

TRANSPORT DEPARTMENT, HARYANA

Short Tender Notice for

Display of Advertisements at Bus Stands of Haryana Roadways Charkhi Dadri

Sealed tenders are invited from reputed advertising companies for rights to display advertisements on the bus stands/workshops of Haryana Roadways Charkhi Dadri depot as per terms and conditions mentioned in the tender documents for the following Bus stands: -

Charkhi Dadri, Loharu, Badhra & All Bus Que Shelters Ch. Dadri Depot

The firm must be a registered concern having at least five years experience.

The firm will have to apply for advertisement rights for the selected sites as mentioned in tender documents of all the bus stands/workshops falling under the control of a Charkhi Dadri depot to the General Manager of Haryana Roadways, Charkhi Dadri. The scope of advertisements would be as under:-

(i) Hoardings, (ii) Unipoles (iii) Wall painting (iv) Glow Sign boards (v) Show frame boards (vi) Scrolling type of advertisements (vii) Tree guards (viii) LCD Projected boards (ix) Giving commercial advertisements by installing TV sets. (x) Any other acceptable new idea (to be specified)

The Depot Level Committee of depot has select suitable sites for putting up of various types of advertisements (indicating type, size & location etc.) to be installed at various bus stands/workshops falling under their control and the same has been indicated in the tender document by the General Manager.

The contract will be for a period of three years. Each tender should be accompanied by an earnest money of Rs.10,000 in the shape of Demand Draft of State bank of Patiala bank only payable at Charkhi Dadri in favour of the General Manager, Haryana Roadways, Charkhi Dadri. Tender not accompanied with the EMD will not be considered. The application form and detailed terms & conditions would be indicated in the tender documents, which can be obtained from the office of the General Manager, Haryana Roadways, Charkhi Dadri on payment of Rs.1000/- (non-refundable) on any working day or it can be downloaded from the official website of the department i.e. www.hartrans.gov.in and a Demand Draft of Rs.1,000 (State bank of Patiala bank only) shall be required with the bid as a cost of Tender Document.

The desirous parties may submit their tenders on or before 29th Jan 2015 by 3.00PM. The technical bids will be opened by the depot level committee on the same day at 4.00 PM in the presence of such tenderers who may like to attend. The General Manager of the depot reserves the right to accept or reject any tender without notice and without assigning any reason.

**General Manager,
Haryana Roadways, Charkhi Dadri**

Sr.No._____/STA-III

Price Rs. 1,000/-

Receipt No. _____

Date_____

Tender Document for contract regarding display of advertisements on the bus stands/workshops of Haryana Roadways.

It is proposed to give contract for putting up advertisements on the bus stands/workshops of Haryana Roadways Charkhi Dadri Depot to a contractor for a period of three years in the following manner:-

1. Scope of advertisements

The following type of advertisement boards can be put up in the premises of the bus stands/workshops:-

- | | |
|-----------------------|--|
| (i) Hoardings | (vi) Scrolling type of advertisements |
| (ii) Unipoles | (vii) Tree guards |
| (iii) Wall paintings | (viii) LCD Projected boards |
| (iv) Glow Sign boards | (ix) Giving commercial advertisements by installing TV sets. |
| (v) Show frame boards | (x) Any other acceptable new idea (to be specified) |

The advertisement boards can be put up on 03 Bus Stands of Charkhi Dadri depot i.e. Charkhi Dadri A type bus stand, Charkhi Dadri workshop, Badhra B type bus stand, Loharu C type bus stand in accordance with the bus stand wise number, type and size of boards and at the locations as mentioned at Annexure 'A' to this document. The boards can be put up in accordance with the terms and conditions contained in this document. The Size & site of advertisements can slightly be changed on administrative ground and operation of Buses.

2. Period of contract

The period of contract will be three years.

3. Eligibility criteria for the Applicants

- The company/firm should be a registered concern having atleast five years experience in the line.
- Its annual turnover should be above Rs.50 lacs or more during each of the last three years.
- The company should be making net profit during the last three years.
(Documents attested by Notary Public to be attached for satisfying each condition.)
- The company should have Pan No. & Service Tax No.

4. Earnest Money Deposit

- Each tender should be accompanied by a demand draft for an amount of Rs.10,000/-drawn on only State Bank Of Patiyala Bank payable at Charkhi Dadri in favour of the General Manager, Haryana Roadways, Charkhi Dadri towards EMD. Tenders not accompanied by the EMD will not be considered.
- The EMD would be returned to the unsuccessful tenderers after the decision and to the successful tenderer the EMD would be returned after signing of the agreement, deposit of Bank Guarantee and payment of Ist Quarterly installment.

