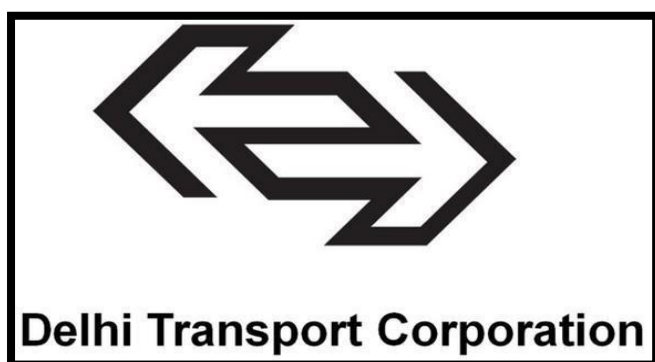


**TENDER FOR VINYL PRINTING & PASTING ON DTC BUSES OF DIFFERENT DEPOTS LOCATED  
IN DELHI NCR REGION FOR BRANDING OF INDIA'S G20 PRESIDENCY & G20 SUMMIT.**



**Tender no.- DTC/PUBLICITY/2023/001**

**Delhi Transport Corporation  
(Govt. of NCT of Delhi)  
I.P. Estate, New Delhi-110002**

## Disclaimer

This tender for VINYL PRINTING & PASTING ON DTC BUSES OF DIFFERENT DEPOTS LOCATED IN DELHI NCR REGION FOR BRANDING OF INDIA'S G20 PRESIDENCY & G20 SUMMIT containing brief information about the terms and conditions and selection process for the bidder. The purpose of the document is to provide the Bidders with information to assist the formulation of their bidding documents.

While all efforts have been made to ensure the accuracy of information contained in this Tender Document, this Document does not purport to contain all the information required by the Bidders. The Bidder should conduct their own independent assessment, investigations & analysis and should check the reliability, accuracy and completeness of the information at their end and obtain independent advice from relevant sources as required before submission of their bid application. Delhi Transport Corporation or any of its employees or advisors shall incur no liability under any law, statute, rules or regulations as to the accuracy or completeness of the Tender Document.

Delhi Transport Corporation reserves the right to change any or all conditions/ information set in this Tender Document by way of revision, deletion, updating or annulment through issuance of appropriate Addendum/corrigendum as Delhi Transport Corporation may deem fit without assigning any reason thereof.

Delhi Transport Corporation reserves the right to accept or reject any or all applications without giving any reasons thereof. Delhi Transport Corporation will not entertain or be liable for any claim for costs and expenses in relation to the preparation of the bid applications to be submitted in terms of this Tender Document.



**DELHI TRANSPORT CORPORATION  
PUBLICITY DEPARTMENT, SCINDIA HOUSE  
CONNAUGHT PLACE, NEW DELHI-110002**

Tender Notice. No.DTC/PUBLICITY/2023/001

Date: 01.03.2023

**TENDER NOTICE**

The PUBLICITY DEPARTMENT, DELHI TRANSPORT CORPORATION invites separate Technical and Price Bid (Two Cover System) from the eligible firms for **Tender of Vinyl Printing & Pasting on DTC Buses of different Depots located in Delhi NCR Region for branding of India's G20 Presidency &G20summit.**

Sl.No	Particulars	Details
1	Name of Work	Vinyl Printing & Pasting on DTC Buses of different Depots located in Delhi NCR Region for branding of India's G20 Presidency &G20 summit.
2	Start Date & time for receipt of bid at DTC Office	01.03.2023
3	Last Date & time for receipt of bid at DTC Office	10.03.2023 at 15.00 Hrs
4	Date & time of opening of Technical bid	10.03.2023 at 15.30 Hrs
5	Date & time of opening of Financial Bids of qualified technical bid.	Date & Time will be informed Separately.
6	Contact no. of procurement person	Manager(Publicity) E-Mail- <a href="mailto:dycgmpublicity@dtc.nic.in">dycgmpublicity@dtc.nic.in</a>
7	Earnest Money Deposit(EMD)	25,000/- (Twenty five thousand only)

The tender documents are available on website <https://govtprocurement.delhi.gov.in> .

