

GOVERNMENT OF PUDUCHERRY
DIRECTORATE OF INFORMATION AND PUBLICITY

No.1210/DIP/AD(PUB)/Tender/2024/03

Puducherry, Dated 12/08/2024

NOTICE INVITING TENDER

1. Tender for the service of : Supply of garlands for statues and portrait of the Leaders, flowers (loose) and wreath in connection with the conduct of Birth / Death Anniversaries of various State / National Leaders and Independence Day, Republic Day etc., for the period from 1st July, 2024 to 30th June 2026.
2. Tender Fee : Rs.500/-
3. Earnest Money Deposit Cost : 13,824/-
4. This tender contains : 9 pages
5. Period of contract : 1st July, 2024 to 30th June 2026
6. Inviting Officer : The Director,
Directorate of Information & Publicity,
Government of Puducherry, Puducherry.
7. Bid submission start date : 12/08/2024 at 11.00 AM
8. Last date for submission of tenders : 02/09/2024 at 05.00 PM
9. Date and Time of opening of tender: 03/09/2024 at 11.00 AM

(If any of the days happen to be a holiday, the next working day will be the date on the timeline)

The sealed and stamped hardcopy of the Tender documents along with Demand Drafts towards Tender Fee and EMD (Bid Security) and all the other required certificates should be submitted to the **“The Director, Directorate of Information and Publicity, 18 Bellecombe Street, Puducherry – 605001”**.

The Tender schedule can be downloaded from the website <https://info.py.gov.in> and <https://www.py.gov.in>

For clarification regarding Tender contact: Office No.0413-2337078, 2336415

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TENDER NOTICE

Notice inviting Tender for the Supply of garlands for statues and portrait of the Leaders, flowers (loose) and wreath in connection with the conduct of Birth / Death Anniversaries of various State / National Leaders and Independence Day, Republic Day etc., for the period from 1st July, 2024 to 30th June 2026

On behalf of the President of India, the Director of Information and Publicity, Puducherry invites tenders from the eligible firms / contractors / suppliers, who have prior experience for 3 years in the field of work / supply to the Government, towards the conduct of functions by the Government of Puducherry for the Celebration / Observance of Birth / Death Anniversaries of State / National Leaders and Independence Day, Republic Day etc., for the period from 1st July, 2024 to 30th June 2026 as per the following specifications:

Sl. No	Name of Work / Items	Eligibility	EMD	Last Date for Receipt
I	II	III	IV	V
1.	Garland 6 Ft. – 1 No.	Minimum three years' experience in the field of work / supply to the Government Departments	Rs.13,824/-	02/09/2024 at 05.00 PM
2.	Garland 3 Ft. – 1 No			
2.	Garland 2 Ft. – 1 No.			
3.	Loose Flowers 2 kgs.			
4.	Wreath - 1 No.			
(The rates to be quoted should be inclusive of GST/ Loading and Unloading / Labour / Transport / Other Charges)				
The details of the list of Birth / Death Anniversary functions to be held month-wise are furnished in Annexure II.				
The details of the list of statues, their locations and the functions are furnished in Annexure III.				

2. Technical Bid:

The Tenderer(s) should submit the following Certificates/Documents/ Demand Drafts as their technical Bid as detailed in Annexure – I:

- Copy of Registration /Trade Certificate of the applicant's organization;
- Copy of PAN;
- Copies of the IT returns filed for the last 3 (three) financial years (or) Copies of Audited balance sheets for last 3 (three) financial years from Registered Chartered Accountant;
- Copy of the Goods & Service Tax registration certificate;
- The Tenderer should submit copies of minimum 3 (three) years of experience in the field of work / supply to the Government Departments;
- The Tenderer may submit documentary evidence in support of appreciation of the relevant work carried out for the different Government departments/ organizations (optional);
- Demand Drafts towards the Tender Fee for Rs.500/- and Earnest Money Deposit for Rs.13,824/-;

- h. Proforma (Annexure – I) duly filled and signed by the authorized signatory.

Note:

- i. The particulars of the Firm / Tenderer should be furnished in the Proforma prescribed in the Annexure-I and duly signed by the authorized person of the Company / Firm. The Annexure-I and the above said documents / certificates/Demand Drafts shall be submitted as Technical Bid. Failure to produce even any one of the above documents would entail rejection of their quotation. Bids of Tenderers who do not confirm to the criteria stipulated in this document shall be rejected.
- ii. The copies of the Tender documents submitted should be clear and legible. Otherwise it will not be considered.

