



सत्यमेव जयते

त्रिपुरा सरकार

**Detailed Notice Inviting Tender (DNIT) for Supply of Wall Mount Waterproof Vinyl Sticker Board for "Aamar Sarkar" Project**

**Invited By**

**RD (PANCHAYAT) DEPARTMENT,  
GOVERNMENT OF TRIPURA**

**P.N COMPLEX, GURKHABASTI,  
AGARTALA, WEST TRIPPURA, PIN-799006**

*Ghanshyam Bhattacharya*

*Hilal Das*

*Pravara*

**THIS DNIT DOCUMENT IS NOT TRANSFERABLE**

Bidders are advised to study the DNIT document carefully. Submission of Bid shall be deemed to have been done after careful study and examination of the DNIT document with full understanding of its implications. The response to this DNIT should be full and complete in all respects.

Incomplete or partial Bids shall be rejected. The Bidder must quote for all the items asked for in this DNIT.

The Bidder shall bear all costs associated with the preparation and submission of the Bid, including cost of presentation and demonstration for the purposes of clarification of the Bid, if so desired by the RD (Panchayat) Department, Government of Tripura. The RD (Panchayat) Department, Government of Tripura will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

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## DISCLAIMER

The information contained in this Detailed Notice Inviting Tender ("DNIT") document or subsequently provided to Bidders, whether verbally or in documentary form by or on behalf of Rural Development (Panchayat) Department or any of its employees or advisors, is provided to Bidders on the terms and conditions set out in this DNIT document. The project titled as **Supply of Wall Mount Waterproof Vinyl Sticker Board for "Aamar Sarkar" Project**. Interested Bidders are required to submit their bids to implement the Project. This DNIT document is not an agreement and is not an offer or invitation to any other party. The purpose of this DNIT document is to provide the Bidders with information to assist the formulation of their Proposal submission. This DNIT document does not purport to contain all the information each Bidder may require. While the DNIT has been prepared in good faith with due care and caution, the Rural Development (Panchayat) Department does not accept any liability or responsibility for the accuracy, reasonableness or completeness of the information, or for any errors, omissions or miss-statements, negligent or otherwise, relating to any feasibility / detailed project report or any other reference document mentioned, implied or referred herein or pertaining to the Project. This DNIT document may not be appropriate for all persons and it is not possible for Rural Development (Panchayat) Department and their employees or advisors to consider the investment objectives, financial situation and particular needs of each Bidder. Certain Bidders may have a better knowledge of the proposed project than others.

Information provided in this DNIT to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. No representation or warranty is given as to the reasonableness of forecasts or the assumptions on which this DNIT may be based. The Rural Development (Panchayat) Department may in their absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this DNIT as per its requirements.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its bid/ Proposal. No reimbursement of cost of any type will be paid to persons, or entities, submitting a bid/Proposal. The Rural Development (Panchayat) Department reserves the right to reject all or any of the Proposals submitted in response to this DNIT at any stage without assigning any reasons whatsoever and the issue of this RFP does not imply that the Rural Development (Panchayat) Department is bound to select a Bidder. The Rural Development (Panchayat) Department shall not be liable for any costs or damages arising from the same. The Rural Development (Panchayat) Department is also not bound to take any subsequent actions. The Rural Development (Panchayat) Department reserves the right not to proceed with this DNIT or to change the process or procedure to be applied. This DNIT and the information contained herein are confidential and for use only by the unit who will participate in bid process. In the event that the recipient does not continue with the involvement in the project in accordance with DNIT the information contained in the DNIT shall not be divulged to any other part.

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**-E-TENDER NOTICE-**

**Detailed Notice Inviting Tender (DNIT) for Supply of Wall Mount Waterproof Vinyl Sticker Board for "Aamar Sarkar" Project**

GOVERNMENT OF TRIPURA  
DIRECTORATE OF PANCHAYATS  
P.N COMPLEX, AGARTALA, WEST TRIPPURA  
e-mail: dir.panchayat-tr@nic.in

**NO.F.12(2-5)-AS/PR/2023-24/55560**

Date: 24/12/2024

The Director of Panchayats invites sealed e-tenders from eligible and qualified suppliers/manufacturers for the **supply of Wall Mount Waterproof Vinyl Sticker Boards** of permanent nature for the Aamar Sarkar project.

This tender seeks bids for the supply of boards in accordance with the **approved technical specifications** detailed below. During the technical evaluation process, the bidder will be asked to display the functionality of the material goods at the Directorate at the desired time and date before the Evaluation Team for taking next course of action.

