

Request for Proposal For

Empanelment of Vendors for digital printing & supply of Hoarding design on flex printing, with frame, flex mounting, etc. at different locations in COEP Technological University

RFP Ref No: NO/COEP/GYMKHANA/FLEX PRINTING/2024-25/171

10th February 2025

Issued by

The Registrar COEP Technological University

Wellesley Rd, Shivajinagar, Pune- 411005

Phone: 020-25507002

Email: registrar@coeptech.ac.in

**ADMINISTRATION OF THE REGISTRAR,
(COEP Technological University) PUNE - 411005**

Section-1 Notice Inviting Tender (NIT)

Tender No.

Dated:

1. The REGISTRAR (COEP Technological University), of COEP Tech invites **TENDER** in 2 tier bid systems from eligible and qualified firms for following Empanelment Services.
2. **Name of Services:** Printing as per the requirement from time to time, Fixing of Flex at different locations in COEP Technological University
3. **Contract Type: Empanelment**
4. **Period of Completion:** 05 days from the issue of Work order.
5. **Quantity & Specification:** As per Scope of Work.
6. **Period of Work (Days):** 365
7. **Bid validity(Days):** 180
8. **Tender schedule is as follows:**

1.	Cost of Tender Document (Non-Refundable) in the form of Demand Draft only	Rs.1,000.00
2.	Earnest Money Deposit (FDR/BG only)	Rs. 25,000.00
3.	Document Downloading Starts	10.2.2025 / 17.00 Hrs
4.	Prebid Meeting	17.2.2025 / 15.00 Hrs
5.	Closing date and time for submission of tender and important documents offline.	25.2.2025 / 12.00 Hrs
6.	Tender opening date & time (Technical Bid)	27.2.2025 / 12.30 Hrs
7.	Tender opening date & time (Financial Bid)	27.2.2025 / 16.00 Hrs

9. **Earnest Money Deposit (EMD): Rs. 25, 000/-** (Rupees Twenty-Five Thousand only). EMD shall be accepted from the participating firm only in the form of Bank Guarantee

(BG)/Fixed Deposit Receipt (FDR) only. EMD shall be valid for 180 days from the date of opening of tender.

10. Security Deposit

Security Deposit for an amount equivalent to 5% of the Agreement Value rounded off to the next Lac amount shall be furnished before signing of the contract in form of a Bank Guarantee substantially in the form specified in this document.

For the successful bidder, the Security Deposit shall be retained by the respective department until the completion of the Event and be released within 90 days after the completion of the tenure of contract.

The Security deposit shall be forfeited in the following cases:

- a) If a Bidder engages in any of the Prohibited Practices specified in this RFP
- b) If the Bidder is found to have a Conflict of Interest as specified in this RFP
- c) If the Selected Bidder commits a breach of the terms and conditions prescribed in this RFP.

The bidder shall download the Tender Enquiry Document from <https://coeptech.ac.in> Bidder shall submit hard copies of all the relevant documents must be submitted in the office of The REGISTRAR (COEP TECH) on or before the closing date of the tender.

11. Demand Draft for tender document cost may be issued in the favor of “COEP Technological University” and payable at COEP Tech, Pune.

12. Accepting Authority: REGISTRAR

COEP Technological University, Pune 411005
Maharashtra

Section-2 General Notice

RFP through two tier bid system is invited by The REGISTRAR (COEP Technological University), for selection of an agency/firm of repute Empanelment for Flex Printing, fixing of Flex and Installation of flexes at different locations in COEP Tech.

1. Eligibility and Qualification of the bidder:

- The bidder should be a Private/Public Ltd company registered under the company's act, 1956/2013 or a firm or a sole proprietorship firm.
- The Company/Firm should have experience in similar field for more than 05 years as on the date of tender and must have a dedicated office in **Pune city area** with all required services and machineries to undertake such work. The Company which has the Work Orders / Invoices / Agreements directly from Government / State Government / Semi- Government / PSUs / Departments / Chambers of Industry Associations / Private Companies in its own name, pertinent to the 'Eligible Assignments' as below, shall only be considered for this purpose.
- The Bidder shall have undertaken at least 3 (Three) similar nature of outdoor advertising orders where the orders should be of minimum order value of Rs. 5 Lac each or more. Sub- contracted or sublet jobs on their names will not be considered towards eligibility.
- Proof of GST Number.
- Copy of Pan Card number.
- An undertaking that the firm is not blacklisted/debarred from any Government organization/Department Section-3 Tender Form.

All the supporting documents in this regard to be submitted along with the physical bid document.

