

**Price Rs.5000/- (Receipt No. \_\_\_\_\_ Date:\_\_\_\_\_)**

**Terms & conditions for Tender for putting up advertisement boards/hoardings at Bus Stand and/or Workshop of Haryana Roadways, Jhajjar depot.**

It is proposed to give contract for putting up advertisement boards/hoardings at Bus Stands/Workshop of Haryana Roadways Jhajjar as per the scope and terms & conditions mentioned below:-

**1. Scope of advertisements:**

a) The following type of advertisement boards/hoardings can be put up in the premises of bus stands:

Sr.No.	Type of Advertisement boards	Size	No. of Boards
1.	Hoardings	20*10	18
2.	Unipoles	....	....
3.	Glow sign Boards	4*4	18
4.	Show Frame Boards	4*3	16
5.	Wall site (These should not be wall writing but removable plastic posters can be used)	-----	----
6.	LCD projected electronic	-----	----
7.	Electronic Clock with name of certain firm	1*4	4
8.	Scrolling type of advertisement	2*6	4
9.	Tree guard	---	----
10.	Pillar box	---	----
11.	Hanging show frame	---	----
12.	Any other new acceptable idea	---	----

b) The contractor will have to pay for the rights of putting up advertisement boards/hoardings at bus stands/workshop of Haryana Roadways Jhajjar depot. If the contractor is unable to utilize any of the offered space on the bus stand and/or workshop for putting up advertisement boards/hoardings at bus stand of Haryana Roadways Jhajjar, Bahadurgarh and Beri, he will not be entitled to any compensation whatsoever on this account. In other words, the selected contractor will not get any relief for not utilizing the rights awarded to him for putting of advertisement boards/ hoardings.

**C) Selection of sites**

The Depot Level Committee comprising of GM, TM, WM, SPO and AO should select suitable sites for putting up of advertisements boards as well as type, & size of the boards to be installed. The District Town Planner or his representative should also be included in the committee for selecting the sites, type and size of the advertisements to be put up at the bus stands & workshops.

The advertising sites selected for putting up of advertisements by the concerned committee would be mentioned in the agreement to be signed between the selected company/contractor and the GM of the concerned depot on the basis of e-tenders.

**2. Signing of Agreement:** The company selected on the basis of e-tenders will be required to sign an agreement with the **concerned General Manager of the depot** incorporating all the terms and conditions before the start of the contract.

**3. Detail Notice inviting tender:** E-tender is invited for putting up advertisements boards/hoardings etc. at the bus stands/workshops of Jhajjar depot. The tender notice will

also be uploaded on the website of the department and all previous participants of tenders of putting up advertisements will be intimated by Email/letter.

The interested bidders shall have to pay e-service fee (non-refundable) of Rs. 1000/- on-line by using the service of secure electronic gateway. The secured electronic payments gateway is an on-line interface between bidders and on-line payment authorization network.

#### **4. Tendering Procedure:**

**a) Technical and Financial Bids:** i) each desirous company/firm should upload technical as well as financial bids on-line.

ii) The company should quote for all the bus stands of Jhajjar depot including workshop of Haryana Roadways being offered for putting up advertisement boards/hoardings.

iii) The company/firm should also upload duly signed and stamped, on every page of terms and conditions of the tender while uploading technical bid of the tender. Any terms and conditions included in the forwarding letter or anywhere else will not be accepted.

**b) Period of Contract:** The contract period will be three years initially, extendable by one year after successful completion of initial period of three years on mutual consent basis and having contract amount increased by 10% per annum in each years from the signing of contract.

**c) Eligibility criteria for the Applicants:** i) the company/firm should be a registered concern having experience of **at least three years** for putting up advertisement boards/hoardings at bus stands/other public places of Municipal Corporations/Committees and in any State Transport Undertaking in India.

ii) The average annual turnover of the participating Companies should be above Rs. 20 Lac per annum during last three years duly certified by Chartered Accountant i.e. the total turnover during past three financial years should not be less than Rs. 60 lac.

iii) The company should have net profit during the last three financial years.

**d) Earnest Money:** i) EMD of Rs. 2.00 lacs is payable online for participating in the tender. The EMD paid online is non-interest bearing and will be refunded to unsuccessful bidders after decision of the tender. EMD of successful bidder will be refunded after submission of required Bank Guarantee.

ii) The agreement between concerned General Manager of Haryana Roadways and successful bidder will be signed on submission of required Bank Guarantee and payment of 1<sup>st</sup> Quarterly installment.

#### **e) Other documents required to be uploaded with the tender application:-**

(i) Scanned copy of Registration Certificate of the Company.

(ii) Scanned copy of Proof regarding experience in the line for the last three years.

(iii) Scanned copy of audited Balance Sheets duly attested by Chartered Accountant for the last three years.

(iv) Scanned copy of Income Tax Returns & Service Tax Returns for the last 3 years.

(v) Scanned copy of the PAN number of the company.

(vi) Details of the board of directors with their Addresses and Telephone/Mobile Nos. and their date of appointment

(vii) Details of the major assets of the company.

(viii) Details of major contracts for putting up advertisement boards/hoardings at bus stands/other public places of Municipal Committees/Corporations.

(ix) The addresses & telephone numbers of the branch offices of the company in Delhi, Haryana & Chandigarh should be given along with the names, residential addresses/numbers of the in charges of the branches.

- (x) Scanned copy of affidavit signed by authorized person, duly notarized to the effect that the company/firm has not been black listed by any Govt. department /Govt. organization during past two years.

**f) Mode of payment:** The tendering company/firm will have to quote lump sum amount as per scope & space identified in the tender document for all the bus stands of a depot for which tender has been applied. All the bus stands, workshops & bus queue shelters under the control of a particular depot will have to be taken up together. The total amount for the depot allotted to the party will have to be paid to the depot during two years in equal quarterly installments. The quarterly installments will have to be paid 10 days in advance before the start of the quarter. All the payments would be required to be paid through e-grass in the Account Head 34-1055-201-(depot code)-99 Misc. Receipt in the shape of bank drafts in favour of the General Manager, Haryana Roadways of the depot concerned and payable at depot headquarter.

**g) Bank Guarantee:** The selected company/firm will have to submit a bank guarantee in favour of the concerned General Manager, Haryana Roadways for an amount equivalent to three month's rent including amount of GST calculated by the department. The bank guarantee should be valid for 3½ years i.e. 42 months from the start of the contract. The selected bidder will have to extend validity of the bank guarantee if the contract period is extended by one year on mutual consent basis.

**h) Delay Penalty:** A delay penalty @ 2% for delay of each month or part thereof for every quarterly installment would be charged till the premium due is paid. This penalty will be without prejudice to the rights of the department to forfeit the bank guarantee and cancellation of the contract, if the delay exceeds one month. In case any recovery is made by the department from the bank guarantee, the contractor company/firm will have to replenish the bank guarantee within seven days positively failing which the contract can be cancelled.

**i) Payment of Taxes:** All taxes/levies due to the Govt. of India, State Govt., other Govts. or Administrations or local authorities (including the GST, fees and other levies imposed during the contract period or to be levied in future) for putting up advertisement boards/hoardings at bus stand of Haryana Roadways Jhajjar will have to be paid by the Company/firm and shall not be paid by the State Transport, Haryana. The company/firm shall be liable to make their own arrangement at their own cost to pay the publicity charges or taxes to the Govt. of India, State Govt., any other Govt., or Administrations or authorities, where such charges are being levied. In case of non-payment of such taxes or charges, the company/firm shall be itself responsible for any consequences on account of non-payment of any taxes/levies. The company/firm will submit proof of payment of such taxes/levies to the department as & when required along with submission of advance quarterly rent/fee.

**j) Allotment of tender:-**

- i) The online tenders received would be examined by the Depot Level Committee and the tender would be allotted on merits.
- ii) The past dealings/reputation of the company/firm with Transport Department or any 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.
- iii) The highest bidder will be selected for award of contract. However, the department will have right to negotiate with up to three highest bidders, if their quoted rates are found within 5% of the highest rate quoted in the tender. The highest rate quoting firm in the tender will be given one additional opportunity of offering higher or equal to the highest rate discovered during the negotiation as per the Govt. procedure.

iv) If the highest tenderer(H-1) backs out, his earnest money shall be forfeited and the second Highest tenderer(H-2), third Highest tenderer(H-3) in order of sequence may be called upon to bring his offer to the same level as the originally first highest tenderer, In this event of their refusal to do so, tenders shall be recalled. In case of grave urgency, authority competent to accept the tender may authorize call of limited or short notice tenders.

v) Single tenders shall normally not be considered unless there are special circumstances to do so. In such eventuality, decision to accept the single tender shall be as prescribed in the rules. If special circumstances are not present, tenders shall be re-called. If re-tendering again results in a single tender, its acceptance may be considered with proper justification and reasons.

## **5. Other Terms and Conditions:**

**i) Quality of Advertisement Boards:** The advertisements should be of very high quality and colours. Perfectly these should be prepared by pasting printed vinyl sheets on rust free sheets.

**ii) Lighting of the advertisement boards:** Electricity required for illumination of advertisement boards/hoardings can be provided by Haryana Roadways. However, the firm will have to bear the electricity charges for illuminating of the advertisement boards on actual consumption basis to be paid to the concerned depot/workshop authorities.