**2. Scope of Work/Services**

The scope of the contract includes the following:

- **Supply of Wall Mount Waterproof Vinyl Sticker Boards** as per the approved specifications.
- **Design** of boards with wall-mountable framing.
- **Delivery** of all wall mount vinyl sticker will be delivered into the Directorate of Panchayats, P N Complex, Gurkhabasti, Agartala after completion in single phase.

**3. Technical Specifications**

Bidders must comply with the following specifications for the **Wall Mount Waterproof Vinyl Sticker Board**:

- **Size:** 4' x 4'
- **Film:** 80-micron glossy PVC film
- **Adhesive:** Clear permanent adhesive
- **Liner:** 120 GSM white PEK Paper with one side PE & Silicon coating
- **Media Width:** 0.914/1.06/1.27/1.37/1.52 meters
- **PVC Thickness:** not less than 6mm
- **Liner Width:** 120±10 microns
- **Weight of Finished Product:** 250±20 g/m<sup>2</sup>
- **Initial Adhesion:** (N/25mm) >7
- **Printability and Handling:** Excellent printability and handling for commercial advertising, ensuring good dimensional stability after application.

*Ghanshyam Bhattacharya*

*Shilpa Das*

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- **Application Environment:** The substrate must be able to withstand temperatures of  $40\pm 10^{\circ}\text{C}$  and relative humidity of  $70\pm 10\%$ . The product must be suitable for application on flat, smooth, and clean surfaces without dust or shedding.

#### 4. Eligibility Criteria

To be eligible for this tender, bidders must meet the following requirements:

1. Be a registered business entity with relevant experience in supplying and installing wall-mountable signage solutions.
2. During the technical evaluation process, the bidder will be asked to display the functionality of the material goods at the Directorate at the desired time and date before the Evaluation Team for taking next course of action.
3. Provide proof of compliance with the technical specifications and a valid license for manufacturing and supplying PVC-based signage products.
4. Provide evidence of experience in executing similar contracts for commercial advertising or signage boards.
5. The business entity must have an average annual turnover of ₹30 lakhs or more over the last three years.

#### 6. Tender Submission Requirements

Bidders must submit the following documents along with their bid:

1. **Completed Tender Form:** As per the format provided in the tender document.
2. **Sample Structure:** During the technical evaluation process, the bidder will be asked to display the functionality of the material goods at the Directorate at the desired time and date before the Evaluation Team for taking next course of action.
3. **Company Profile:** Detailing company history, and experience.
4. **Technical Proposal:** Detailing how the bidder intends to meet the specifications.
5. During the technical evaluation process, the bidder will be asked to display the functionality of the material goods at the Directorate at the desired time and date before the Evaluation Team for taking next course of action.
6. Bidders who meet the requirements specified in the DNIT through supporting documents and demonstrate the functionality of the material goods (sample structure) physically will be considered technically qualified. Such bidders will be eligible for the opening of the financial bid, subject to approval by the evaluation committee.
7. **Financial Proposal:** A detailed breakdown of costs (including taxes and any other applicable fees and transportation cost). No extra charges will be paid.
8. **Compliance Documents:** Any relevant certifications, legal documents, and compliance with industry standards, Registration Certificate, IT Returns (3 Years), GST Registration, PAN/TAN, Trade License, and Annual Turnover Statement (last 3 years) to be submitted along with the Bid.
9. **Warranty and Maintenance Terms:** If applicable, provide details of the warranty and maintenance services offered with the product. The product must ensure a minimum life period of 2 years under proper environmental conditions as specified in the DNIT.

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## 7. Tender Submission Guidelines

- **Submission Method:** All bids must be submitted electronically through the <https://tripuratenders.gov.in/> by the specified deadline. **Only online bids shall be accepted. Offline bids shall not be accepted.**
  - During the technical evaluation process, the bidder will be asked to display the functionality of the material goods at the Directorate at the desired time and date before the Evaluation Team for taking next course of action.
  - **Tender Submission Deadline:** 17-01-2025 up to 05.00pm. No late submissions will be entertained.
  - **Opening of Bids:** Bids will be opened electronically in the presence of the Tender.
  - Interested Agencies may submit their proposals a non-refundable Tender fee of Rs.2000/- (Rupees Two Thousand only) as cost of DNIT and EMD/ Security Deposit of Rs.1,16,580/- (One Lakh Sixteen Thousand Five Hundred and Eighty only). No proposals will be accepted without the Bid Security.
  - Tender Fee and Earnest Money deposit are to be paid electronically over the Online Payment facility provided in the Portal, any time after Bid Submission Start Date and before Bid Submission End Date, using either of the supported Payment Mode like Net Banking/Debit Card/ Credit Card. The Tender Fee that will be paid is Non-Refundable.
  - Proposal received without Tender Fee and EMD/ Security Deposit is ineligible.
  - The last date for submitting the online bid is 17-01-2025 up to 05.00pm
- **Key information /Dates/Address**