2. Scope of Work

- I.** The flexes must be prepared as per the creatives and sizes provided by the department. The data in this regard shall be provided by the respective department to the selected bidder. The samples will be approved by the respective department. The flexes must be in the languages of Hindi, Marathi, English after acquiring appropriate approval from the respective department
- II.** Total number of minimum 100 (One Hundred) flexes in color to be displayed in various locations of COEP throughout contract period as per requirement of respective department.
- III.** Location of the flexes: in prominent locations of COEP as per need of the respective department.
- IV.** The flexes of temporary structure and cutouts must be put up on temporary basis for 5-6 days as per the dates fixed by the respective department.
- V.** The flexes must be on Digital Flex Banners of minimum 340 GSM with Star black back flex (Star Flex) and with wooden bottom Patti structure.
- VI.** The agency shall also ascertain transportation and fitting of the flexes at the selected locations by the respective department.
- VII.** Evidence of the flexes (installed at the allotted locations) in the form of photographs and video of location along with the date of installation to be submitted immediately after the installation of the flexes with signature of concern authority.
- VIII.** Sturdiness of the cutouts both ply and foam shall be ensured by the bidder.

3. Rates and Quotes

The rates quoted shall be inclusive of all taxes and duties as applicable as per the law. The quoted rates shall be firm and shall not be subject to any change whatsoever.

4. Uploading of Tender

The bidder shall upload the mandatory documents of the tender on <http://coeptech.ac.in> only and the other related hard copies of the firm may be submitted in a sealed envelope superscribed as “Selection of an Agency/Firm for Printing, Fixing of Flex and Installation of flexes at different locations in COEPTECH Pune” addressed to “COEP Technological University

(COEP TECH)”

5. Opening of Tenders

The REGISTRAR (COEP) will open the on-line tenders at the specified date and time as indicated in the NIT.

6. Tender Evaluation

The bids will be evaluated by the Evaluation Committee duly approved by the competent authority which will decide the **lowest bidder (L-1)** on the basis of total cost provided by each bidder.

7. Scrutiny of Tenders

Unresponsive bids:

The tenders will be scrutinized before further evaluation to determine whether they are complete and meet the essential and important requirements, conditions etc. as prescribed in the Tender Document. The tenders received, are liable to be treated as non – responsive and will be summarily ignored, if following documents are not attached along with the bid.

- (i) Tender form (Section 3) not duly signed and stamped. (i.e. all the terms & conditions of tender document are acceptable.)
- (ii) Tender is unsigned and incomplete in any aspect.
- (iii) Tender validity is shorter than the required period.

8. Tender Validity

The tenders shall remain valid for acceptance for a period of **180 days** (one hundred eighty days) after the date of tender opening prescribed in the Tender Document.

9. Award of work

Award of work against the tender is at the sole discretion of the Tender Inviting Authority. Proposal of the successful bidder would form the basis for future negotiations and lead to issuing of a Work Order.

Note:

- In case bidder needs any clarification on the Tender Document or Scope of Work, they can contact in the Registrar COEP Technological University - 411005, during office hours. Tel: [02025507779](tel:02025507779) or Email at gymkhana@coeptech.ac.in

- After selection, a Letter of Award (LOA) shall be issued in duplicate, by the respective department to the Selected Bidder and the Selected Bidder shall sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event of the duplicate copy of the LOA duly signed by the Selected Bidder is not received by the stipulated date, the Authority may, unless it consents to extension of time for submission thereof, cancel the LOA and the next highest ranking Bidder may be considered.
- The respective department-reserves the right to relax any of the conditions of the Tender Document if suitable bidders are not found due to exigency of situation.

Section-3 Tender Form

(For all the terms & conditions of tender document are acceptable to bidder)

To
The REGISTRAR,
COEP Technological University,
Wellesley Rd, Shivajinagar, Pune, Maharashtra 411005

Ref No. _____

Dated _____

I/We, the undersigned have examined the above mentioned tender document, including amendment/corrigendum no. _____, dated *(if any)*, the receipt of which is hereby confirmed. We now offer to supply and deliver the *goods and services in conformity* with your above referred document.

If our tender is accepted, we undertake to supply the goods and perform the services (Installation & commissioning etc.) as mentioned in tender document with the delivery schedule specified in the “List of Requirements “of tender document.

I/We further confirm that, if purchase order placed with us, we shall provide you with a performance security of required amount in an acceptable form for due performance of the contract.

I/We agree to keep our tender valid for acceptance as required in tender document or for subsequently extended period, if any, agreed to by us. I/We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. I/We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

I/We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We confirm that our firm do not stand deregistered/banned/blacklisted by any Govt. Authorities.

I/We confirm that we fully agree to the terms and conditions specified in above mentioned TE document, including amendment/ corrigendum etc. if any.

(Signature with Date) (Name and Designation)

To Be Signed by the Proprietor / All Partners of the Firm / Directors of the Company under Its Common Seal

Section 4 Instructions to Bidders

1. Tender Contents

The Tenders are to be submitted the office of The REGISTRAR (COEP TECH), in 2 part bid system both

- Technical Proposal (signed and stamped RFP document and mandatory document) &
- Financial Proposal, should be submitted in a separate sealed envelope.