**iii) The contents of the 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 by the department would not be allowed.

**iv) 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 not be allowed.

**v) Fixing & display of advertisement boards:** The responsibility for fixing and display of advertisement boards would be that of the contractor Company/firm.

**vi) 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 design approved by the General Manager. The tree guard would become the property of the department, after the expiry of the contract or at the termination of the contract. The advertisement boards will be got removed by the contractor company/firm after completion of contract period or on termination of contract earlier. No damage should be done to the trees while putting up or removing such advertisements. The concerned company/ firm will be themselves responsible for the security of the advertisement boards put up by them.

### **The following points should also be kept in view:-**

- a) No hoardings should be installed in front of the bus stand towards the main road, thereby obstructing the whole view of the bus stand. Advertising/hoardings must not be hazards to the traffic.
- b) All possible care should be taken to implement the court orders, laws and local bye-laws etc. with regard to putting up of hoardings/advertisement boards etc.
- c) No hindrance should be caused by the advertisement boards etc. in the proper functioning of the department and smooth flow of traffic.

- d) The advertisement sites, type and quality of advertisements should be selected in an aesthetic manner so that the advertisements add to the beauty and get up of the bus stand/workshop.
- e) To ensure that no objectionable advertisements are allowed to be put up.
- f) The department may utilize maximum two sites of district/sub division level bus stands for display of Road Safety slogans and other Govt. advertisements. The department would be free to put up any other advertisements as required in public interest and the selected bidder will have no objection for such extra advertisements and they will not be entitled to any compensation, whatsoever, on this account.

**vii) Removal of advertisement boards:**

- a) The boards/advertisements will have to be removed after completion of the contract period by the contractor company/firm with due approval of the GM, Haryana Roadways concerned and in compliance of Court orders, if any.
- b) That after the completion of the period of the agreement or after the termination of the contract, the contractor shall remove all the boards/advertisements on the last day of the contract positively failing which these will be removed by the concerned GM, Haryana Roadways at the cost & risk of the contractor company/firm.

**viii) Recovery of damage:** If any damage is done to the property of the Roadways due to putting up of advertisements the same will have to be made good by the contractor company/firm. The loss will be assessed by the department by forming a committee and the recovery, if any, should be deposited by the said contractor company/firm within a period of 15 days to the concerned General Manager, 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 15 days positively.

**ix) DAVP rates from Govt. organizations:** In case any Govt. Department/ Corporation/ Board wished to give advertisements on the bus stands/ workshops of Haryana Roadways through the contractor company/ firm., they will have to charge the advertisement rates not more than the rates fixed by the DAVP, Govt. of India. The advertisement Boards from Govt. Departments/ Corporation /Boards will be limited to two numbers per depot including the workshop.

**x) Damage to the 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, gadgets etc. due to unavoidable circumstances.

**xi) Termination of contract:** The contract can be terminated by the concerned General Manager 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 concerned depot apart from levy of fine/recovery and termination of 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 prescribed 3 months.

**xii) Settlement of objections regarding display of advertisements:** During currency of the contract, in case of any dispute arising from the objections raised by the General Manager, Haryana Roadways to the display of advertisements, it would be referred to the Director General, State Transport, Haryana, whose decision shall be final and binding on the contractor as well as the GM, Haryana Roadways.

**xiii) Arbitration Clause:** All disputes and differences arising out of or concerning whatsoever, shall be referred to the sole arbitrator or an officer appointed by the Principal Secretary (Transport) to Government, Haryana acting as such at the time of the reference. There will be no objection to such appointment, that the arbitrator so appointed is a Govt. servant, that he has to deal with such matters in the course of duties as Govt. servant and might have expressed view on all or any of the matters in disputes and differences. The award of such Arbitrator shall be final and binding on the parties involved. The Arbitrator has the powers to extend the time for making the award on request from either of the parties.

**xiv)** The 'contractor' will indemnify State Transport, Haryana and save it from harm from all claims, demands, action, cause and charges to which the State Transport, Haryana may become liable or which it may have to pay or be held liable thereof by any reason including the reason of injury to any person, reputation or property suffered or sustained by any employee of the State Transport, Haryana or arising out of any activity or negligence or commission of the 'contractor'.

**xv)** The amount accepted for putting up of advertisements boards/hoardings at Bus Stands/Workshops of Haryana Roadways shall be fixed and shall not be subjected to any exchange variations, labour conditions, taxes and any other conditions, whatsoever.

**(Technical Bid)**

**PROFORMA TO BE FILLED & SUBMITTED IN RESPONSE TO THE TENDER NOTICE IN CONNECTION WITH PUTTING UP HOARDING/ADVERTISEMENT BOARDS IN THE PREMISES OF BUS STANDS / WORKSHOPS OF HARYANA ROADWAYS, JHAJJAR Depot.**

Sr. No.	Particulars	Bidder's Response
1	Name of the Firm	
2	Complete address (Regd. Office & Field offices) with Telephone No., E-Mail Address.	
3	Date Of Establishment (attach proof)	
4	Date of Registration(attach proof)	
5	Registration No. (attach proof)	
6	Income Tax (PAN No.) (attach proof)	
7	GST No. (attach proof)	
8	Names, Complete Addresses, Telephone No's & Email Address of Partners	
9	Names, Complete Addresses, Telephone No's & E Mail Address of Board of Directors	
10	Details of Major Advertising Contracts previously/presently held by the firm with dates & necessary proof	
11	Whether the firm is registered with/on the panel with Department of Information Technology Govt. of India, if so, proof thereof.	
12	Whether the firm has been disqualified/black listed by Information Technology, Govt. of India or any other Govt. organisation during past 3 years preceding the closing date of the tender?	
13	Annual turnover of the firm 2017-18 2018-19 2019-20 (tentative)	
14	Whether e-processing fee of Rs.1000/- has been submitted online or not?	
15	Whether Tender document fee of Rs.5000/- has been submitted online or not?	
16	Whether Earnest Money Deposit (EMD) of Rs.2.00 Lacs has been submitted online or not?	
17	List of Documents attached.	
18	List of Assetts. 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 detailed 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:-

Signature of the

Place:- Jhajjar

Authorised Representative with rubber seal

Name of the Signatory

\_\_\_\_\_

For & on behalf of \_\_\_\_\_(Name of Firm)



FINANCIAL BID

**PROFORMA TO BE FILLED & SUBMITTED IN RESPONSE TO THE TENDER NOTICE IN CONNECTION WITH PUTTING UP HOARDING/ADVERTISEMENT BOARDS IN THE PREMISES OF BUS STANDS / WORKSHOPS OF HARYANA ROADWAYS JHAJJAR Depot.**

Amount quoted for all the Bus Stands/Workshops of Haryana Roadways JHAJJAR Depot per year in Rupees:-

S.No.	Description of the work	Amount quoted for all the Bus Stands/Workshops of Haryana Roadways Jhajjar depot per year in rupees
1.	Putting up advertisement boards/hoardings etc. at Bus Stands/Workshops of Haryana Roadways Jhajjar Depot.	

Date:-

Signature of the

Place:-

Authorised Representative with rubber seal

Name of the Signatory

\_\_\_\_\_

For & on behalf of \_\_\_\_\_(Name of

Firm)

**GENERAL MANAGER HARYANA ROADWAYS, JHAJJAR**

**Website:- [www.hartrans.gov.in](http://www.hartrans.gov.in)**

**TENDER NOTICE**

**E-Tender** are invited for putting up advertisement boards/hordings at Bus Stand and/or Workshop of Haryana Roadways Jhajjar as mentioned below in two bid system online i.e. Technical Bid and Financial Bid:-

Sr. No.	Name of Department /Board/Corporation/Aut	Name of Work/Notice/Tender	Opening Date and Closing Date of EMD Submission (Time)	Expiry date to time of Bid Preparation and submission	Amount/ EMD (APPROX) in Rupees	Website of the Department/Board/Corp./Auth.	Nodal Officer/Contact/Details/E-Mail	Tender Ref./Tender No.
1.	HARYANA ROADWAYS, JHAJJAR	Putting up Advertisement boards/hordings at Bus Stands.	17.07.20 Up to 16:00 Hrs., 04.08.20 Up to 17:00 Hrs.	07.08.2020 Upto 15-00 hrs	2,00000/-	<a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a>	Dtcstore22@gmail.com	05/2020-21/ B.C/Jhajjar

Note:- For details information please visit website <https://etenders.hry.nic.in>

Sd/-

General Manager

Haryana Roadways,

JHAJJAR.

**Office of the General Manager, Haryana Roadways, Jhajjar.**

To

The Director,  
State Transport, Haryana.  
Chandigarh.

Memo No.                      /B.C                      Dated.....

**Subject:- E-Tender for putting up advertisement boards/hordings at Bus Stands/Workshop of Haryana Roadways, Jhajjar Depot.**

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With refer to the subject cited above in this connection it is intimated that E-Tender have been attempt copy of which is enclosed herewith. It is requested to get the E-Tender documents upload on the main portal <http://etenders.hry.nic.in> and on department website on or before 17.07.2020.

Attached: E-Tenders.

**General Manager,  
Haryana Roadways, Jhajjar.**