Sr. No.	Description	Important Information
1	Date of online publication	02-01-2025 at 5:00pm
2	Downloading and uploading of e-tender documents	02-01-2025 at 5.30pm to 17-01-2025 up to 5.00pm
3	Seeking clarification on DNIT	Up to 10.01.2025 at 11.00 am by sending email to <a href="mailto:panchayatdir@yahoo.co.in">panchayatdir@yahoo.co.in</a>
4	Pre-Bid meeting	13.01.2025 (if possible) at 11 am at Directorate of Panchayats, P N Complex, Agartala, Tripura West 799006
5	Date of opening of Technical Bid	18.01.2025 at 03.00pm (if possible)
6	Date of public opening of Financial bid	22.01.2025 at 03.00pm (if possible)
7	DNIT Document Fee	Rs. 2000/- online Payment
8	Amount of EMD	Rs.1,16,580/-online Payment


- The bidders are required to upload and submit their e-tender for the above works **online**.

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- To participate in the bid, the bidder shall have a valid Class 3 Digital Signature Certificate (DSC), obtained from either of the certifying authorities, enlisted by Controller Authorities (CCA) at <http://cca.gov.in>.
- The date of release of Bank Guarantee should be three month after completion of the contract period.
- All amendments time extension, clarification etc. will be uploaded on website only and will not be published in newspaper. The tenderers should regularly visit the website <https://tripuratenders.gov.in/> to keep themselves updated.

  
**Director of Panchayats  
Government of Tripura**

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Hilal Das

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## ANNEXURE A

### **Detailed Technical Specifications for Wall Mount Waterproof Vinyl Sticker Board**

#### **Overview**

This document outlines the technical specifications for the **Wall Mount Waterproof Vinyl Sticker Board** to be used for the **Aamar Sarkar Project**. The proposed board should be durable, waterproof, and suitable for commercial advertising with high-quality printability and handling.

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**Size:** 4'x 4'

**Film:** 80 micron; glossy PVC film Adhesive: Clear permanent adhesive

Liner: 120 GSM white PEK Paper with one side PE & Silicon coating

Media Width: 0.914/1.06/1.27/1.37/1.52m

**PVC Thickness:** not less than 6 mm

**Liner Width:** 120±10

**Weight Finished Product:** 250±20 g/m<sup>2</sup>

**Initial adhesion:** (N/25mm) >7

The substrate must be excellent printability and handling, suitable for commercial advertising. Good dimensional stability after application. Easy application to a wide variety of substrates.

**Application environment:** The substrate must comply temperature of 40±10°C, relative humidity of 70±10%; and pasting on flat, smooth and clean surface without floating dust and shedding.

*Georgis Bhannik*

*Hilal Das*

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## Annexure B: Data Sheet

1	Name of the Client: Director of Panchayats, Government of Tripura
2	Method of Selection: Least Cost Selection (LCS) method
3	Financial Proposal and Technical to be uploaded: Yes
4	Client Representative: Director of Panchayats or nominated Official by Director of Panchayats, Government of Tripura
5	Proposals must remain valid for 180 days after the submission date indicated in this Data Sheet.
6	The Agency is required to include with its Proposal written confirmation of authorization to sign on behalf of the Agency: Yes
7	<p>Bidder's Eligibility Criteria: To be eligible for this tender, bidders must meet the following requirements:</p> <p>i. The agency should be registered since 5 years, in supplying and installing wall mountable signage solutions. Incorporation certificate should be furnished.</p> <p>ii. The agency must have GST registration and should submit authenticated copy of the same.</p> <p>iii. During the technical evaluation process, the bidder will be asked to display the functionality of the material goods at the Directorate at the desired time and date before the Evaluation Team for taking next course of action.</p> <p>iv. Provide proof of compliance with the technical specifications and a valid license for manufacturing and supplying PVC-based signage products.</p> <p>v. The bidder is required to submit supporting documents demonstrating past experience in supplying waterproof vinyl stickers in Tripura.</p> <p>vi. Provide evidence of experience in executing similar contracts for commercial advertising or signage boards.</p> <p>vii. Provide evidence of Annual Turnover Statement (last 3years): the business entity must have annual turnover of Rs.30 lakhs or more for last three years.</p> <p>viii. The agency should not have been blacklisted by any state government, central government or any other public sector undertaking or a corporation as on the date of DNIT. An undertaking to this effect should be submitted.</p>
8	<p>A non-refundable DNIT cost should be provided with Technical Proposal: Yes If Yes, the amount of the RFP Cost is Rs.2000/- (Rupees two thousand only) on Online Mode</p>
9	<p>A Bid Security must be submitted: Yes An Earnest Money Deposit (EMD) /Bid Security should be provided with Technical Proposal: Yes If Yes, the amount of the EMD/ Bid Security is Rs.1,16,580/- (one lakh sixteen thousand five hundred and eighty) on Online Mode</p>
10	<p>The amount of the EMD/Bid Security Rs.1,16,580/- (one lakh sixteen thousand five hundred and eighty) on Online Mode</p>

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**Annexure-C (Format 1)**  
**Technical Proposal Submission Forms: Covering Letter**

[Location, Date]

To:

The Director of Panchayats,  
P. N. Complex, Gurkhabasti, Agartala, Tripura West 799006.

Dear Sir,

We, the undersigned, offer to the supply of wall mount water proof vinyl sticker in accordance with your Detailed Notice Inviting Tender dated [Insert Date] and our Proposal.

We are hereby submitting our Proposal, which includes this Technical Proposal.

We hereby declare that we have read the Instructions to Bidders included in the DNIT, and abide by the same. [In case of any declaration, reference to the concerned document attached must be made.] We hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate process related to the assignment not later than the date indicated in the Data Sheet.

We understand you are not bound to accept any Proposal you receive. Yours

faithfully,

[Authorized Signature]

Name and Title of Signatory:[Insert Name and Title]

Name of Firm:

[Insert Firm Name]Address:

[Insert Address]

*Ghanshyam Bhattacharya*

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**Annexure-C (Format 2)**  
**Legal Constitution and Number of Years of Existence**

<b>Organization Name:</b>	
Status / Constitution of the Organization	
Name of Registering Authority	
Registration No.	
Date of Registration	
Place of Registration	
Export to Sheets	

For and on behalf of: (Company Seal) SignatureName:

Designation:

(Authorized Representative and Signatory)

Note: Please provide copy of the registration/ incorporation certificate from the appropriate Registering Authority.

*Arjun Kumar Sharma*

*Hilal Doo*

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**Annexure-C (Format 3)**  
**Financial Proposal**

To,  
The Director of Panchayats,  
P.N. Complex, Gurkhabasti, Agartala,  
Tripura West 799006.

Subject: Regarding Supply of Wall Mount Waterproof Vinyl Sticker Board for  
"Aamar Sarkar" Project for the RD (Panchayat) Department, Government of  
Tripura.

I/We bidder herewith upload the Financial Proposal for selection of my/our Agency  
as bidder for Subject assignment. Our financial proposal shall be binding upon us  
subject to the modifications resulting from contract negotiations, up to expiration of  
the validity period of the Proposal, i.e. 180 days from the last date notified for  
submission of the proposal.

Yours faithfully, Signature:

Full Name: Designation: Address: Tel. Nos.: (O)(R)

(M)

E-mail: Fax No:

*Ghanshyam Bharamit*

*Jitendra Das*

*Prasenjit Das*

## Annexure-D Financial Proposal (BOQ)

### Item Rate BoQ

Tender Inviting Authority: Directorate of Panchayats

Name of Work: e-Tender for supply of Wall Mountable Water Proof Vinyl Sticker Board for RD (Panchayat) Department, Government of Tripura

Contract No: Joint Director, Directorate of Panchayats, P.N. Complex, West Tripura.

Name of the Bidder/ Bidding Firm / Company :											
<b>PRICE SCHEDULE</b>											
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only.)											
NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER	NUMBER #	NUMBER	NUMBER	NUMBER	NUMBER #	NUMBER #
Sl. No.	Item Description	Item Code / Make	Quantity	Units	Estimated Rate in (per unit) Rs. P	BASIC RATE in Figures To be entered by the Bidder Rs. P	GST (in percentage like 5/ 12/ 18/ 28) To be entered by the Bidder	Any Other Charges (if any) (per unit)	GST AMOUNT	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT With Taxes and other charges
1	2	3	4	5	6	7	8	9	10	11	12
	Wall Mountable Water Proof Vinyl Sticker Board	ITEM 1	1964	Number	1978.00				0.00	0.00	0.00
Total in Figures										0.00	0.00
Quoted Rate in Words										INR Zero Only	

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Annexure-E  
Draft Template of Vinyl Sticker



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