iii)	10 inch (per pcs)	
		(iv)	12 inch (per pcs)	
		(v)	14 inch (per pcs)	
		(vi)	16 inch (per pcs)	
31	Diamond Cristal Trophy	(i)	10 inch (per pcs)	
		(ii)	12 inch (per pcs)	
		(iii)	14 inch (per pcs)	
32	I-Card	(i)	Multi colour ribbon 25mm (per pcs)	
		(ii)	Single colour ribbon 25 mm (per pcs)	
		(iii)	PVC (I-Card)	
33	Advertisement Vehicle	(i)	LMV vehicle with full cover hoarding & Public Address system (with fuel) per day	
		(ii)	E-rickshaw with full cover hoarding & Public Address system per day	
34	Notice Board of Steel Plate	(i)	Thickness 20 Gaze with both side paint in per Sqft.	
35	Certificate Print	(i)	300 GSM A4 Size Multi Colour (Per Pcs)	
36	Sinage	(i)	Acp Sheet With Vynal)	
		(ii)	Sun Board With Vynal	
37	Bandi	(i)	Nehru Bandi	
38	Photoframe	(i)	Certificate Framing	
		(ii)	Certificate With Wooden Framing	

*Shining of
Artistic Wall
painting/
Sohrai painting



/ wall writing
shall last for 1
(one) year.

