

# ROURKELA MUNICIPAL CORPORATION

Uditnagar, Rourkela, Pin-769012

Mail Id: rourkelamunicipality@gmail.com Telephone: (0661) 2500388

No.: 187

Date: 3.1.2025

## Tender Call Notice

The Commissioner, Rourkela Municipal Corporation, Rourkela invites Tender in sealed envelope from the intending Agencies/ Firms/ Manufacturers/ Dealers/ Suppliers for "Supply and installation of Hoarding, Banner, Identity Cards, Flex, Leaflet etc. for different programs under Rourkela Municipal Corporation".

The sealed tender super scribed as "**Supply and installation of Hoarding, Banner, Identity Cards, Flex, Leaflet etc. for different programs under Rourkela Municipal Corporation**" should reach to the undersigned on or before 10.01.2025 up to 01:00 PM through Regd. post/ Speed Post/ Courier/ or by hand. The Tenders will be opened on the same day at 04:30 PM in presence of the Bidders or their authorized representatives who wish to attend. The rate quoted shall be including of all applicable taxes, Handling & Transportation/ delivery charges & excluding of GST. No extra cost on any account whatsoever will be admissible. The date of function to be intimated. The agency must submit their Tender along with photocopies of valid GST registration certificate, PAN Card, Bid cost of Rs. 2,360/- (Non-refundable) including GST in shape of DD/ Cheque in favour of "Commissioner, Rourkela Municipal Corporation, Rourkela" payable at Rourkela, failing which the tender of the bidder will be rejected. Authority will not be responsible for any delay in receipt of tenders and the same will not be accepted. The tender paper may be downloaded from RMC website (www.rmc.nic.in).

The undersigned reserves the right to reject/ cancel any or all the tenders at any time without assigning any reason thereof.

Memo No. 188

Copy to Office Notice Board/ MIS, RMC for general information to public.

  
Joint Commissioner  
Rourkela Municipal Corporation  
Date: 3.1.2025

Memo No. 189

Copy to Director, I&PR Dept., Govt. of Odisha, Bhubaneswar for information and requested to publish the copy of above mentioned notice in One highly circulated Odia daily newspaper and One highly circulated English Daily newspaper on 04.01.2025. The font size should be 8 Points and rate should be as per I&PR.

  
Joint Commissioner  
Rourkela Municipal Corporation  
Date: 3.1.2025

  
Joint Commissioner  
Rourkela Municipal Corporation

**Eligibility Criteria:**

Sl. No.	Technical Criteria	Documentary Proof
1	Should not have defaulted/black listed by any Govt. Dept./PSU of India and there should not be any pending litigation against a bidder with the Central/State Government department.	Self-declared Affidavit on Non-Judicial Stamp of value 100 INR to be submitted.
2	Agency Should be a proprietor/ Partnership Firm/ Company/ MSME registered.	Self-certified copy of incorporation or Udyog Aadhar.
3	Should have GST Registration	Self-certified copy of the certificate is to be submitted.
4	Should have PAN registration number.	Self-certified copy of PAN to be submitted.
5	Must have a minimum average turnover of 50 lakh in the last 3 years i.e. FY 2022-23, 2023-24, 2024-25	Copy of the Audit Report from authorized CA to be submitted.
6	The Company Should have a local office based in Rourkela or to be open a local office at Rourkela.	Self-certified copy of the certificate.
8	EMD should be in the name of the Commissioner, Rourkela Municipal Corporation from any nationalized bank.	Demand Draft of Rs. 50,000/-
9	Tender Paper Cost in the name of the Commissioner, Rourkela Municipal Corporation from any nationalized bank.	Demand Draft of Rs. 2,360/-
10	Profile of the organization.	Self-certified copy of the organization profile.
11	Trade License	Issued from ULB
12	ISO Certificate	ISO 9001:2015 Quality Management System
13	Bank Solvency Certificate	
14	Experience	Should have experience in working with Govt. Institutions/ PSU. Should submit Work Order/ Competition Certificate.

## Financial Bid Format

**Name of the Tender: Supply and installation of Hoarding, Banner, Identity Cards, Flex, Leaflet etc. for different programs under Rourkela Municipal Corporation.**

Name of the Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact: \_\_\_\_\_

Email ID: \_\_\_\_\_

Sl. No	Item Description	Unit	Rate
1	ID Card with both side printed Ribbon	Nos.	
2	Certificate Printing (A4 Size, 250 GSM)	Nos.	
3	Certificate Printing (A4 Size, 300 GSM)	Nos.	
4	Certificate Printing (A4 Size, 350 GSM)	Nos.	
5	Lamination Of Certificates (A4 size)	Nos.	
6	Leaflet Printing (Size: 1/8)	Nos.	
7	Leaflet Printing (Size: 1/4)	Nos.	
8	Standee	Sq. Ft.	
9	Stage Back Drop with fixing	Sq. Ft.	
10	Banner/ Flex with fixing (with iron frame)	Sq. Ft.	
11	Banner/ Flex with fixing (without iron frame)	Sq. Ft.	
<b>Grand Total (In Words)</b>			

1. The Bids will be opened on the same day (last date of submission of tender) in the presence of vendors or their authorized representatives who wish to attend. Bids shall be opened only in respect of eligible tenders on the same day or alternate date to be notified on the day of opening of technical tender.
2. Tender document will be rejected if it is incomplete/not properly filled/ not submitted in time received as per annexure after the due date.
3. Tender will be evaluated on total cost basis. Rate of individual item will not be considered for evaluation of proposals.
4. The rate will be inclusive of all applicable taxes, transportation, supply, installation, etc & exclusive of GST.
5. The rates will be valid for 02 (Two) Years from the date of Work order.

## **General Terms & Conditions:**

1. The quotation should be addressed to Commissioner, Rourkela Municipal Corporation, Rourkela
2. Date of Programme may be changed. It will be informed well in advance to successful bidder. Bidder has to supply the material on modified date of programme.
3. Rate quoted should be valid for two year from date of Work Order.
4. The supply of material should be of standard specification. No compromise on quality would be made. In case, it is found at some stage that the quality supplied is inferior, the contract will be cancelled and firm black listed.
5. Rates should be quoted item wise for the articles. Any Item may be added or deleted from the list of items.
6. The rates of tax, if chargeable, should be clearly mentioned. Otherwise, it will be presumed that the rates quoted are inclusive of all taxes
7. Delivery:  
The supplier will be responsible for delivery of the goods in good condition and installation at their own risk and cost at the location of the function.
8. The supplier has to supply and install the items well before i.e. one day in advance of the ceremony date.
9. Right Reserved by the Institute: The authority reserves the right to accept or reject any tender or part thereof without assigning any reasons.
10. The material should be delivered and installed at Rourkela City area. Transportation, Installation, and any other charges, if any, will be borne by the supplier.
11. Sub-letting of the Contract: The successful applicants shall be responsible for full execution of the contract and shall not in any case assign or sublet ordered items or part thereof to any other party. Failure to do so will attract cancellation of the order.
12. Arbitration: All questions, disputes or differences arising under and out of or in connection with the contract, if concluded, shall be referred to the sole arbitrator appointed by the RMC. Jurisdiction for all arbitration cases or legal cases shall be Rourkela courts only.
13. The authority reserves the right to accept or reject any bid fully or partly at any time prior to the award of the contract.

**Date:**

**Authorized Signature of the Agency**