5. Other documents required to be attached with the Tender Application

- Attested copies of Registration Certificate of the Company.
- Attested copies of Proof regarding experience in the advertising line for the last five years.
- Attested copies of audited Balance Sheets for the last three years.
- Attested copies of Income Tax Returns & Service Tax Returns for the last 3 years.
- Attested copies of the PAN number of the company.

- f) Details of the Board of Directors with their Addresses and Telephone/Mobile Nos. and their date of appointment.
- g) Details of the total whole time staff and part time staff of the company.
- h) Attested copy of the ESI Registration Certificate of the company.
- i) Details of the assets of the company.
- j) Details of major advertising contracts held previously as well as at present.
- k) The addresses & telephone numbers of the branch offices of the company in Delhi, Haryana & Chandigarh should be given alongwith the names, residential addresses & residence telephone numbers of the Incharges of the branches.

6) Technical & Financial Bids

- a) Each desirous company/firm should submit technical as well as financial bids separately. Both the bids should be sealed in separate envelopes clearly indicating 'Technical Bid' & 'Financial Bid' on the envelope concerned. These bids should be enclosed in one big envelope indicating 'TENDER FOR ADVERTISEMENTS ON BUS STANDS OF HARYANA ROADWAYS, CHARKHI DADRI'. The financial bids will be opened only in respect of those companies/firms who qualify in the Technical Bids.
- b) The advertisements boards would be put up in accordance with the number, type and size of boards and at the locations as mentioned in Annexure 'A' to this document. If there is any confusion in this regard, it will be clarified by the General Manager, Haryana Roadways concerned.
- c) Govt. advertisements can also be put up on spaces other than those allotted to the contractor.
- d) General Manager reserves the right to accept or to reject the tender without assigning any reason.

7. Mode of payment

The tendering company/firm will have to quote for all the bus stands for which tender has been floated in the enclosed Performa. Firm will have to be paid in equal quarterly installments over a period of three years. The quarterly installment will have to be paid 10 days in advance before the start of each quarter. All the payments would be required to be deposited in the G.M. office in the shape of bank drafts (only State Bank of Patiyala) in favour of the 'General Manager, Charkhi Dadri Haryana' payable at Charkhi Dadri.

8. Bank Guarantee

The selected company/firm will have to submit a bank guarantee equivalent to one quarterly installment valid for 3½ years from the date of the commencement of the contract. The company will also sign an agreement with the department indicating detailed terms & conditions.

9. Delay Penalty

A delay penalty of Rs.500/- per day for every installment would be charged without prejudice to the right of the department to forfeit the bank guarantee and cancel the contract, if the delay exceeds one month.

10. Allotment of tender

The tenders received would be examined by a committee of officers of depot and the tender would be allotted on merits with the approval of the General Manager.

The past dealings/reputation of the company/firm with Transport Department or other Govt. Departments/Undertakings will be taken into consideration before allotting the work.

The Department can accept or reject any tender without assigning any reason.

Other Terms and Conditions

- i) **Advertisements with approval of GM:** All the advertisements would be displayed with the approval of the General Manager concerned in accordance with the sites/types allotted to the contractor company/firm. Any advertisement found objectionable would not be allowed.
- ii) **Advertisements not allowed:** No advertisements relating to intoxicants, liquor, cigarettes, bidis, tobacco products, lottery etc. would be allowed on the bus stands/workshops of Haryana Roadways. If any advertisements are disallowed by the law of the land or by court orders or if any advertisements are banned by the Govt./Department in public interest, such advertisements would also not be allowed.
- iii) **Quality of Advertisement Boards:** The advertisement boards should be of very high quality and colours. As mentioned above these should be prepared by pasting vinyl sheets on rust proof sheets.
- iv) **Lighting of the advertisement boards:** The firm will have to bear the electricity charges for lighting of the advertisement boards, wherever required, on actual basis. The electricity charges will be decided by the General Manager and these charges will have to be deposited in the office of the General Manager on a monthly basis. Any non-payment of electricity charges can result in discontinuation of the electric supply/recovery out of the bank guarantee. The bank guarantee will have to be replenished within a week failing which the contract can be terminated.
- v) **Replacement of spoiled boards:** Any advertisement boards which get spoiled after some time will have to be replaced within a week of the notice given by the GM, failing which the GM will have the right to remove the spoiled advertisement boards at the cost and risk of the contractor company/firm.
- vi) **Fixing & display of advertisement boards:** The responsibility for fixing and display of advertisement boards would be that of the contractor Company/firm which will be done by them with the written approval of the General Manager indicating the period of display, site of display as well as type and size of each advertisement.
- vii) **Tree Guards:** For the advertisements to be put up on the tree guards, in case the tree guard is not already there, the tree guard will have to be provided by the contractor company/firm as per the size and design approved by the General Manager of depot. The tree guard would become the property of the department and after the expiry of the contract or at the termination of the contract, only the advertisement board will be removed by the contractor company/firm. No damage should be done to the trees or the tree guard while putting up or removing such advertisements.
- viii) **Removal of advertisement boards:**
 - a) The boards will have to be removed at appropriate time by the contractor company/firm. With due approval of the GM, Haryana Roadways concerned.
 - b) That after the completion of the period of the agreement or after the termination of the contract (which ever is earlier), the contractor shall remove all the boards on the last day of

the contract positively failing which these will be removed by the GM at the cost & risk of the contractor company/firm.