-Sd/-  
Dy. CGM (Publicity)  
Delhi Transport Corporation

## **Section I: Instructions to Bidders**

### **A. General instructions**

#### **1.1 Number of Proposals and respondents**

- i. No Bidder or its Associate shall submit more than one Proposal, in response to this Tender. A Bidder applying individually or as an Associate shall not be entitled to submit another Proposal.

#### **1.2 Right to accept and reject any or all the Proposals**

- i. Notwithstanding anything contained in this e-Bid, DTC reserves the right to accept or reject any Bid and to annul the selection process and reject all Bids, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.
- ii. DTC reserves the right to reject any Bid if:
  - a. At any time, a material misrepresentation is made or uncovered, or
  - b. The Bidder does not provide, within the time specified by DTC, the supplemental information sought by DTC for evaluation of the e-Bid.
- iii. Such misrepresentation/ improper response may lead to the disqualification of the Bidder. If such disqualification /rejection occurs after the e-Bid have been opened and the lowest-ranking Bidder gets disqualified / rejected, then the DTC reserves the right to consider the next best Bidder, or take any other measure as may be deemed fit in the sole discretion of DTC, including annulment of the Selection Process.

#### **1.3 Acknowledgement by Bidder**

- i. It is desirable that the Bidder submits its Proposal after verifying the availability of the data, information and/ or any other matter considered relevant.
- ii. It would be deemed that by submitting the Proposal, the Bidder has:
  - a. Made a complete and careful examination and accepted the Tender Document in total; received all relevant information requested from DTC and:
  - b. Acknowledged and accepted the risk of inadequacy, error or mistake in the information provided in the bid or furnished by or on behalf of DTC;
  - c. Satisfied itself about all matters, things and information, necessary and required for submitting an informed Application and performance of all of its obligations thereunder;
  - d. Made a complete and careful examination of the various aspects of the scope of work including but not limited to:
    - i. Type of Project
    - ii. Existing data or any relevant information;
    - iii. All other matters that might affect the Bidder's performance under the terms of this Tender Document.

- iii. DTC shall not be liable for any mistake or error on the part of the Bidder in respect of the above.

#### **1.4 Availability of Bid Document**

This Bid document is available on the website <https://govtprocurement.delhi.gov.in//> to enable the Bidders to view, download the bid document and submit bids online up to the last date and time mentioned in bidder notice/ bid document. The bid document is available for downloaded only on DTC website <http://dtd.delhi.gov.in/>

#### **1.5 Amendment of e-bid Document**

- i. At any time prior to the deadline for submission of bid, DTC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, modify the bid document by amendments. Such amendments shall be uploaded on the e-procurement website <https://govtprocurement.delhi.gov.in//> or on DTC website <http://dtd.delhi.gov.in> relevant clauses of the bid document shall be treated as amended accordingly.
- ii. It shall be the sole responsibility of the prospective Bidder to check the website <https://govtprocurement.delhi.gov.in//> or on DTC website <http://dtd.delhi.gov.in>.
- iii. From time to time for any amendment in the bid documents. In case of failure to get the amendments, if any, DTC shall not be responsible for it.

To allow prospective bids a reasonable time to take the amendment into account in preparing their bids, DTC, at the discretion, may extend the deadline for the submission of bids. Such extensions shall be uploaded on the e-procurement website <https://govtprocurement.delhi.gov.in//> or on DTC website <http://dtd.delhi.gov.in/>

#### **1.6 Language and currency**

- i. The e-bid and all related correspondence and documents should be written in the English language. Supporting documents and printed literature furnished by the Bidder with the e-bid may be in any other language provided that they are accompanied by appropriate translations of the pertinent passages in the English language. Supporting materials, which are not translated into English, may not be considered. For the purpose of interpretation and evaluation of the e-bid, the English language translation shall prevail.
- ii. The currency for the purpose of the e-bid shall be the Indian Rupee(INR).

#### **1.7 Correspondence with the Bidder**

- i. Save and except as provided in this e-Bid, DTC shall not entertain any correspondence with any Bidder or its Technical Partners in relation to acceptance or rejection of any e-Bid.