Technical Proposal

The Technical proposal should contain

- a) RFP Document (duly signed and stamped to be submitted along with physical bid document)
- b) Mandatory documents as mentioned below to be attached along with financial bid:
 - I. Tender Fee of Rs. 1,000/- in the form of a Demand Draft drawn on any nationalized / scheduled bank in favor the REGISTRAR (COEP TECH) payable at COEPTECH Pune.
 - II. Earnest Money Deposit of Rs. 25,000/- in the form of a Demand Draft drawn on any nationalized / scheduled bank in favor of The REGISTRAR (COEP TECH) payable at COEP TECH
 - III. Company registration Certificate under the company's act, 1956/2013/ Shop establishment Certificate or any other evidence.
 - IV. Proof of GST Number.
 - V. Copy of Pan Card number.
 - VI. Audited Balance Statement of the last three years.
 - VII. Copy of Income Tax Return (ITR) of last three years.
 - VIII. An undertaking that the firm is not blacklisted/debarred from any Government Organization/Department which is Section -3 Tender Form.
 - IX. An undertaking that the firm is working in Pune city area.

Financial Proposal

The financial proposal for Printing, Fixing of Flex and Installation of flexes at different locations in COEP Pune should be quoted as the final cost inclusive of all applicable taxes.

Additional Information:

- Bidders may add any further information that they consider relevant for the evaluation of their tender that gives a better understanding of their capability.
- However, the bidders will have to apply on-line. The mandatory documents specified in this document shall be submitted before the prescribed dates physically in the office of the REGISTRAR (COEP) as well.

2. Right to accept / reject tender

No tender will not 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.

The REGISTRAR (COEP) 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.

The tenders shall be considered invalid and non-responsive for non-submission of any document stipulated herein.

3. Commencement of work

The date of receipt of Work order shall be considered to be the date of commencement of work. The period for the same will be upto 31st March 2025.

4. Escalation of Prices

The prices quoted shall be firm and shall remain applicable during the entire period of the contract till completion (including extension of time granted, if any) and no escalation in prices will be permitted due to increase in prices of materials, rise in labour prices or due to any other reasons through out the contract period.

SECTION 5: TERMS & CONDITIONS

1. Bidders are strictly advised to go through all the documents in connection with this contract carefully. The work shall be carried out in appropriate stages under the direction and supervision of the respective department
2. The Successful Bidder shall not be entitled to any compensation for any loss suffered by him on account of delay in commencing or executing the work whatever the cause for such delays may be including delays in procuring Government controlled or other materials.
3. The respective department-decision with regard to the material and the workmanship will be final and binding and any material rejected by the respective department-shall be immediately removed from the Site.

4. Damage to Persons and Property

The Successful Bidder shall indemnify and keep indemnified the respective department-against all losses and claims for injuries or damages to any person or property whatsoever which may arise out of or in consequence of the installation and maintenance of works and against all claims, demands, proceedings, damages, costs, charges, expenses, whatsoever in respect thereof in relation thereto.

5. Compliance with the Law

1. The Successful Bidder shall comply with all the bye-laws and regulations of local and other statutory authorities having jurisdiction over the works and shall be responsible for the payment of all fees and other charges and the giving and receiving of all necessary notices, and keep the respective department informed of the said compliance with the by-laws, payments made, notices issued and received.
2. If any conflict arises between the selected bidder and the respective department during the period of execution or after completion of work, Hon'ble Vice chancellor shall have the jurisdiction and the venue of arbitration shall be COEP TECH and will be governed by provisions of the Indian Arbitration & Reconciliation Act.

6. Payments

Successful Bidder can claim the payment only after completion of the job against invoice and work completion report given by respective department. The selected agency shall be ready to take up work beyond the mentioned scope if felt necessary and asked by the respective department and the respective department shall give effect to such payment arising out of the additional work.

7. Work treated as Completed

The work shall not be treated as complete until and unless

- a) The site is clear from all unused, excess, waste material etc.
- c) The Successful Bidder to the satisfaction of the respective department has rectified any damage caused by the Successful Bidder to the location where the work is executed.

8. Scope of Contract

The Successful Bidder shall carry out and complete the said work in every respect in accordance with this contract.

- a. The removal/re-execution of any works executed by the Successful Bidder.
- b. The amending and making good of any defects after completion.

9. Prices for Extra Work, Ascertainment of

Should it be found after the completion of the works that some extra work has been carried out on due instruction from the Tender Inviting Authority, the price for such extra work will be ascertained on mutually negotiated terms.

APPENDIX-I
Financial Bid
(To be submitted offline only)

Financial Bid for Empanelment for Printing, Fixing of Flex and Installation of flexes at different locations in COEPTECH Pune			
Details	Quality	Rate per unit in INR	Amount in INR
Printing, Fixing of Flex and Installation of flexes (including transportation, labor and other charges)	Normal flex per square ft.		
	Star flex per square ft.		
Frame of Bottom Patti for Fitting with installation	As per printing of flex in sq ft		
Flex Vinyl Printing	As per printing of flex in sq ft		
Sub Total			
Taxes			
Grand Total			

Inclusions:

- Please note that all the prices quoted above must be for the specifications/ quality of work as specified in Scope of Work of the Tender Document.
- Authority can increase or decrease any item up to any extent.
- Rates quoted above shall be the final rate for all the above mentioned items and services to be provided as mentioned in the Scope of Work in the RFP along with all applicable taxes or any other tax / levy if required to be paid.