- ix) No compensation for less number of advertisements:** If the contractor company/firm is unable to put up advertisements on some or all of the sites allotted to them, they will not be entitled to claim any compensation, whatsoever, on this account.
- x) Recovery of damage:** If any damage is done to the property of the department due to putting up of advertisements the same will have to be made good by the contractor company/firm. The recovery, if any, should be deposited by the said contractor company/firm in the office of General Manager of depot within the period specified by the concerned GM, Haryana Roadways failing which the amount will be recovered from bank guarantee and the contractor company/firm will have to replenish the bank guarantee within seven days positively.
- xi) DAVP rates from Govt. organizations:** In case any Govt. Department/Corporation/Board wish to install advertisement boards on the bus stands/workshops of Haryana Roadways through the contractor company/firm, they will have to charge the rates not more than the rates fixed by the DAVP, Govt. of India. The advertisement Boards from Govt. Departments/Corporation/Boards will be restricted to two per depot including the workshop.
- xii) Damage to boards or serious break down due to unavoidable circumstances:** The contractor shall not be entitled to claim any compensation on account of interruption in the display of advertisements or damage/loss of the boards etc. due to unavoidable circumstances.
- xiii) Termination of contract:** The contract can be terminated by the Department during the period of contract by giving 15 days notice in case of
1. violation of any terms & conditions of the contract
 - or
 2. In Public Interest.
- In case of violation of terms & conditions on the part of the contractor company/firm., the Bank Guarantee can also be forfeited by the Department apart from levy of fine/recovery and termination of contract.
- xiv) Advance Notice for leaving the contract:** In case the contractor is not interested in continuing with the contract, he can give a 3-months advance notice. If the notice period is less than 3 months, the contractor will have to pay for the notice period falling short of 3 months. However, in such cases the security of the contractor can be forfeited at the discretion of the General Manager of depot.
- xv) Settlement of objections regarding display of advertisements:** In case of any dispute arising from the objections raised by the General Manager, Haryana Roadways to the display of advertisement boards, it would be referred to the Director General State Transport, Chandigarh Haryana, whose decision shall be final and binding on the contractor as well as the GM, Haryana Roadways
- xvi) Arbitration Clause:** All disputes and differences arising out of or in any way touching/concerning this contract, whatsoever, shall be referred to the sole arbitration of the Director General State Transport, Chandigarh Haryana, acting as such at the time of reference. There will be no objection to such appointment that the arbitrator so appointed is a Govt. officer and was dealing with the matter in his official capacity.

FINANCIAL BID

Amount quoted for putting up advertisements on the bus stands of Haryana Roadways Charkhi Dadri in accordance with the terms & conditions mentioned in the NIT and Tender document.

Sr. No.	Name of Depot	Amount quoted for putting up advertisements on all the bus stands under the depot for three years.	
		(Rs. Lacs in figures)	(Amount in words)
1	Charkhi Dadri		
	Total		

Date: -
Place: -

Signature of the
Authorised Representative

Name & Designation of the Signatory _____
For & on behalf of _____ (Name of Firm)
Seal of the Firm

(To be typed on the printed pad of the company/firm)

**PROFORMA TO BE FILLED & SUBMITTED IN RESPONSE TO THE TENDER
NOTICE IN CONNECTION WITH THE CONTRACT FOR DISPLAY OF
ADVERTISEMENTS ON THE BUS STANDS OF CHARKHI DADRI DEPOT OF
HARYANA ROADWAYS.**

1. Name of the Firm

2. Complete address (Regd. Office & Field offices)

Address of Registered office Tel No. Fax No. E-Mail address

Addresses of field offices Tel No. Mobile No. Fax No. E-Mail address
(with names of Incharge)

1.

2.

3.

3. Date of Establishment (attach proof)

4. Date of Registration (attach proof)

5. Registration No. (Attach proof)

6. Income Tax No. (Attach proof)

7. Service Tax No. (Attach proof)

8. Sales Tax No. (If any) (Attach proof)

9. Names, Addresses & Telephone No's of Partners

Sr.No.	Name of Partner	Address	Telephone No. office	Residence	E-Mail Address
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10. Names, Addresses & Telephone No's of Board of Directors

Sr.No.	Name of Director	Address	Telephone No. office	Residence	E-Mail Address
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11. Details of Major Advertising Contracts
previously/presently held by the firm with
dates & necessary proof

12. Whether the firm is registered with/on the panel with
Department of Advertising & Visual Publicity (DAVP)
Govt. of India, if so, proof thereof.