- ii. No Bidders or its Technical Partners shall contact DTC on any matter relating to his e-Bid from the time of Bid opening to the time Contract is awarded.
- iii. Any effort by the Bidder or by its Technical Partners to influence DTC in the Bid evaluation, Bid comparison or contract award decisions, may result in rejection of his Bid.

### **1.8 Format and Signing of Proposals/Bids**

- i. The Bidder shall prepare one electronic copy of the technical e-Bid and financial e-Bid separately.
- ii. The e-Bid document shall be digitally signed, at the time of uploading, by the Bidder or a person or persons duly authorized to bind the Bidder to the Contract. The letter authorization shall be indicated by a scanned copy of written power-of attorney accompanying the e-Bid.
- iii. Bidders should provide all the information as per the Tender and in the specified formats. DTC reserves the rights to reject any proposal that is not in the specified formats.
- iv. In case the Bidders intends to provide additional information for which specified space in the given format is not sufficient, it can be furnished in duly stamped and signed PDFs.

### **1.9 Deadline for submission of e-bid**

E-Bid (Technical and financial) must be submitted by the Bidder at e-procurement website <https://govtprocurement.delhi.gov.in//> not later than the time specified on the prescribed date (as the server time displayed in the e-procurement website). DTC may, at its discretion, extend this deadline for submission of e-Bid by amending the e-Bid document, in which case all rights and obligations of DTC and Bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

### **1.10 Submission of e-bid**

- i. The bid submission module of e-procurement website <https://govtprocurement.delhi.gov.in//> enables the Bidders to submit the e-Bid online in response to this e-Bid published by DTC.
- ii. Bid submission can be done only from the bid submission start date and time till the bid submission end date and time given in the e-Bid. Bidders should start the bid submission process well in advance so that they can submit their e-Bid in time.
- iii. The Bidder should submit their e-Bid considering the server time displayed in the e-procurement website. This server time is the time by which the e-Bid submission activity will be allowed till the permissible time on the last/end date of submission indicated in the e-Bid schedule. Once the e-Bid submission date and time is over, the Bidders cannot submit their e-Bid. For delay in submission

of e-Bid due to any reasons, the Bidders shall only be held responsible.

### **1.11 Late bid**

- i. Bids received by DTC after the specified time on the Bid Due Date, shall not be eligible for consideration and shall be summarily rejected.
- ii. The server time indicated in the bid management window on the e- procurement website <https://govtprocurement.delhi.gov.in//> will be the time by which the e-Bid submission activity will be allowed till the permissible date and time scheduled in the Bid.
- iii. Once the e-Bid submission date and time is over, the Bidder cannot submit his/her e-Bid. Bidder should start the bid submission well in advance so that the submission process passes off smoothly. The Bidder will only be held responsible if his/her e-Bid is not submitted in time due to any of his/her problems/faults, for whatsoever reason, during e-Bid submission process.

## **B. Bid Opening**

### **1.12 Opening of Proposals**

- i. DTC would open the e-bids at the date and time mentioned in the Tender for the purpose of evaluation.
- ii. Proposals shall be opened in presence of interested Bidders who choose to be present at specified time and location. In the event of the specified date e-Bid opening being declared a holiday, the e –bids shall be opened at the appointed time and place on the next working day.
- iii. DTC would subsequently examine Proposals in accordance with the criteria set out in this Document.

### **1.13 Confidentiality**

- i. Information relating to the examination, clarification, evaluation, and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising DTC in relation to or matters arising out of, or concerning the Bidding Process. Any effort by a Bidder to exert undue or unfair influence in the process of examination, clarification, evaluation and comparison of Proposal shall result in outright rejection of the offer, made by the said Bidder.
- ii. DTC shall treat all information, submitted as part of Bid, in confidence and shall require all those who have access to such material to treat the same in confidence. DTC may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or DTC or as may be required by law or in connection with any legal process.

#### **1.14 Tests of Responsiveness**

- i. Prior to evaluation of bids, DTC will determine whether each bid is responsive to the requirements of the Tender Document. The bid shall be considered responsive if:
  - i. It is received/ deemed to be received by the Bid Due Date and time including any extension
  - ii. It is signed and sealed.
  - iii. It contains all information required in this Tender Document.
  - iv. Information is provided as per the formats specified in the Tender Document.
  - v. Deposit of EMD
- ii. DTC reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by DTC in respect of such bids.

#### **1.15 Proposal Evaluation**

- i. The bids will be evaluated by DTC.
- ii. The Submissions of the Bidders would first be checked for responsiveness. All bids found to be substantially responsive shall be evaluated as per the Technical Criteria set out in this Tender Document. Bidders shall be deemed to have understood and agreed that no explanation or justification for any aspect of the Selection Process will be given and that the decisions of DTC are without any right of appeal whatsoever.
- iii. Opening of Financial Bid- The financial bid of all technically qualified bidders shall be opened in accordance to their Financial capacities as defined in the Tender document. The date, time and venue will be informed to all successful bidders for their participation in the opening of financial bid
- iv. In case single tender is received, MD, DTC reserves the right to accept/ reject the single tender so received.

#### **1.16 Award of Contract**

The work will be awarded to the Bidder with Lowest rates i.e. L-1 Bidder. Bidder shall quote his rates after considering various terms and conditions of the Bid.

#### **1.17 Letter of Award(LOA)**

- i. Prior to the expiration of the period of e-Bid validity, DTC will notify the Successful Bidder in writing, by e- mail, that its e-Bid has been accepted.
- ii. The acceptance of LOA will constitute the formation of the Agreement.



Failure of the Successful Bidder to comply with the requirement of acceptance of LOA shall constitute sufficient grounds for the annulment of the LOA and forfeiture of EMD. In such an event, DTC reserves the right to:-

- a. Either invite the next best Bidder for negotiations, or
- b. Take any such measure as may be deemed fit in the sole discretion of DTC, including annulment of the bidding process.

#### **1.18 Risk & Order Cancellation**

- i. DTC reserves the right to cancel the Award at Contractor risk and cost if the work is not considered satisfactory and it is felt that Contractor is not likely to meet the Tender obligations.

#### **1.19 Earnest Money Deposit**

- i. Earnest Money deposit: 25,000/- (Twenty five thousand only in form of Account Payee/Demand Draft, Fixed Deposit Receipt, Bankers Cheque, Online Mode(Canara Bank, Branch- IP ESTATE, NEW DELHI A/c No. 110094786998, IFCS Code- CNRB0019126, MICR- 110015414) or Bank guarantee from any of the Commercial Banks as stated in Tender, in favor of M.D, DTC payable at Delhi. The scanned copy of receipt of EMD with transaction Id certified by the same bank must be enclosed along with the Bid and Original instrument must be submitted in the Office of Dy. Manager, Tender Cell, DTC HQ, as per the due date & time of submission of bids. Tender without Earnest Money in the prescribed form, will not be accepted. In case, the Bidder submits the EMD in the form of BG, the same shall be valid 60 days beyond the bid validity period.
- ii. Any Bid not secured in accordance with above shall be treated as non-responsive and rejected by DTC.
- iii. Unsuccessful Bidder's EMD will be returned within 60 days after conclusion or discharge of the tender.
- iv. No interest will be paid by the Purchaser on the Earnest Money Deposit.
- v. The Successful Bidder's Bid EMD will be refunded once the successful Bidder deposits the Performance Bank Guarantee, to be submitted by the Bidder upon signing the agreement.
- vi. The EMD may be forfeited:

If Bidder (a) withdraws its Bid during the period of Bid validity specified in the Tender: or (b) does not accept the correction of errors or (c) modifies its Bid price during the period of Bid validity specified in the Tender.

(d) In case of a Successful Bidder, if the Bidder fails to, accept the LOA or submit the Performance Guarantee or sign the Agreement with DTC.

