



OFFICE OF THE CHIEF ELECTORAL OFFICER, DELHI  
Old St. Stephen's College Building, Kashmere Gate, Delhi -110006  
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No.25/CEO/SVEEP/NIT/Bus Wrapping /2021/

Dated: 24/09/2021

**e-Tender Notice for Printing, Installation/Wrapping, maintenance and removal of Voter Awareness Materials/ Media Creatives on Buses, Cars, Vans etc. during various occasions such as Special Summary Revision, Lok Sabha/Vidhan Sabha Elections etc.**

On-line tenders are invited under two bids system for Printing, Installation/Wrapping, maintenance and removal of Voter Awareness Materials/ Media Creative's on Buses/Cars/ Vans etc. during various occasions such as Special Summary Revision, Lok Sabha/Vidhan Sabha Elections etc. from reputed firms/agencies/companies having experience in Advertisement via installation/wrapping of creatives/designs etc. on Buses, Cars, Metro, Vans etc. and other similar works in the departments of Central Govt./State Govt./PSUs etc.

A Bid Security Declaration shall have to be submitted with Technical Bid.

Tender documents complete in all respect, must be uploaded on the website <https://govtprocurement.delhi.gov.in> before last date & time of submission of tender. The Schedule of tender is as under:-

SCHEDULE OF TENDER	
Tender Enquiry No.	
Name of the Tender	Printing, Installation/Wrapping, maintenance and removal of Voter Awareness Materials/ Media Creative's on Buses/Cars/Vans etc. during various occasions such as Special Summary Revision, Lok Sabha/Vidhan Sabha Elections etc.
Estimated Annual value of the work	₹80,00,000/- (Rupees Eighty Lakh Only)
Date of Release of Tender through e-procurement solution	24 <sup>th</sup> September, 2021
Pre-bid meeting /conference	28 <sup>th</sup> September, 2021 at 1.00 pm
Last date for submission of online tender	14 <sup>th</sup> October, 2021 upto 01:00 PM
Date of opening of technical bid	14 <sup>th</sup> October, 2021 at 03:00 PM
Date of opening of Financial bid	18 <sup>th</sup> October, 2021 at 1.00 pm

The Tender document can be downloaded from the website <https://govtprocurement.delhi.gov.in> and/or CEO Delhi's Website [www.ceodelhi.gov.in](http://www.ceodelhi.gov.in)

(Lalit Mittal)  
Election Officer(SVEEP)



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On-line tenders are invited under two bids system for Printing, Installation/Wrapping, maintenance and removal of Voter Awareness Materials/ MediaCreative's on Buses/ Cars/ Vans etc. during various occasions such as Special Summary Revision, LokSabha/VidhanSabha Elections etc., from reputed firms/agencies/companies having experience in advertisements via installation/wrapping of creative's /designs etcon Buses, Cars, Metro, Vans etc. and other similar works in the departments of Central Govt./State Govt./PSUs etc.

The tender can only be submitted online on the website <https://govtprocurement.delhi.govt.in> before the last date and time of submission of tender mentioned in the schedule of the tender. The schedule of tender is as follows:

**1. Schedule of Tender:**

SCHEDULE OF TENDER	
Tender Enquiry No.	
Name of the Tender	Printing, Installation/Wrapping, maintenance and removal of Voter Awareness Materials/ Media Creative's on Buses/Cars/Vans etc. during various occasions such as Special Summary Revision, LokSabha/VidhanSabha Elections etc.
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**2. The name of the work, estimated value of work, EMD required are as under :**

Sl.No	Name of the work and specifications required	Estimated value of the work of 1 year (in ₹)	Earnest money deposit (in ₹)	money required
1.	Printing, Installation/Wrapping, maintenance and removal of Voter Awareness Materials/ Media Creative's on Buses/Cars/Vans etc. during various occasions such as Special Summary Revision, LokSabha/VidhanSabha Elections etc.	₹80,00,000/-	Bid Declaration required Technical Bid.	Security is with