13. Whether the firm has been disqualified/black listed by DAVP or any other Govt. organization ?
(Affidavit to be attached duly attested by Executive Magistrate 1st class.)
14. Annual turnover of the firm
2010-11
2011-12
2012-13
15. Whether sealed Financial Bid has been attached?
16. Whether earnest money payable in favour of General Manager, Haryana Roadways, Charkhi Dadri attached? Bank Draft No. _____
Date:- _____
Banker's Name _____
Amount _____
17. List of Documents attached.
18. List of Assets of the Company.

Certified that the information given above is correct and nothing has been concealed. We agree with all the terms & conditions of the contract as published in the tender notice or given in the Tender document and undertake to make all the installments (along with fine if any) on time. A copy of the terms and conditions signed on each page is attached. Both pages of the Performa have also been signed with seal of firm.

Date:-
Place:-

Signature of the
Authorised Representative

Name of the Signatory _____

For & on behalf of _____(Name of Firm)

Seal of the Firm

Statement-A
Scope of Advertisement
Bus Stand Ch. Dadri

Type of Advertisement		Size of Advt.	No. of Advt.	Site for Advt.	Area of Advt.
Sr. No.	Name				
1.	Wall painting	10'x3'	2	Front Side of Bus Stand	60 Sq. Ft.
		20'x10'	01	Right Hand Side of Bus Stand	200 "
		10'x3'	3	Left Hand Side of Bus Stand	90 "
2.	Hoardings	5'x3'	2	Front Side of Bus Stand	30 "
		5'x3'	1	Right Side of Bus Stand In Gate	15 "
3.	Unipoles	20'x10'	2	Left Hand Side of Bus Stand	400 "
		20'x10'	1	Front Side of Bus Stand	200 "
		20'x10'	2	Right Side of Bus Stand In Gate	400 "
4.	Scrolling	5'x2'	4	At appropriate place of Bus Stand	
5.	Glow sign boards	6'x2.6'	5	At appropriate place of Bus Stand	
6.	Show frame boards	5'x2.6'	5	At appropriate place of Bus Stand	
7.	Tree Guards	4'x2'	08	At appropriate place of Bus Stand	
8.	T.V. Sets	---	4	At appropriate place of Bus Stand	
9.	LCD projected boards	---	2	At appropriate place of Bus Stand	
10.	Any other acceptable Advt.	As per requirement of firm with the permission of General Manager			

Scope of Advertisement

Bus Stand Badhra

Type of Advertisement		Size of Advt.	No. of Advt.	Site for Advt.	Area of Advt.
Sr. No.	Name				
1.	Wall painting	10'x3'	03	Left Side of Bus Stand	90 Sq. Ft.
		10'x3'	2	Entry gate of Bus Stand	60 "
2.	Hoardings	10'x8'	4	Front Side of Bus Stand	320 "
3.	Unipoles	10'x8'	8	At appropriate place of Bus Stand	640 "
4.	Glow sign boards	10'x10'	4	At appropriate place of Bus Stand	400 "
5.	Show frame boards	10'x10'	2	At appropriate place of Bus Stand	200 "
6.	Tree Guards	4'x2'	20	At appropriate place of Bus Stand	
7.	T.V. Sets	---	2	At appropriate place of Bus Stand	
8.	LCD projected boards	---	2	At appropriate place of Bus Stand	
9.	Any other acceptable Advt.	As per requirement of firm with the permission of General Manager			

Scope of Advertisement

Bus Stand Loharu

Type of Advertisement		Size of Advt.	No. of Advt.	Site for Advt.	Area of Advt.
Sr. No.	Name				
1.	Wall painting	10'x4'	02	Left side wall of Bus Stand	80 Sq.Ft
		10'x4'	01	Right side of Bus Stand	40 "
2.	Hoardings	10'x8'	05	At appropriate place of Bus Stand	400 "
3.	Unipoles	10'x8'	05	At appropriate place of Bus Stand	400 "
4.	Glow sign boards	5'x4'	02	At appropriate place of Bus Stand	
5.	Show frame boards	5'x3.6'	04	At appropriate place of Bus Stand	
6.	Tree Guards	4'x2'	08	At appropriate place of Bus Stand	
7.	T.V. Sets	---	2	At appropriate place of Bus Stand	
8.	LCD projected boards	---	2	At appropriate place of Bus Stand	
9.	Any other acceptable Advt.	As per requirement of firm with the permission of General Manager			