3. Price Bid :

- a. The Tenderer(s) who have submitted all the above required certificates / documents/ Demand Drafts along with their Technical Bid will alone be considered for evaluation of their Price Bid ;
- b. The rates quoted in the Price Bid should be inclusive of GST / Loading and Unloading / Labour / Transport / Other Charges;
- c. The rates quoted should be for one unit of each item detailed in para 1 above.

4. Interested and eligible firms / contractors / suppliers who had downloaded the Tender document from the website <https://info.py.gov.in> and <https://www.py.gov.in> shall submit the duly filled and signed / attested hardcopies of the Tender documents along with Demand Drafts towards Tender Fee and EMD (Bid Security) and all the other required certificates as detailed above to the **“The Director, Directorate of Information and Publicity, 18 Bellecombe Street, Puducherry – 605001”** in a sealed envelope superscribed as *“Tender in connection with the conduct of Birth / Death Anniversaries of various State / National Leaders and Independence Day, Republic Day etc., for the period from 1st July, 2024 to 30th June 2026”* before the scheduled time of submission i.e. **on or before 05.00 PM on 02/09/2024.**

5. The tenderer(s) can deposit their Tender Fee of Rs.500/- (Rupees Five hundred only) and Earnest Money Deposit (EMD) of Rs.13,824/- (Rupees Thirteen thousand eight hundred and twenty four only) in the form of Demand Drafts(DD) drawn separately in favour of “The Director, Directorate of Information and Publicity, Puducherry” and to be submitted to the above mentioned address as detailed above.

6. Terms and Conditions:

- a. The issue of Award of Contract (AOC) / Agreement / Work order will be in one unit of each item in the NIT;
 - b. The Earnest Money Deposit (Bid Security) is non-interest bearing and is refundable to the unsuccessful tenderer;
 - c. The Earnest Money Deposit (Bid Security) will be refunded to the successful tenderer at the earliest after the satisfactory completion of all contractual obligations after the contract period;
 - d. Performance security of 5% of the contract value has to be deposited by the successful Tenderer awarded the contract to ensure due performance of the contract.
 - e. Income Tax deductions and GST deductions will be made from total bill amount while making payment;
 - f. The provision of materials / supply on hire basis for the above-mentioned work items should be new, good quality and defect-free. Utmost care must be taken while erecting the temporary ladder and small stage to ensure the safety of the participants;
 - g. After the completion of the function, the erected works and arrangements on hire basis should be dismantled and taken back by the service provider at their own cost. The Department of Information and Publicity will not compensate for any loss or damage to the hired materials during the conduct of function or during transit of the materials;
 - h. The rates quoted will have to be valid for the contract period and no additional costs for any reason or at any cost shall be charged
 - i. In the event of failure to complete the work in time or not according to specification by the selected tenderer or refusal to undertake the work allotted to them either expressly or otherwise, the Bid Security will be forfeited and the work order will be cancelled. Such firm will also be blacklisted for any future supply;
 - j. The Department reserves the right to put additional conditions, change of venue based on the prevailing situation / contingency raised that deemed fit;
 - k. The successful bidder awarded the contract shall agree and sign an Arbitration agreement (Chapter 8 of NIT) with this Department and that shall form part of the contract / agreement documents;
 - l. The Notice Inviting Tender (NIT) shall form part of contract / agreement documents. The Department will not be responsible for any failure, malfunction or breakdown of electronic system used during the e-Tender process.
7. The Director (Information and Publicity) reserves all rights either to accept or reject the tender without assigning any reason thereof.