### 3. **Eligibility criteria** :

The basic eligibility criteria for submission of bids are as follows:-

- (i) The bidder must be a reputed Firm/Company/Agency who deals in advertisements and has an experience and past performance of advertisements via installation/wrapping of creative's /designs etc on Buses/Metro Trains/Vans/Cars etc. or other similar works during preceding five financial years (2016-17,2017-18,2018-2019, 2019-2020 and 2020-2021) in any Government Department /Public sector undertaking (PSUs) as given below:
  - (a) Three similar completed works of amount not less than ₹32.00 lakh.
  - (b) Two similar completed works of amount not less than ₹40.00 lakh.
  - (c) One similar completed work of amount not less than ₹64.00 lakh.
- (ii) The Firm/Company/Agency must be incorporated or registered in India under the relevant laws.
- (iii) The bidder's average annual turnover should not be less than ₹24,00,000/- (Rupees Twenty Four Lakh Only)per year during the last three preceding financial years i.e.2018-2019 , 2019-2020 and 2020-2021.
- (iv) No Sub contracted experience shall be allowed.
- (v) The bidder blacklisted by any of the Govt. Department/Organization is not eligible to participate in the tender.
- (vi) The bidder must have valid PAN No. under IT Act, & valid GST No. under Goods & Service Tax Act.

A bidder must fulfill all criteria mentioned above in Para-3 (Eligibility Criteria), failing which bidder shall not be considered for opening of Financial Bid.

**4. Technical and Financial Bid :**

- (i) The bidder should submit online Technical Bid and Financial Bid.
- A. Technical Bid - It should contain the documents as mentioned in the Clause 4 (ii) below.
  - B. Financial Bid - Should have only price / rate quoted by the bidder. (Annexure- VI)
- (ii) The Bidder shall submit following documents along with the Technical Bid:
- a. Performa for Bidder's particulars(Duly filled and signed as per Annexure- I).
  - b. Performa for Technical Bid (Annexure-II)
  - c. Performa for Past experience/ works executed (Annexure-III)
  - d. Proof of Past Experience/ Work Executed (Experience Certificate/ Work Order etc.)
  - e. Performa for details of Turnover (Annexure- IV).
  - f. Proof of Turnover (Audited Balance Sheet/ CA Certificate of the last three years ending 31<sup>st</sup> March of the previous financial years i.e.2018-19, 2019-20 and 2020-21)
  - g. Self-attested copy of Valid Registration certificate of Firm/Company/Agency.
  - h. Self-attested copy of Valid PAN No. of the Firm/Company/Agency.
  - i. Self-attested copy of Valid GST No. of Firm/Company/Agency.
  - j. Letter of Authorized Signatory
  - k. Bid Security Declaration should be submitted with Technical Bid. (Annexure-V)
  - l. Details of the turnover for last preceding 3 years in the format attached of (Annexure-IV). A statement in the prescribed format should also be submitted in this regard in the Technical Bid. The information given in the annexure –IV must be supported by Audited Balance Sheet duly authenticated by registered Chartered Accountant/ CA Certificate.
  - m. Proof of experience and past performance (Experience Certificate/ Work Order etc.) of advertisements via installation/wrapping of creative's /designs etc on Buses/Metro Trains/Vans/Cars etc. or other similar works during preceding five financial years (2016-17, 2017-18, 2018-2019, 2019-2020 and 2020-2021) in any Government Department /Public sector undertaking (PSUs)as given below and proof to this effect should also be submitted in technical bid. (Annexure-III)
    - I. Three similar completed works of amount not less than ₹32.00 lakh.
    - II. Two similar completed works of amount not less than ₹40.00 lakh.
    - III. One similar completed work of amount not less than ₹64.00 lakh.

- n. An Undertaking to the effect that the Firm/Company/Agency has not been **blacklisted** by any of the Department/Organizations of the Govt. of India/State Govt./Government of NCT of Delhi/PSUs and **no criminal case** is pending against the said firm/company/agency.
- o. Certificate/ Undertaking to the effect that he has sufficient infrastructure such as machinery, manpower etc. to carry out the work of printing, wrapping and removal of media creative's(advertisements via installation/wrapping of creative's /designs etc) on Buses, Cars, Vans etc.
- p. All documents/Annexures uploaded/submitted in Technical Bid & Financial Bid should be duly signed and stamped by authorized signatory of the bidder.

5. **Scope of Work:** The work of printing, installation/wrapping, maintenance and removal of SVEEP material/ Media Creative's are done by office of Chief Electoral Officer-Delhi during Special Summary Revision, Lok Sabha/ Vidhan Sabha Elections and any special initiative/event/activity undertaken by the office of Chief Electoral Officer-Delhi. Work for installation on/ wrapping of buses/cars/vans etc. is allocated on centralized for all over Delhi comes under the jurisdiction of this office. The buses for wrapping are made available by Delhi Transport Corporation and/or DIMTS (Cluster Buses) and their numbers may vary and decided on the basis of mutual consent of DTC/DIMTS and office of CEO-Delhi subject to the availability of Funds/Buses for this purpose. SVEEP materials/ Media Creative's are generally wrapped/ installed on available space on left and back side.

6. **Penalty For Delay :**

- (i) The bidder should be able to complete the work of printing, installation/wrapping and removal of SVEEP Material /Media Creative's from Buses, Cars etc. within stipulated time/very short notice.
- (ii) For any delay in the printing, installation/wrapping and removal, the contractor shall be liable to pay a fine of ₹1,00,000/- (Rupees One Lakh Only) per day for each day of delay.

## **7. Other terms & Conditions :**

- (i) The bidder must quote rates for printing, wrapping/installation, maintenance and removal of creative on per square feet basis and also panel rate. The rates quoted shall be valid for a period of one year from the date of acceptance of the tender and may be extendable for one more year, if required, by mutual agreement on the same terms and condition. The rate quoted should be inclusive of all Taxes and levies, but excluding of GST which will be paid as per Govt. norms.
- (ii) 3M Sheet-31J1220 with over-laminator Applicator will be used for wrapping of Buses/Cars/ Vans etc.
- (iii) The Bids (Both Technical Bid and Financial Bid) should be unconditional.
- (iv) The rate must be all inclusive for printing, fixing/installation/wrapping, repairing, removal of 3M Sheet-31J1220 with over-laminator Applicator. The rate must also be inclusive of materials used for wrapping, repairing and removal from buses/ cars/ vans etc.
- (v) The successful bidder has to contact the Bus Depot where work of installation/wrapping of buses will be done.
- (vi) The payment shall be processed after completion of work on production of bill with list of Buses with registration numbers and photographs of buses fixed with 3M Sheet-31J1220 with over-laminator Applicator.
- (vii) The payment shall be subject to –
  - a) authentication/verification from the concerned depot on the actual number of buses/make wrapped.
  - b) Submission of certificate of restoration of paint condition from all the bus depots where advertisement material has been pasted.
  - c) Any other modalities as may be decided in CEO, Delhi office.
- (viii) The successful bidder will submit list of Buses used for wrapping of SVEEP material within two days of completion of wrapping/installation of SVEEP material on these buses to this office, so that the Committee/ Officers of CEO-Delhi can monitor this activity.

- (ix) The Vendor shall be responsible for complete removal of advertising material within seven (07) days after expiry of period of advertisement.
- (x) The vendor will be fully responsible for any damage on paints on buses/ cars/ vans etc. or any material damage on buses/ cars/ vans etc. due to wrapping/installation, removal of 3M Sheet-31J1220 with over-laminator Applicator and will repair to restore original condition of paint at his own cost at the level of satisfaction of the DTC/DIMTS/Owner of the Vehicle. No extra amount will be paid to vendor by CEO-Delhi Office.
- (xi) The bidder must have capacity/ sufficient capability to carry out the work. The bidder will not be allowed to delegate/transfer/ assign the contract or any part thereof to some other party. The bidder will submit a certificate/ undertaking to the effect that he has sufficient infrastructure, such as machinery, other materials, manpower etc.
- (xii) The bidder who is allotted the work of printing, installation/wrapping and removal of SVEEP material/ Media Creative's on buses/ cars/ vans etc. shall have to deposit a Performance Security Deposit equivalent to 3 % of the value of work allotted in the form of a Bank Guarantee/Fixed Deposit in a Bank in the name of the DDO, CEO, Delhi. In case of failure on the part of contractor to execute the work as per terms & conditions and to the full satisfaction of the CEO, the Performance Security Deposit furnished by him shall be forfeited to the Government. Besides it, firm may also be blacklisted.
- (xiii) The successful bidder shall depute at least one liaison officer/manager to deal & coordinate with the Officers of CEO-Delhi/the Vehicle/Bus providing agency such as DIMTS/DTC etc.
- (xiv) The Chief Electoral Officer, Delhi reserves the right to inspect venues/units where the job is being executed either by herself/himself or any other officer(s) authorized by her/him.
- (xv) The tender must be submitted online on the website <http://govtprocurement.delhi.gov.in> before the last date & time prescribed for submission of tender. Tenders will not be accepted if sent by post or any other medium, under any circumstances.

- (xvi) The Chief Electoral Officer, Delhi reserves the right to accept or reject one or all the tenders or accept any tender in part, without assigning any reason thereof.
- (xvii) The Chief Electoral Officer, Delhi also reserves the right to make panel of agencies at the approved and accepted lowest (L-1) rates.L-1 will be decided separately for each items of financial bid. The Chief Electoral Officer, Delhi also reserves the right to award work to more than one bidder at the approved and accepted rate.
- (xviii) The successful bidder will have to sign an agreement with the CEO-Delhi or with any other officer authorized by him/her before the execution of the work and within seven working days of offer for award of work.
- (xix) The department reserves the right to cancel the tender or to withhold payment in the event of non-commencement or unsatisfactory performance by the successful bidder. The performance guarantee of bidder shall also be forfeited. In such eventuality, the Department further reserves the right to get the work done from open market at the cost of the contractor and the tenderer may be black listed by the department for a period of three years to participate in any kind of tender.
- (xx) The Department reserves the right to terminate the tender at any time without assigning any reason.
- (xxi) The incomplete, ambiguous bids as well as the bids received, which do not confirm with the above terms and conditions will be summarily rejected.
- (xxii) Each and every document up-loaded along with bid should be signed by the Authorized signatory of the Company/Firm/Agency and same should be up-loaded along with bid.
- (xxiii) Any person who is in Government service or an employee of the Department should not be made a partner to the contract, by the bidder directly or indirectly in any manner whatsoever.
- (xxiv) No advance payment will be made in any circumstances.
- (xxv) The successful bidder will submit an undertaking that he will use the material for wrapping/installation as specified in tender document.



(xxvi) The Department reserves the right of the material used for wrapping/ installation on random basis tested/ verified from any government approved lab/bus owner agency at the cost of vender.

(xxvii) The bidder should have adequate number of technical support staff in Delhi.

(xxviii) The pre-bid meeting/conference will be held on 28<sup>th</sup> September, 2021 at 1.00 pm in the Chamber of Chairman of the Tender Evaluation Committee / Conference Hall of office of CEO-Delhi, Old St. Stephen's College Building, Kashmere Gate, Delhi-110006.

(xxix) The tender will be valid for 90 days from opening of the technical bid.

(xxx) All documents/annexures uploaded/submitted should be clearly legible.

**8. Arbitration clause :**

(i) In the event of any question, dispute or differences arising between the parties relating to interpretation and application of provision of this agreement, such disputes or differences shall be resolved amicably with the mutual consultations and on failure to do so shall be referred for arbitration. Decision of the Arbitrator to the agreement in this regard shall be final and binding upon both the parties. The cost of arbitration will be bear by both parties on equal basis.

(ii) The parties shall continue to perform their obligations under this agreement during arbitration proceedings. The location for arbitration will be within NCT of Delhi. Arbitration procedure will be as per Indian Arbitration and Conciliation Act, 1996. Further, the power to appoint an Arbitrator vests with Lt. Governor of Delhi.

(iii) Any dispute shall be subject to exclusive jurisdiction of Delhi Courts.

(Lalit Mittal)  
Election Officer (SVEEP)

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All the terms & conditions (Sl.No.1 to 7) are accepted and binding on me/us.

(Signature of the bidder)  
(Rubber seal)

**PERFORMA FOR BIDDER'S PARTICULARS(ENCLOSE WITH TECHNICAL BID)**

1	Name of Work/Tender	
2	Name of the Firm/Company/Agency	
3.	Permanent office Address of the Firm/Company/Agency.	
4.	Telephone Number of Firm/Company/Agency: Office Mobile No. Fax no. Email ID	_____ _____ _____ _____
5.	Office address in Delhi/NCR (if any)	
6.	Telephone Number of Delhi office Office Mobile No. Fax no. Email ID	_____ _____ _____ _____
7.	Name of all Directors/Partners/Proprietor etc.	
8.	Name & Designation of Authorized signatory	
9.	Telephone Number of Authorized signatory : Office Mobile No. Fax no. Email ID	_____ _____ _____ _____
10.	PAN No.	
11	GST No.	