## Section II: Eligibility Criteria

### 1. Technical Bid

- i. The Firm must possess work experience of Printing and pasting vinyl's on Buses for which the firm must provide copy of the work order of ongoing/completed of 01 similar nature of work of at least Rs.20 lakhs in single order or 02 similar nature of work of at least Rs.15 lakhs each or 03 similar nature of work of at least Rs.10 lakhs each given/awarded by any Government Transport Undertaking/Organization/Department.
- ii. Documents submitted with Technical part as given in (Annexure-A). All the information given in the Annexure-A must be supported by authenticated documents. The duly filled format along with all the supporting documents & original tender form with seal & signature on each page. The technical proposal should be serially numbered and should be mentioned in given format (without numbered pages will because of rejection of tender).

\*Definition of similar work: Reputed, experienced, bonafide, expert organizations/agencies in the field of Creative Designing, Printing and Advisement on Bus Body wrap.

#### **Documents to be submitted with Tender through Online mode only on E-Procurement Portal :-**

- a) All Documents in accordance with the eligibility mentioned in the Technical Bid.
- b) The bidder shall furnish an undertaking that they agree all the terms and conditions of Tender document including corrigendum, if any.
- c) Complete office address including Phone Number, Fax Number, E-mail ID.
- d) The bidder shall furnish an undertaking that there are no dues pending with DTC. In case undertaking is found to be false, the bid shall be summarily rejected.
- e) All documents **as per Annexure-A of the Tender Document.**

### 2. Financial Bid

The tenderer should quote the rates (in Rupees only) **inclusive all taxes** on door delivery & service basis to the DTC designated Buses parked in various Depots of DTC located in Delhi NCR Region as per format at **Annexure-B** of the Tender Document. There will not be any price negotiations after opening of envelop No.2 (Financial bid) except with the lowest bidder (L1), if required. Hence all the tenderers are required to quote their most competitive rates after carefully reading the terms & condition of the Tender.

### **SECTION-III- TERMS AND CONDITIONS**

1. The Successful bidder/Contractor will be responsible for Printing, Pasting & Fixing of vinyl on left side (conductor side) of bus body on approx. 850 DTC AC & NON AC TATA & Ashoka Leyland make Low Floor Buses parked in various Depots of DTC located in Delhi and NCR Region for branding of India's G20 Presidency & G20 summit. The final number of buses may increase/decrease.
2. The approx. size of the vinyl to be printed and pasted on buses on left side (conductor side) would be 94 sq feet.
3. The Rates of Vinyl Printing & Pasting on DTC Buses will be valid for the DTC buses of different Depots located in Delhi NCR Region.
4. The Successful bidder will be required to complete the work within 7 days of receipt of work order.
5. The Rates quoted will be valid for a period of 75 days from the date of the award.
6. The Contractor must have capabilities to arrange printing and pasting of Vinyl on at least 150 buses/day. These buses are be parked in various Depots of DTC located in Delhi & NCR Region and are normally idle in Night Shift. No separate cartage or logistic cost will be paid.
7. The firm shall also be responsible for repairing of Vinyl's pasted on bus and removing of Vinyl's from bus body. No extra cost shall be paid in this regard.
8. The bidders must satisfy themselves about the buses and location of depots before submitting their bids.
9. The Bidder firm should have capabilities of arranging of large format printing machines & large format Vinyl pasting machine and capable labor/staff for pasting. The material used by the firm should be of High quality and sufficient skilled man power for installation jobs.
10. The pasting of Vinyl must be High quality bubble free pasting with high quality adhesive which should not damage the bus.
11. The content for the creative which is to be printed on the media will have to be designed and created by the Firm in consultation with Manager(Publicity), DTC and no extra charges shall be payable for that.
12. The rates quoted by the agency shall include all the applicable taxes i.e. GST etc. & nothing extra on account of taxes shall be payable.
13. The work order will be containing all the details viz. number of buses etc. and shall be executed as per the directions of Manager(Publicity), DTC. The Publicity Department will act as the Nodal Department for all purposes.
14. The firm will be responsible for replacing damaged bus wrap due to bad quality of vinyl/material or poor quality of pasting. The firm will replace the damaged bus wrap within 12 hours of the intimation received from DTC and no extra charges shall be payable for that. However, in case the vinyl is damaged by DTC staff or DTC's Service provider, then the cost will be borne by DTC. In this regard, DTC will have the final say.
15. The contractor shall take all safety measures for satisfactory completion of the work at his own cost and he shall be completely responsible for any mishap occur during execution of the work.
16. Any damage to any part of the bus or DTC property during execution of the work

shall be made good by the contractor at his own cost.

