

Terms of Reference selecting a contractor for procuring and installing road signages at 10 locations in Shimla

Request for Proposal for selecting a contractor to procure and install road
signages at 10 locations in Shimla

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Submitted to: ICLEI South Asia

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ToR for selecting a contractor to procure and install road signages at 10 locations in Shimla

Terms of Reference Summary:

Title	ToR for selecting a contractor to procure and install road signages at 10 locations in Shimla
Location	Shimla city
Project Sites	<ol style="list-style-type: none">i. Old Bus Standii. Old Bus Stand below DDUiii. Cart Road Opp. Deepak Agencyiv. Subzi Mandi near Stairs Sadar Thanav. Lakkar Bazar near road leading to Rivoli Cinemavi. Kaithu Opp. Tara Hallvii. Sanjauli in front of Meena Bazarviii. Khalini Chowk near Police Gumtiix. Kasumpati Bazar near Taxi Standx. Boileauganj Bazar opp. Dispensary
Time Period	<ol style="list-style-type: none">1. ToR published on ICLEI-SA & Municipal Corporation Shimla's website – 27.07.20222. Date of online publication – 27.07.20223. Bid submission Start Date – 27.07.2022 – 10.00 AM4. Bid submission end date – 16.08.2022 – 5.00 PM5. Mode of Submission- Physical and email6. Date of Technical Bid opening – 17.08.20227. Date of opening of Financial Bid – 17.08.2022
Contact person	Mr. Ashish Rao Ghorpade, Deputy Director

For any other clarifications related to bid submission, the contractor may contact [iclei-southasia@iclei.org](mailto:southasia@iclei.org) before the last date of submission.

Executive Director

ICLEI South Asia

Description of the project:

- With an aim to improve communication with the road users and the freight operators a demonstration project is being implemented in Shimla by installing road signages. With an intention to bring down the carbon emissions in urban freight sector of the Shimla, Municipal Corporation Shimla intends to increase the communication with different road users to bring improvement in road space usage by different users.
- Through its ongoing Ecologistics project with support from ICLEI South Asia, Municipal Corporation Shimla will install road signages for information of the users at 10 locations in the city.
- The Terms of Reference (ToR) can be downloaded from the ICLEI South Asia and MC Shimla's websites.
- The bids should be submitted with the title Request for Proposal for selecting a contractor to procure and install road signages at 10 locations in Shimla.
- All the locations for installing signages have been identified in consultation with the District Administration, members of the multi stakeholder committee constituted under the Ecologistics project.
- Road signages will be installed at 10 locations to disperse the information about time regulations for usage of loading/unloading spots by freight vehicles. Installation of signage will be in line with the standard codes by Indian Road Congress (IRC:SP:73-2007).
- Number of signages-
 - 2 signages identifying truck zone will be installed, one each at Panchayat Bhawan and Subzi Mandi near stairs Sadar Thana.
 - 10 signages identifying 13 loading and unloading spots will be installed at different locations
 - 8 facility information boards for identifying bus stops in vicinity will be installed at selected location
- Supplying and fixing retro-reflective overhead signage boards (**Twelve in number with size of 600 mm X 800 mm**) made up of 2mm thick aluminum sheet, face to be fully covered with high intensity and encapsulated lens type heat activated retro reflective sheeting conforming to type-III of ASTM-D4956-01 as approved by Engineer-in-charge, letters, borders etc. as per IRC : 67-2001 in with required colour scheme on the boards with high intensity grade, pasted on substrate by pressure sensitive adhesive by applying pressure conforming to class II of ASTM-D4956-01 and fixing the same to the plate of structural frame work by means of suitable sized aluminium alloys, rivets or bolts & nuts @ 300 mm centre to centre all along the periphery as well as in two vertical

rows along with theft resistance measures, including the cost of painting with two or more coats of epoxy paint in grey colour on the back side of aluminium sheet including appropriate priming coat. The rate includes the cost of rounding off the corners, lowering down the structural frame work from the gantry, fixing and erecting the same in position all complete as per drawings, specification and direction of the engineer-in-charge. (Structural frame work including M.S. plate to be provided separately.)

Following informatory boards have to be prepared and installed:

a. **Two** Truck Zone signboards, one at each end of the stretch i.e. Panchayat Bhawan and Subji Mandi near stairs Sadar Thana;

b. **Ten** Loading/unloading spots signboard at following 10 locations in the city:

i.	Old Bus Stand	-	1
ii.	Old Bus Stand below DDU	-	1
iii.	Cart Road Opp. Deepak Agency	-	1
iv.	Subzi Mandi near Stairs Sadar Thana	-	1
v.	Lakkar Bazar near road leading to Rivoli Cinema	-	1
vi.	Kaithu Opp. Tara Hall	-	1
vii.	Sanjauli in front of Meena Bazar	-	1
viii.	Khalini Chowk near Police Gumti	-	1
ix.	Kasumpati Bazar near Taxi Stand	-	1
x.	Boileauganj Bazar opp. Dispensary	-	1

2. These signs will include following information:

- a. Logo of goods vehicle
- b. Text 'Goods Vehicle Loading Only'
- c. Time frame for each location
- d. Text '30 minutes'

3. Supplying and fixing retro-reflective overhead signage boards (**Eight in number with size of 600 mm X 450 mm**) made up of 2mm thick aluminium sheet, face to be fully covered with high intensity and encapsulated lens type heat activated retro reflective sheeting conforming to type-III of ASTM-D4956-01 as approved by Engineer-in-charge, letters, borders etc. as per IRC : 67-2001 in silver white with blue colour back ground and with high intensity grade, pasted on substrate by pressure sensitive adhesive by applying pressure conforming to class II of ASTM-D4956-01 and fixing the same to the plate of structural frame work by means of suitable sized aluminium alloys, rivets or bolts & nuts @ 300 mm centre to centre all along the periphery as well as in two vertical rows along with theft resistance measures, including the cost of painting with two or more coats of epoxy paint in grey colour on the back side of aluminium sheet including appropriate priming coat. The rate includes the cost of rounding off the corners, lowering down the structural frame work from the gantry, fixing and erecting the same in position all complete as per drawings, specification and direction of the engineer-in-charge.

(Structural frame work including M.S. plate to be provided separately. Rectangular area of the sheet only shall be measured for payment).

4. **Eight** informatory signboards of Bus Stop at following locations in the city will be installed:
 - i. Old Bus Stand below DDU - 1
 - ii. Subzi Mandi near Stairs Sadar Thana - 1
 - iii. Lakkar Bazar near road leading to Rivoli Cinema - 1
 - iv. Kaithu Opp. Tara Hall - 1
 - v. Sanjauli in front of Meena Bazar - 1
 - vi. Khalini Chowk near Police Gumti - 1
 - vii. Kasumpati Bazar near Taxi Stand - 1
 - viii. Boileauganj Bazar opp. Dispensary - 1
5. The retro-reflectorised sign boards are to be made of high intensity grade sheeting, fixed over aluminum sheeting, 1.5 mm thick supported on mild steel angle iron post 75 mm X 75 mm X 6 mm firmly fixed to the ground by means of property designed foundation with M25 grade cement concrete 45 x 45 x 60 cm, 60 cm below ground level as per approved drawing and MORTH Specification including carriage of all labor, equipment and material to various locations through all modes of transportation in all leads, lifts and all incidental charges.
6. The design of the road signage will be provided by ICLEI South Asia team to the bidders.

Time Frame for installation of Road Side Sign Boards

The work of installation of retro-reflectorised shall be carried out as per following time lines:

Sl. No.	Action	Time Frame
1.	Site visit with MC Shimla and ICLEI SA Team	1 week
2.	Supplying and fixing of retro-reflectorised along with other raw material like aluminum sheeting, mild steel angle iron post and M25 grade cement concrete etc.	1 weeks
3.	Excavation and installation of sign boards	2 weeks

Project Cost:

Tentative cost of the project is Rs. 1,35,000/- only.

Payment Schedule:

100% of the total work value will be paid only after the satisfactory completion of the work within stipulated time frame.

Bidder eligibility criteria:

Bidder must have adequate experience of Manufacturing, Supplying and fixing retro-reflective overhead signage boards. The bidder should have successfully executed at least 3 similar projects with government agencies. Proof of the same should be submitted along with the application

Submission of original documents:

The bidders are required to submit Technical Documents through main to the **O/o Executive Director, ICLEI South Asia, C-3, Lower Ground Floor, Green Park Extension, New Delhi - 110016, India** and email as specified in Key dates and contact information, failing which the bids will be declared non-responsive.

Bid opening/evaluation details:

The bids shall be opened on 17.08.2022 at 11.00 AM, by ICLEI Staff and evaluation based on the documents submitted by bidders will be carried out ICLEI-SA staff. The Decision regarding award of work as made by ICLEI-SA will be final.

Submission of documents for Technical Evaluation:

1. The bidder must submit the application on a printed letter head pad mentioning the name of contractor, WhatsApp number, residential address, email id and registration number with the tender documents and send through email otherwise bids shall not be accepted.
2. The bidder must submit the photocopy of HPPWD Registration/Enlistment, photocopy of G.S.T. Number, photocopy of EPF Number & photocopy of individual/firm PAN Number allotted with the application at the time of applying for tender documents. Application will not be entertained without aforesaid documents.

Financial evaluation:

Financial proposals shall be opened only for Technically Qualified Bidders. Bidders shall be required to quote rates for the complete scope of work as detailed in BOQ. The bidder shall quote on item rate basis against the items mentioned in the BOQ. Bidder with the lowest quote rate shall be declared L-1 bidder.

Contact Information:

- The proposal should be submitted by the applicant through an email to ashish-rao.ghorpade@iclei.org and cc to avantika.arjuna@iclei.org & vandana.thakur@iclei.org on or before 16.08.2022.
- For local information and queries, the applicant should contact Ms. Vandana Thakur through email at vandana.thakur@iclei.org or on 7807254556.

Instruction to Bidders:

1. Bidder A Bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified.
2. Corrupt and Fraudulent Practices The bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted or debarred by any of the Government agency. The bidder must submit a self-attested affidavit signed by authorized signatory
3. Documents Comprising The Bid shall comprise of Two Parts, namely the Technical Part and the Financial Part, to be submitted simultaneously.
4. Letter of Bid and Price Schedules The Bidder shall submit the Letter of Bid – Technical Part, and Price Schedules using the forms furnished in Annexure I and II - Bidding Forms. The forms must be completed without any alterations to the text. All blank spaces shall be filled in with the information requested.
5. Alternative Bids Alternative bids shall not be considered.
6. Preparation and Signing of Bid The Bid shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of Power of Attorney and shall be submitted with the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature.
7. Award Criteria Lowest Bid

Labour and Material:

All labour required for the completion of the task would be provided by the selected contractor in accordance with the laws of the land.

- Any incidents that occur on site or with the labour during the course of the contract would be the liability of the contractor alone. Neither ICLEI South Asia nor Municipal Corporation Shimla will have any liability in such case.
- All labour or manpower involved in the project by the contractor should be above 18 years of age

- Any loss of material or accidents or loss of life during the course of the contract would be the sole responsibility of the contractor.
- Any accidents or damages caused to users or any other person from structures/systems created under the projects would be the liability of the contractor alone. Neither ICLEI South Asia nor Municipal Corporation Shimla would have any legal or financial bindings for the incidents or any implications arising out of the incident.
- The contractor shall maintain safety of workers on site and should provide the appropriate safety equipment and gears for the same.
- The contractor shall ensure ICLEI South Asia and Municipal Corporation Shimla against:
 - Any claim arising out of third party loss/ damage to life or property caused by/ during execution of the work.
 - Any claims arising from any accidents or emergency situations related to labour or residents, arising from the project, during the course of the tender or afterwards.

Annexure I: Letter of Bid –Technical Part

(To be printed on bidder's official letterhead)

Dated.....

To:

Executive Director,
ICLEI South Asia,
C-3, Lower Ground Floor,
Green Park Extension, New Delhi - 110016, India

Subject: ToR for selecting a contractor to procure and install road signages at 10 locations in Shimla

Sir,

We, the undersigned, hereby submit our Bid, in two parts, namely:

(a) Technical Part; and (b) Financial Part

In submitting our Bid, we make the following declarations:

- a) **No reservations:** We have examined and have no reservations to the Bidding Documents;
- b) **Conformity:** We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the ToR document.
- c) **Ineligibility:** Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract - has not been declared ineligible by the Bank, or under Indian laws or official regulations;
- d) **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
- e) **Suspension and Debarment:** We have not been debarred from participation in bidding/removed from approved list (dealings suspended) by the Central or any State Government.

