

**U.T. ADMINISTRATION OF
DADRA & NAGAR HAVELI AND DAMAN & DIU,
ELECTION CELL,
SILVASSA**

NO. ADM/ELE/SVEEP/2023-24/12/35

Date: 11/03/2024

SHORT TERM TENDER

NAME OF WORK: - PRINTING & INSTALLATION OF BANNERS AND COLORFUL STICKERS (IN SMC AREA AND ALL PANCHAYAT AREAS) FOR CREATING AWARENESS AMONG THE VOTERS OF DADRA AND NAGAR HAVELI DISTRICT UNDER SVEEP

The Collector/District Election Officer, Dadra & Nagar Haveli invites sealed tenders on behalf of the President of India from any interested advertising agencies as per the detail below:

Sr. No.	Particulars	Tender fees	Estimated Cost	EMD
1.	Printing and installation of Booth Banners on normal flex with black back. Qty: 320 banners of size 6*4 sq.ft. Printing and installation of colourful stickers with foamsheet. Qty: 650 stickers of size 2*1 sq.ft.	Rs.1000/-	Rs. 4,56,780/-	Rs. 10,000/-

Tender document for **Printing & Installation of Banners and colorful stickers (in SMC area and All Panchayat areas) for creating awareness among the voters of Dadra & Nagar Haveli District under SVEEP** will be available in the office of the Responsible Officer (SVEEP), Silvassa Municipal Council, Opp. Udyog Bhavan, 66 kv road, Silvassa-396230 on all working days from 11/03/2024 to 14/03/2024 at the tender fees of Rs. 1000/- only in form of Demand Draft of any Nationalized Bank only in favour of Collector/District Election Officer, Dadra & Nagar Haveli, Silvassa.

The complete tender form along with Tender Fees and EMD in the form of Demand Draft should be properly covered sealed and super scribed **"Printing & Installation of Banners and colorful stickers (in SMC area and All Panchayat areas) for creating awareness among the voters of Dadra & Nagar Haveli District under SVEEP"** on envelop and send it by RPAD or hand it cover in person so as to reach in the office of the Responsible Officer (SVEEP), Silvassa Municipal Council, Opp. Udyog Bhavan, 66 kv road, Silvassa-396230 on or before 3.00 PM on 14/03/2024.

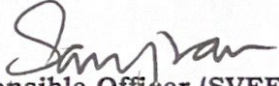
The tender will be opened on the same day in presence of the tenderer if possible. Tender without EMD and valid tender document shall not be entertained.

The right to reject any or all tenders without giving reason is reserved with the Competent Authority. The validity of the tender shall be for one year from the date of opening of the tender form.

Terms and Conditions are as under:

1. The rates for the items should be inclusive of all taxes and quoted for the unit shown against each item and FOR at Silvassa
2. Sealed envelope should be super scribed word **"Printing & Installation of Banners and colorful stickers (in SMC area and All Panchayat areas) for creating awareness among the voters of Dadra & Nagar Haveli District under SVEEP"**.
3. The printing and installation of banners and stickers should be completed within prescribed time limit given by this department.
4. The materials found defective or damaged or otherwise not as per specifications given, shall be rejected. The firm should be replace the same otherwise the payment shall not be made.
5. The payment will be after full satisfaction of the representative of department.
6. The supplier/agency should quote their rates in their own letter pad or on plain paper with their rubber stamp.
7. No tender will be considered unless the tender documents are fully and completely filled in. All information that may be asked from a bidder must be unequivocally furnished.
8. The Collector/District Election Officer, DNH reserves to itself the right to accept or reject any tender or reject all tenders without assigning any reason thereof, and without thereby incurring any liability to the affected bidders.
9. The tenders shall be considered invalid and non-responsive for non-submission of any document stipulated herein.
10. The banners and stickers must be in the languages of Hindi, Gujarati, and English after acquiring appropriate approval from the Tender Inviting Authority.
11. Evidence of the Banners and stickers (installed at each location) in the form of photographs along with the date of installation to be submitted immediately after the installation.
12. The bidder shall ensure that in no circumstances any banner shall fall /break. If in such situations, the bidder should immediately rectify the same to the satisfaction of the Tender Inviting Authority and bidder shall be responsible for any damages occurred to any property or person.

This is issued with the approval of Collector/District Election Officer, DNH.


Responsible Officer (SVEEP)
Election Cell, DNH,
Silvassa

Copy to:-

1. The CEO, DNH & DD
2. The Jt. CEO, DNH & DD
3. The DEO, DNH.