17. Contractor shall ensure the payment of workers in minimum wages and other social security scheme like PF, ESI contribution and bonus etc.
18. Contractor shall ensure the payment of revision of minimum wages notified by labour department every year in the month of April & October. This clause shall not only be a statutory obligation on the part of contractors but also shall ensure the legal entitlement to minimum rate of wages to workers.
19. The authorized representative of DTC will accept or reject the work executed, according to his judgement.
20. The Work Order can be cancelled /stopped at any time without reason by DTC.
21. The time allowed for carrying out the work will be mentioned in the work order and will start from the date of issue of work order.
22. The firm will be required to Deposit Performance Security @ 3% of the total amount of work order awarded.
23. The payment will normally be made within one month after successful completion of obligation mentioned in the work order.
24. In case of late supply as per scheduled order or violation or no-fulfillment of terms mentioned in the Work Order, the Contractor will be charged penalty @ 0.5 % of amount of work order per week. The Maximum penalty will be 10% of the work order amount. The deduction will be made from the bills/performance security.
25. The eligibility of bidders and their technical bid will be evaluated by DTC on the basis of documents submitted by the bidders with the Technical Bid. The financial bids will only be considered of those bidders who qualify the eligibility criteria and other terms and conditions as laid down in the tender. In this regard the decision of DTC shall be final.

**TECHNICAL BID**  
**(On Company Letter Head)**

Name of the Company/Firm :

Address for correspondence :

S.No	Name of Description	Yes/No	Supporting documents (document attached on page no)
1	Firm Details & Registration Certificate.		
2	Details of Authorized official of the Company along with Address, Contact Details and E-Mail address.		
3	Copy of GST No.		
4	Copy of PAN No.		
5	The Bidder firm should have capable labor/staff for pasting.		
6	Work order of ongoing/completed of 01 similar nature of work of at least Rs. 20 lakhs in single order or 02 similar nature of work of at least Rs. 15 lakhs each or 03 similar nature of work of at least Rs. 30 lakhs each given/awarded by any Government Transport Undertaking/Organization/Department		
7	The bidder shall submit a declaration that his firm is not Ineligibility/banned/blacklisted /debarred by any of the MCD/Central/State Government/ any other Government institutions in India for corrupt or fraudulent practices or for non-performances in last 2 years		
8	Copy of the Latest GST Return		
9	Undertaking on company letter head that they agree all the terms and conditions of Tender document including corrigendum, if any		
10	Copy of the Annual turnover certified by C.A for the previous year financial.		
11	Earnest money deposit 25,000/-		Proof.

Signature of authorized official of the Company

Name of the Authorized Signatory:

Designation:

Seal of the Company:

Date:

Place:

**“PRICE BID”  
FORMAT OF QUOTATION  
(On Company Letter Head)**

To,

Manager (Publicity),  
Delhi Transport Corporation,  
IP ESTATE, NEW DELHI- 110002

**Dear Sir,**

**I/we have read and examined the Tender document, general terms and conditions for the Tender. I/we hereby quote the following amount for Tender no. DTC/PUBLICITY/2023/Tender/001:-**

S.No	Specification	Unit	Quoted Rates (Inclusive of all Taxes)	
			In Figures	In Words
<b>1.</b>	<p>Printing of vinyl sheeting, pasting and mounted on DTC buses parked in various Depots located in Delhi &amp; NCR Region for branding of India's G20 Presidency &amp; G20 summit.</p> <p style="text-align: center;">Size- <b>94 Square Foot</b> No. of Buses-<b>850</b> Material- <b>Vinyl (100 micron)</b> Printing- <b>Multicolor</b></p> <p style="text-align: center;">Matter-<b>Provided by DTC</b></p> <p>Pasting- High quality bubble free pasting with high quality adhesive.</p>	Per Bus		

Signature of authorized official of the Company

Name of the Authorized Signatory:

Seal of the Company/Firm

Date:

Place: