



SOFTWARE TECHNOLOGY PARKS OF INDIA
सॉफ्टवेयर टेक्नोलॉजी पार्क्स ऑफ इंडिया
 (Ministry of Electronics & I.T. (MeitY), Govt. of India)
STPI ELITE Tower, Plot No.2/A, IDCO Industrial Area
Gothapatna, PO-Malipada, Bhubaneswar-751003 (Odisha)
Tel: 0674-2623000
 Website: Bhubaneswar.stpi.in

खुला सीमित लघु निविदा सूचना / OPEN LIMITED SHORT TENDER NOTICE

Tender Title : High quality Videography about facilities at STPI-Ranchi, Deoghar and Dhanbad .
Tender Ref. No. : 247/Part-II/26(09)/1562/STPI-BH/2022 Date:02.02.2022
Last Date & Time : 09.02.2022 by 11:30Hrs

1. निविदा का प्रणाली / MODE OF TENDERING : एकल प्रस्ताव प्रणाली / Single-Bid System

प्रस्ताव एक मुहरबंद लिफाफा में निम्नलिखित के अनुसार एकल प्रस्ताव प्रणाली के अंतर्गत जमा करने की जरूरत है। / Bid to be submitted in a Sealed Cover in Single Bid as per the following:

लिफाफा शीर्षक / Cover Name: तकनीकी-वाणिज्यिक प्रस्ताव / Techno-commercial Bid

निविदा एक मुहरबंद लिफाफा में जमा करने की जरूरत है और लिफाफा के शीर्ष पर यह लिखे होना चाहिये / The tender has to be submitted in one sealed envelope and super scribing on the top of envelope **“BID FOR MAKING HIGH QUALITY WALKTHROUGH VIDEO OF FACILITIES AT STPI-RANCHI, DEOGHAR AND DHANBAD”** और संबोधित इन्हें किया जाना चाहिये / and addressed to **“निदेशक, सॉफ्टवेयर टेक्नोलॉजी पार्क्स ऑफ इंडिया, इलीट टावर, प्लॉट नंबर 2/ए, आईडीसीओ इंडस्ट्रियल एरिया, गोथापटना, पीओ-मालीपाड़ा, भुवनेश्वर, ओडिशा”** / **“The Director, Software Technology Parks of India, ELITE Tower, Plot No.2/A, IDCO Industrial Area, Gothapatna, PO-Malipada, Bhubaneswar – 751 003, Odisha”**

महत्वपूर्ण तिथि एवं तथ्य / Critical Date & Fact Sheet

| | |
|--|--|
| प्रकाशन तिथि / Date of Publishing | 02.02.2022 |
| प्रस्ताव प्रस्तुत करने की तिथि / Bid Submission Start date & Time | 02.02.2022, 11:00 Hrs |
| प्रस्ताव जमा करने की समाप्ति तिथि / Bid submission End Date & Time | 09.02.2022, 11:30 Hrs |
| प्रस्ताव खोलने की तारीख / Bid Opening Date & Time | 09.02.2022, 12:00 Hrs at STPI-Ranchi |
| प्रस्ताव जमा और खोलने करने की स्थान / Bid Submission and Opening place | STPI, Plot-8, Namkum Industrial Area, Namkum, Ranchi, Jharkhand 834010 |
| प्रस्ताव की वैधता / Validity of Bid | 30 Days from the mentioned date of closing |
| निविदा आमंत्रित प्राधिकारी / Tender Inviting Authority | The Director, STPI-Bhubaneswar |

निविदा दस्तावेज किसी भी समय वेबसाइट www.bbs.stpi.in से डाउनलोड किया जा सकता है। / Tender can be downloaded any time from STPI website www.bbs.stpi.in.

निविदा दस्तावेज से संबंधित किसी भी स्पष्टीकरण / प्रश्नों के लिए, कृपया खरीद समन्वयक से संपर्क करें। / For any clarifications/queries related to tender document, please contact the Local officials Mr. Siddharth Kumar Rai, Additional Director, STPI, Plot -8Part, Namkum Industrial Area, Namkum, Ranchi, Jharkhand 834010, Tele 986641170,0651-2462270, Email:siddharth.raistpi.in or purchase coordinator at s.mohanty@stpi.in.

STPI-Ranchi invites sealed bids from reputed & financially sound agencies/ for following works as specification given below/attached in a single bid system taking into account the following conditions:

| Firm's Reference | | | | Date | |
|--|---|---|----------|---------------------------|-------------------------------------|
| M/s: | | | | | |
| Firm Registration Number (If Any) | | | | PAN (Attach Photocopy) | |
| Bidder should have experience of executing similar job. Copy of one order / completion certificate of similar work. | | | | | |
| GSTIN (Attach Photocopy) | | OPEN SINGLE BID LIMITED TENDER FORM | ADDRESS: | | |
| Phone | | | | | |
| Fax | | | | | |
| E-mail | | | | | |
| The tender would be opened at three pm on the date of tender opening above, at the address mentioned above. | | | | | |
| Please submit on or before 11:30 AM on the date of tender opening, your quotation for the following goods, in accordance with the terms and conditions printed overleaf, in a sealed cover, marked on top with – Enquiry No; Date of Tender Opening. | | | | | |
| Yours Sincerely Purchase Coordinator | | | | | |
| Tender Schedule: All Rates in Figures and in Words in Rupees | | | | | |
| Sr No. | Description & Specification | Unit | Qty | Rate per Unit | Total Amount excluding taxes in Rs. |
| 1 | High quality approximate 8K walkthrough video of 4-5mins about facilities at STPI-Ranchi (New Building, Old Building and Building at Shirkhatoli) | LS | 1 | | |
| 2 | High quality approximate 8K walkthrough video of 2-3mins about facilities at STPI-Deoghar | LS | 1 | | |
| 3 | High quality approximate 8K walkthrough video of 2-3mins about facilities at STPI-Dhanbad | LS | 1 | | |
| Total | | | | | |
| Taxes as applicable | | (Pl. specify tax type & %) | | | |
| GRAND TOTAL | | | | | |
| In Words: | | | | | |
| Delivery Schedule: Delivery of material has to be completed within 21day from the date of issue of W.O. | | | | | |
| Enclosed Specifications/Drawings/Special Conditions of Contract: | | | | | |
| 1. Work shall be carried out in accordance with the Bureau of Indian Standards Specifications. In case there are no such specifications in Bureau of Indian Standards, the work shall be carried out as per manufacturer's specifications, if not available then as per District Specifications. In case there are no such specifications as required above, the work shall be carried out in all respects in accordance with the instructions and requirements of the STPI. | | | | | |

2. The labour co-efficient and material co-efficient shall in accordance with the provisions, **as available in present DSR Rates**. For items not available in DSR rates, actual site observations shall be made by contractor in presence of our local official for labour, materials and sundries, etc. thus market rate for item will be analyzed accordingly.
3. The Contracting firm shall not do any damage to the existing service / live of cables/ pipe lines and if any damages happened on the above the actual charges incurred for rectification to restore as normal shall be re-covered from the firm or it shall be rectified by their own cost.
4. After completion of the job, it's the responsibility of the successful, bidders to clean the nearby area/premises of all debris
5. Necessary precautions shall be taken by the contractor or his labours while working in the building, near the Road, Power supply cables, etc.
6. Safety and safe custody of materials tools and plants that are required by the firm during works, testing, commissioning and till handing over to the STPI shall entirely be the responsibility of the successful bidder.
7. STPI shall not be responsible for any damage or loss of any of the successful bidder's men and materials and for any damage / accident to the successful bidder's personnel.
8. The loading, transporting and unloading of the materials and other items from the section/store to site shall be the responsibility of the successful bidder.

Item/Tender Specific Conditions of this Tender:

1. L1 may be selected on the basis of lowest quote in the Grand Total under commercial offer as per price schedule.

I/we engage to supply the material(s) to your office and comply the following:

- I. Tender schedule and technical specification indicated.
- II. Terms and conditions printed overleaf.
- III. I/We have carefully read and understood all the terms and conditions laid down in the tender and undertake to abide by them.
- IV. This offer is valid for 30 (thirty) days from the date of opening of the tender.
- V. That we have not been debarred by any Government/Undertaking. That the rates quoted are not higher than the rates quoted for same item to any Government/ Undertaking.
- VI. That the bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

I/We am well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender/bid at any stage besides liabilities towards prosecution under appropriate law.

| | | | |
|------------------|--|-------------------------------|--|
| Signature & Seal | | Name of Authorized Signatory: | |
| Place & Date: | | | |
| Address: | | Tel. No./Fax. No./ | |
| | | Mobile No. | |
| | | Email Id: | |

GENERAL TERMS AND CONDITIONS

1. The quotation must be in the form furnished by STPI and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not the quotation will not be considered. Quotation written in pencil will not be considered.
2. The Bid will be submitted by the Bidder in English language only. All the documents relating to the Bid (including brochures) supplied by the Bidder should also be in English, and the correspondence between the Bidder & STPI will be in English language only.
3. No overwriting, corrections and cutting in Financial bid format is permitted. All entries in the bid/tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.
4. Quotation will be opened on due date at 12.00 PM at the indicated venue in presence of the tenderers or their representatives who may wish to be present.
5. Bids once submitted shall not allow to be withdrawn. If the bidder/agency withdraws tender before/after finalization of the tender or successful bidder refuse/fails to accept LOI/Work Order issued by STPI, the EMD/Security Deposit/Performance guarantee will be forfeited and the bidder will not be entertained in future tendering systems of STPI for two years.
6. **Pre-Bid Inspection / Survey: The bidder may Visit STPI at above mentioned address to have an understanding of the requirement during working hours of STPI.**
7. STPI reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason thereof and does not bind itself to accept lowest quotations.
8. Manufacturer's name and country of origin of materials offered must be clearly specified. Please quote whether your organisation is large scale industry or small scale industry. If you have NSIC/MSE/MSI/DGS&D Certificate, please attach it to the quotation. Mention your registration details.
9. The selected bidder shall undertake to abide sincerely by all rules, regulations and laws of land for their responsibilities to execute the work and shall agree to keep itself liable and responsible for any such violation directly or indirectly related to their responsibilities for the contract.
10. Complete details and ISI specification if any must accompany the quotation. Make/brand of the item shall be stated wherever applicable. If you have got any counter offer as suitable to the material required by us, the same may be shown separately.
11. Samples must be submitted where specified along with the quotations. Samples must be carefully packed, sealed and labelled clearly with enquiry number, subject and sender's name for easy identification. Rejected samples will be returned at your cost if insisted.
12. All drawings sketches and samples, if any, sent along with this enquiry must be returned along with quotations duly signed.
13. All supplies are subject to inspection and approval before acceptance. Manufacturer/ supplier warranty certificates and manufacturer/Government approved lab test certificate shall be furnished along with the supply, wherever applicable.
14. The bidder shall be responsible for due payment of all applicable taxes, duties, levies changes and expenses with respect to or arising out of performance of this work/job. The contractor has to ensure all required statutory compliance including IT, ST, PF, ESI, Labour License, Work man Compensation, Payment of Minimum Wage etc. as in force.
15. STPI reserves the right to modify the quantity specified in this enquiry.

16. STPI may, at its discretion, extend this deadline. STPI may also extend this deadline for any other administrative reason.
17. The prices quoted should be firm till the supplies are completed. Please quote the rates in words and figures. Rates quoted should be free delivery at destination including all charges (Transit Insurance, GST, Labour, Transportation, any incidental services, Excise Duty and Entry Tax if any) otherwise the quotation is likely to be rejected. Prices quoted for free delivery at destination will be given preference. If there is no indication regarding the FOR, in the quotation, then it will be considered as FOR destinations. Price quoted should be net and valid for a minimum period of three months from the date of opening of the quotation.
18. In case the items in the enquiry are covered by any rate contract or running contract finalised by the DGS&D or any other state or central Government, it should be specified in your quotation and accepted contract rates should also be mentioned. It should be confirmed whether you could supply at the RC rates outside rate contract.
19. In case of unreasonable price quoted by the bidder for disrupt the tender process, the bidder will not be entertained in future tendering systems of STPI.
20. Delivery period required for supplying the material should be invariably specified in the quotation.
21. In case your quotation is accepted and order is placed on you, the supply against the order should be made within the period stipulated in the order. STPI reserves the right to recover any loss sustained due to delayed delivery by way of penalty. Failure to supply the material within the stipulated period shall entitle STPI for the imposition of penalty without assigning any reasons @ 1/2% (half percent) of the total value of the item covered in order as penalty per day subject to a maximum of 5% (five percent) unless extension is obtained in writing from the office on valid ground before expiry of delivery period.
22. If the deliveries are not maintained and due to that account STPI is forced to buy the material at your risk and cost from elsewhere, the loss or damage that may be sustained there by will be recovered from the defaulting supplier.
23. Dispute clause: Any dispute relating to the enquiry shall be subject to the jurisdiction of the court at Bhubaneswar only.
24. Our normal **payment terms** are 100% (hundred percent) on successful completion at our site duly verified by local STPI team/officials and on submission of tax invoice in triplicate in the name of *"The Director, Software Technology Park of India, STPI-ELITE Tower , Plot No.2/A, IDCO Industrial Area Gothapatna, PO-Malipada, Bhubaneswar-751003, Odisha"* with testing certificate certified by technical team. **The invoice should contain the correct GSTIN of both parties, HSN Code, GSTIN for TDS, Bank details, etc.**