DIRECTOR (I & P)

8. Arbitration

The parties agree that any mutual dispute with regards to terms of this Contract shall be handled through Arbitration, as per the following terms, between them:

(I) THAT, the parties agree that any dispute or difference whatsoever arising between the parties out of/under or in connection with or relating to the construction, meaning, scope, operation, or effect of the contract or the validity or the breach thereof shall be referred to a Sole Arbitrator as appointed under clause (IV) here in below, and that the award made in pursuance thereof shall be binding on the parties;

(II) AND THAT, the parties agree that in respect of those matters, as are not defined in the terms and conditions of the main contract, or in this Arbitration Agreement, the same shall be decided and settled by the Sole Arbitrator in accordance with the Arbitration and Conciliation Act, 1996 and the amendments thereof as in operation on the date of execution of the Contract;

(III) AND THAT, the parties agree that the place of Arbitration shall be at Pondicherry in the Union Territory of Puducherry;

(IV) AND THAT, whenever the parties decide to resort to Arbitration for dispute resolution, the Secretary to the Government of Puducherry (Department of Information & Publicity) shall be the authority to appoint the Sole Arbitrator from amongst a panel of Arbitrators maintained by the Government of Puducherry, and such appointment shall be binding on both the parties: Provided that before requesting the Secretary (Department of Information & Publicity) for appointing an Arbitrator, the parties shall make a sincere attempt to resolve their dispute, within a time period of 3 months, through mutual conciliation, and if so felt necessary by the parties under the supervisory guidance of the Secretary (Department of Information & Publicity);

(V) AND THAT, all costs relating to the Arbitration proceedings, shall be borne equally by both the parties;

(VI) AND THAT, the parties agree that the language for making all submissions and evidence will be presented in ENGLISH during the proceedings;

(VII) AND THAT, it is agreed between the parties that they shall extend their fullest support and co-operation to the Sole Arbitrator and not seek adjournment of the Arbitration proceedings, without explaining the reasons therefor, in writing, in advance, for seeking of such adjournment, and further that there shall not be more than two such adjournments granted, even when there exists a valid reason for seeking such adjournment. And it is further agreed that the parties should cooperate in completing the arbitration process and the broader dispute resolution within 6 months or at most with an extension, on mutual consent, of another 6 months;

(VIII) AND THAT, it is agreed by the parties hereto that, in so far as there is an arbitral award for payment of money, the Sole Arbitrator may include in the sum for which the award is made, interest at the RBI repo rate, as on the date on which the cause of action arose, plus 2%, on the whole, or any part of the money, for the whole or any part of the period, between the date on which the cause of action arose and the date on which the award is made: Provided that, on the sum so directed to be paid by an arbitral award, there shall be no interest payable for three months commencing from the date of award, but thereafter, interest shall be payable at RBI repo rate plus 4% for such period of delay, till the date of payment;

(IX) The Arbitrator shall record, in writing, the arguments of the two parties on each of the points of dispute and pass a speaking order thereon.

ANNEXURE – I (PROFORMA)

PARTICULARS OF THE SERVICE PROVIDER / AGENCY

Sl. No.	Particulars	Details
1.	Name of the Service provider (Company /Firm)	
2.	Address : Telephone : Mobile: Fax: Email:	
3.	Details of registration of the firm and enclose the copy of the registration certificate	
4.	Copy of the PAN & mention PAN (Attach attested copy)	
5.	Copy of IT returns filed for the last 3 (three) financial years (or) Audited balance sheets for last 3 (three) financial years	
6.	Copy of the Goods & Service Tax registration certificate / mention GSTIN (Attach attested copy)	
7.	E.P.F. Registration No (Attach attested copy)	
8.	E.S.I. Registration No. (Attach attested copy)	
9.	Copies of minimum 3 (three) years of experience in the field of work / supply to the Government Departments	
10.	Documentary evidence in support of appreciation of the relevant work carried out for the different Government departments/ organizations (optional)	
11.	Demand Drafts towards Tender Fee and EMD with details	
12.	Legal Status (PSUs/Company/Firm/Proprietorship)	
13.	Additional information, if any (Attach separate sheet, if required)	

I/We certify that I/We have read, understood and accepted the contents of the broad terms and conditions incorporated in the Tender Document (NIT) and submit this Tender for consideration. I/we also certify that the above furnished details / statements are true. In the event it is found to be false appropriate action shall be taken against the firm.

Signature of the authorized person

Full Name :
Seal :

Date:
Place:

ANNEXURE – II

FUNCTIONS CONDUCTED BY DIRECTORATE OF INFORMATION AND PUBLICITY

Month	Birth Anniversaries Of Leaders	Date	Death Anniversaries Of Leaders	Date	Total
January	Tvl. Thiruvalluvar** Dr. M.G. Ramachandran Netaji Subash Chandrabose*	15 17 23	Tvl. P. Jeevanandam** Mahatma Gandhi	18 30	5
February	V. Subbiah M. Singaravelar**	07 18	Perarignar Anna M. Singaravelar**	03 11	4
April	Babu Jagajivan Ram Dr. B. R. Ambedkar** Paavendar Bharathidasan	05 14 29	Paavendar Bharathidasan Ansari P. Duraisamy	21 27	5
May	--	--	Rajiv Gandhi Pandit Jawaharlal Nehru	21 27	2
June	--	--	Venkatasubbha Reddiar** M. A. Shanmugam**	06 06	2
July	Ansari P. Duraisamy Perunthalaivar K. Kamaraj Poet Vanidasan** M. A. Shanmugam** Edward Goubert	02 15 22 25 29	Babu Jagjivan Ram Chevalier Sivaji Ganesan B. Muthukumarappa Reddiar	06 21 15	8
August	G. K. Moopanar Rajiv Gandhi P. Jeevanandam** Mother Teresa**	19 20 21 26	Poet Vanidasan** Edward Goubert G. K. Moopanar Puduvai Sivam	07 14 30 31	8
September	V. O. Chidambaram Pillai** Perarignar Anna Periyar E. V. R. B. Muthukumarappa Reddiar	05 15 17 24	Mother Teresa** Subramania Bharathiar	05 11	6
October	Chevalier Sivaji Ganesan Mahatma Gandhi Poet Puduvai Sivam	01 02 23	Perunthalaivar Kamaraj V. Subbiah Annai Indira Gandhi	02 12 31	6
November	Pandit Jawaharlal Nehru Annai Indira Gandhi	14 19	V. O. Chidambaram Pillai**	18	3
December	Subramania Bharathiar Venkatasubbha Reddiar**	11 18	Dr. B. R. Ambedkar** Periyar E. V. R. Dr. M. G. Ramachandran	06 24 24	5
	Total Birth Anniversaries	28	Total Death Anniversaries	26	54
** Permanent Ladder erected					
Observance of French War Memorials		8th May, 14th July & 11th November			

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ANNEXURE – III

DETAILS OF THE STATUES AND ITS LOCATION IN PUDUCHERRY

Sl. No.	Name of the statue	Location
1.	Annai Indira Gandhi	Villupuram Road and ECR Road Junction
2.	Ansari P. Duraisamy	M.G. Road and Sardar Vallabai Patel Salai
3.	Babu Jagajivan Ram	Lawspet, Airport Road
4.	Chevalier Sivaji Ganesan	Opp. to the Sithanantha Koil, Karuvadikuppam
5.	Dr. B. R. Ambedkar	Opp. to Legislative Assembly
6.	Dr. M.G. Ramachandran	Opposite to Rajiv Gandhi Bus Stand
7.	Edward Goubert	Bharathi Park
8.	G. K. Moopanar	Marapalam Junction, Mudaliarpet
9.	M. A. Shanmugam	Marappalam – Boncare Street Jn., Mudaliarpet
10.	M. Singaravelar	Venkatasubba Reddiar Salai
11.	Mahatma Gandhi	Beach Road, Goubert Avenue
12.	Mother Teresa	Bharathi Park
13.	B. Muthukumarappa Reddiar	Nettappakkam, (Near Police Station)
14.	Netaji Subash Chandrabose	Lawspet – Uzhavar Sandai Junction
15.	P. Jeevanandam	Avai Thidal, Saram
16.	Paavendar Bharathidasan	Bharathi Park
17.	Pandit Jawaharlal Nehru	Gandhi Thidal, Beach Road
18.	Perarignar Anna	Opposite to Odiansalai Police Station
19.	Periyar E. V. R.	Pillaithottam Junction
20.	Perunthalaivar K. Kamaraj	Kamaraj Salai and Anna Salai Junction
21.	Poet Puduvali Sivam	Kamaraj Salai and Sitthankudi Road Junction
22.	Poet Vanidasan	Bharathi Park
23.	Rajiv Gandhi	Rajiv Square, Thattanchavady
24.	Subramania Bharathiar	Bharathi Park
25.	Thiruvalluvar	New Bus Stand
26.	V. O. Chidambaram Pillai	Bharathi Park
27.	V. Subbiah	Nellithope Junction
28.	Venkatasubbha Reddiar	Maraimalai Adigal Salai – Cuddalore Road Junction

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