If I/We fail to keep the proposal open as aforesaid or make any modifications in the terms and conditions of the proposal which are not acceptable to ICLEI South Asia or after signing of contract are unable to provide work or services to the satisfaction of ICLEI South Asia as per the terms of the contract and annexure documents, I/We agree that ICLEI South Asia shall without prejudice to any other right, be at liberty to forfeit the fee. Should this proposal be accepted, I /We agree to abide by & fulfil all the terms conditions of aforesaid document and the annexure documents.

Yours faithfully,

Authorized Signature

Name and Title of Signatory _____

In the capacity of [insert legal capacity of signatory]

Name of Bidder /firm _____

Annexure II: Financial Proposal Submission Form

Name of Work:- ToR for selecting a contractor to procure and install road signages at 10 locations in Shimla

Sl. No.	Description	Qty	Unit	Rate		Amount
				in Rs.	in words	
1	Supplying and fixing retro-reflective overhead signage boards (600 mm X 800 mm) made up of 2mm thick aluminium sheet, face to be fully covered with high intensity and encapsulated lens type heat activated retro reflective sheeting conforming to type-III of ASTM-D4956-01 as approved by Engineer-in-charge, letters, borders etc. as per IRC : 67-2001 in with required colour scheme on the boards with high intensity grade, pasted on substrate by pressure sensitive adhesive by applying pressure confirming to class II of ASTM-D4956-01 and fixing the same to the plate of structural frame work by means of suitable sized aluminium alloys, rivets or bolts & nuts @ 300 mm centre to centre all along the periphery as well as in two vertical rows along with theft resistance measures, including the cost of paining with two or more coats of epoxy paint in grey colour on the back side of aluminium sheet including appropriate priming coat. The retro-reflectorised sign boards are to be fixed over aluminium sheeting, 1.5 mm thick supported on mild steel angle iron post 75 mm X 75 mm X 6 mm firmly fixed to the ground by means of properly designed foundation with M15 grade cement concrete 45 x 45 x 60 cm, 60 cm below ground level as per approved drawing and MORTH Specification including carriage of all labor, equipment and material to various locations through all modes of transportation in all leads, lifts and all incidental charges. The rate includes the cost of rounding off the corners, lowering down the structural frame work from the gantry, fixing and erecting the same in position all complete as per drawings, specification and direction of the engineer-in-charge.	12	Nos.			
2	Supplying and fixing retro-reflective overhead signage boards (600 mm X 450 mm) made up of 2mm thick aluminium sheet, face to be fully covered with high intensity and encapsulated lens type heat activated retro reflective sheeting conforming to type-III of ASTM-D4956-01 as approved by Engineer-in-charge, letters, borders etc. as per IRC : 67-2001 in silver white with blue colour back ground and with high intensity grade, pasted on substrate by pressure sensitive adhesive by applying pressure confirming to class II of ASTM-D4956-01 and fixing the same to the plate of structural frame work by means of suitable sized aluminium alloys, rivets or bolts & nuts @ 300 mm centre to centre all along the periphery as well as in two vertical rows along with theft resistance measures, including the cost of paining with two or more coats of epoxy paint in grey colour on the back side of aluminium sheet including appropriate priming coat. The retro-reflectorised sign boards are to be fixed over aluminium sheeting, 1.5 mm thick	8	Nos.			

	<p>supported on mild steel angle iron post 75 mm X 75 mm X 6 mm firmly fixed to the ground by means of property designed foundation with M15 grade cement concrete 45 x 45 x 60 cm, 60 cm below ground level as per approved drawing and MORTH Specification including carriage of all labor, equipment and material to various locations through all modes of transportation in all leads, lifts and all incidental charges. The rate includes the cost of rounding off the corners, lowering down the structural frame work from the gantry, fixing and erecting the same in position all complete as per drawings, specification and direction of the engineer-in-charge.</p>					
					Total	