**Declaration by the bidder:**

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

**(Signature of the bidder)**  
**Name of bidder (with seal)**

**PERFORMA FOR TECHNICAL BID FOR PROVIDING DOCUMENTS**

S.No	Name of Desired Document	Whether copy of desired certificates/documents enclosed/uploaded	If yes, Page no.
1.	Performa for Bidder's particulars (Duly filled and signed as per Annexure- I).	Yes/ No.	
2	Performa for Past experience/ works executed (Annexure-III)	Yes/ No.	
3	Proof of Past Experience/ Work Executed (Experience Certificate/ Work Order etc.)	Yes/ No.	
4	Performa for details of Turnover (Annexure- IV).	Yes/ No.	
5	Proof of Turnover (Audited Balance Sheet/ CA Certificate of the last three years ending 31 <sup>st</sup> March of the previous financial years i.e.2018-19, 2019-20 and 2020-21)	Yes/ No.	
6	Self-attested copy of Valid Registration certificate of Firm/Company/Agency.	Yes/ No.	
7	Self-attested copy of Valid PAN No. of the Firm/company/Agency.	Yes/ No.	
8	Self-attested copy of Valid GST No. of Firm/Company/Agency.	Yes/ No.	
9	Letter of Authorized Signatory	Yes/ No.	
10	Bid Security Declaration (Annexure-V)	Yes/ No.	
11	Undertaking to the effect that the Firm/company/ agency has not been blacklisted and no criminal case is pending against tenderer as per clause 4 (n) of tender document.	Yes/ No.	
12	Certificate/ Undertaking to the effect that he has sufficient infrastructure as per clause 4 (o) of tender document	Yes/ No.	
13	Undertaking that he will use the material for wrapping/installation as per clause 7 (ii) of tender document.	Yes/ No.	

Note: All documents/ annexures uploaded/submitted in Technical Bid and Financial Bid should be duly signed and stamped by authorized signatory of the bidder.

**(Signature of the bidder)**  
**Name of bidder (with seal)**

**PERFORMA FOR PAST EXPERIENCE/WORK EXECUTED**

Details of work/ contracts successfully executed as per eligibility criteria (clause no. 3(i)).

Sl. No.	Name of Ministry/Department/State/UT	Period of work		Financial Year	Amount of the Work Executed.	Page no.
		From	To			
1						
2						
3						
4						
5						
6						
7						

**(Signature of the bidder)**  
**Name of bidder (with seal)**

**PERFORMA FOR DETAILS OF TURNOVER**

Sl. No.	Year	Turnover of the Financial Year
1	2018-19	
2	2019-20	
3	2020-21	
Average Turnover of preceding three Financial Years		

I undertake that the turnover mentioned above is taken as per the audited balance sheet/ CA Certificate of the concerned year and there is no deviation in this regard.

**(Signature of the bidder)**  
**Name of bidder (with seal)**

**PERFORMA FOR BID SECURITY DECLARATION**

I/ We {Name(s) and Designation}....., on behalf of M/s.....(Name and address of the Firm/Company/Agency) have read all the terms and conditions given in the NIT and Tender Document of Printing, Installation/ Wrapping, repairing and removal of Voter Awareness Materials/ Media Creative's(advertisements via installation/wrapping of creative's /designs etc) on Buses/ Cars etc. during various occasions of CEO- Delhi such as Special Summary Revision (SSR), Elections etc. and hereby submit a declaration that the bid submitted by the undersigned, on behalf of the bidder, shall not be withdrawn, modified our bid during the period of validity. Further, I/We will not fail to execute formal contract agreement within the given timeline; I/ we will also not fail to submit a Performance Security within the given timeline and not commit any breach of Tender condition.

I/ We {Name(s)}....., on behalf of M/s.....(Name of the Firm/Company/Agency) also accept the fact that, in case the bid is withdrawn or modified during the period of its validity or if M/s. (Name of the Firm/Company/Agency)..... fail to sign the contract, in case the work is awarded, then M/s. (Name of the Firm/Company/ Agency) will be blacklisted for participating in the tendering process in governments departments.

**(Signature of the bidder)**

**Name of bidder (with seal)**

**FINANCIAL BID**

<b>S. No</b>	<b>Item/Work</b>	<b>Rate per Sq. Feet.</b> (The rate quoted should be inclusive of all Taxes and levies, but excluding of GST)
1.	Rate per Sq. feet for printing, Installation/Wrapping, maintenance and removal of Voter Awareness Creative's/Media Creative's(advertisements via installation/wrapping of creative's /designs etc) on Buses/Cars/ Vansetc. and other suitable mediums on 3M Sheet-31J1220 with over-laminator Applicator (The rate of materials should also be included in the quoted rate. No separate payment will be made for materials used for wrapping, repairing and removal of Media Creatives).	
2.	Panel Clip rate per Sq. feet for printing, Installation, maintenance and removal of Voter Awareness Creative's/Media Creative's(advertisements via installation/wrapping of creative's /designs etc) on Buses/ Cars/ Vansetc	

Note: The rate quoted should be inclusive of all Taxes and levies, but excluding of GST which will be paid as per Govt. norms.

**(Signature of the bidder)**  
**Name of bidder (with seal)**

Place:

Date: