

## **NOTICE TENDER – SIGNAGES SERVICES**

### **TENDER/QUOTATION FOR INDIA VS. AUSTRALIA 5<sup>TH</sup> ODI Match ON 13<sup>TH</sup> MARCH 2019.**

Sealed Tender / Quotation are invited for providing Signages Services to Delhi & District Cricket Association (DDCA) situated at Ferozeshah Kotla, New Delhi – 110002 from reputed firms/agencies/companies having valid licenses and sanctions and experience in the field of Signages services for a minimum period of two years, to quote their best offers in SEALED COVERS for INDIA VS. AUSTRALIA ODI Match ON 13<sup>TH</sup> MARCH 2019 to be held at Ferozeshah kotla ground, DDCA.

The Company is required to give the following details:-

<b>COMPANY/FIRM PROFILE</b>	
Name of the Company/Firm and complete registered address	
Legal Status (Individual, Sole Proprietary firm, Hindu Undivided Family (HUF) business, Partnership firm, Consortium, Joint Venture, Limited Company or Corporation)	
Status of the signatory of the applicant	
Has your company/firm ever changed its name any time? If so, when, the earlier name and the reason thereof?	
Has your company been ever blacklisted by any organization?	
Were you or your company ever required to suspend Signages services for a period of more than 06 months continuously after you have commenced the business of providing Signages services? If so, give the name of the contract and reasons thereof.	
Name, Designation and Tel. No(s) of the Contact Person -Fax No(s) -E-mail address	
Year of commencement of Business	

<b>Statutory Details</b> (Photocopy duly signed to be attached) - Registration No. of the Firm - PAN - EPF – Registration No. - ESI Registration No. - Service Tax, VAT/CST Registration No. - Name & Address of Bankers alongwith Current Account Details	
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(Rs. In Lakhs)

Details of annual financial turnover (gross)	FY 2016 - 2017	FY 2017 – 2018

**INSTRUCTIONS TO THE APPLICANT**

1. Please read the Terms & Conditions carefully before filling up the document.
2. Incomplete Documents will be rejected. It is in the interest of applicants that they may inspect the proposed premises before submitting the bid.
3. DDCA reserves the right to obtain feedback from the previous/present clients of the applicant and also depute its team(s) to inspect the site(s) at present contract(s) for on the spot first-hand information regarding the maintenance and other signages related services provided by the applicant. The decision of the DDCA in this regard will be final and binding on all bidders.
4. The applicant should be in the business of providing Signages services for a minimum period of two years as on date of submission of tender.
5. The service provider shall provide the following services to the satisfaction of DDCA.

(a) Signages inside the entire stadium and all gates.

1. 6x4 - 25
2. 5x4 – 30
3. 8x6 – 5
4. 4x3 – 6
5. 3x2 – 4

And lift signboards 3 pcs. and information signages for wash rooms/no smoking 2x2 – 80.

- (b) Outside stadium police boards, parking, park & ride, terms & conditions, directional, way to, gate directions, exit and map boards
1. 8x6 – 30
  2. 14x8 – 5
  3. 4x3 – 60
  4. 5x4 – 140
  5. 4x4 – 40
  6. 6x4 – 50, 10x3 – 25, 3x3 – 15, 8x8 -5

**(NOTE:** These numbers are tentative. Exact number shall be informed before the match. Payment shall be made on exact number only.)

- (c) All costs pertaining to placement, removal, printing and designing of signages incl. all costs pertaining to transportation to and from the stadium shall be borne by the service provider.
- (d) The rates may be quoted separately for wooden and metal frames.
6. The applicant shall ensure that all statutory compliances for its personnel are its responsibilities.
7. All statutory taxes/fees of any kind shall be borne by the applicant.

**Other Terms & Conditions:**

- A. The necessary details / clarification if any can be obtained from DDCA Office between 31<sup>st</sup> Feb and 01<sup>st</sup> Feb, 2019.
- B. All quotations / offers/ Tenders should be on the form given at annexure with Company / Firms / Organisation Stamp.
- C. **An Earnest Money Deposit (EMD) in form of Bank Draft equal to 10% of the bid value shall be submitted by all bidders. The Bank Draft will be favouring Delhi & District Cricket Association payable at New Delhi. All quotations submitted without EMD shall be rejected. EMD amount shall be refunded to unsuccessful applicants within a week of opening the commercial bids. EMD shall be submitted by all bidders** along with PAN No. / Tin No. / Service Tax Number and I.D Proof with company / Organisation/ Firm's details of Registration, Memorandum & Articles, Partnership / proprietorship details as the case may be.
- D. The payment for the services provided by the applicant shall be made within 30 working days after the submission of the bills after the match.

- E. DDCA reserves its right to accept or reject any of the offers or cancel all offers and also modify conditions or effect any other change in items, terms and conditions.
- F. The envelopes containing quotations SUPERSCRIPED with the name of item is to be addressed to CEO, Delhi & District Cricket Association, Ferozshah Kotla Grounds New Delhi-110002 should be dropped in a box kept at the reception of DDCA during office hours 10 A.M TO 5 P.M.
- G. The quotation must reach the office of the DDCA by 05<sup>th</sup> Feb. 2019 BY 2 P.M which will be opened on the same day at 4.00 PM.
- H. The Incomplete quotations in any manner will be summarily rejected.
- I. In the event another party is sought to be engaged as a supplier for the purposes of the tender, this may only be done by obtaining consent in writing of the Authorised official of DDCA.
- J. All disputes shall be subject to the jurisdiction of courts of Delhi.
- K. It is hereby clarified that all rights granted pursuant to the Tender are valid only for this match. No future rights are sought to be granted.
- L. The Applicant should not be member of DDCA and should not have any close family relatives working in DDCA.

**The last date for submission of above Tender/Offer/ Quotation for INDIA VS. AUSTRALIA ODI MATCH ON 13<sup>TH</sup> MARCH 2019 to be held at DDCA, Ferozshah Kotla Grounds, New Delhi is 05<sup>TH</sup> Feb. 2019 BY 2 P.M.**

**30th January 2019**

**CEO,DDCA**

**PERFORMA FOR SUBMISSION OF COMMERCIAL BID**  
**SIGNAGES**

<b>S No</b>	<b>Item Name</b>	<b>Cost Per item</b>	<b>Quantity</b>	<b>Total Cost</b>	<b>Taxes</b>	<b>Final Cost</b>

**Total Cost in Figures:** \_\_\_\_\_

**Total Cost in Words:**

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**Signatures**

**(Name of authorised signatory)**

**Date:**

**Place:**

**Company Stamp:**