

Additional Terms and Conditions (ATC)
for Bid floated on nProcure Portal
Installation of Advertisement Boards on Street Light Poles in Pardi Nagarpalika Area
Pardi Nagarpalika | District: Valsad
Tender Notice No.: 09 / 2026-27

In case of any contradiction between the standard terms and conditions of the nProcure Portal and this ATC document, the terms and conditions laid down in this ATC document shall be final and binding on all bidders.

1. List of Documents to be Submitted by the Bidder

The following documents must be uploaded on the nProcure Portal along with the bid:

Sr. No.	Document Name	Details / Remarks
1	GST Certificate	Valid GST Registration Certificate
2	Latest GST Clearance Certificate	Issued by appropriate Authority
3	Copy of PAN	PAN of the bidding entity
4	Entity Status Document	Company / Partnership / Proprietorship Firm
5	Udhyan / CSPO / NSIC Registration	For MSE bidders claiming exemption from Tender Fee, EMD, Purchase Preference
6	Audited Balance Sheets / CA Certificate	Financial turnover for previous 3 years: 2022-23, 2023-24 & 2024-25
7	Notarized Undertaking	On minimum Rs. 300/- stamp paper - authenticity of documents & not debarred/blacklisted
8	Proof of EMD & FEE Submission	EMD & Tender Fee must be issued before bid closing date
9	Satisfactory Performance Certificate	Issued by respective Buyer Organization / Client for past similar works
10	PF / ESIC Registration Certificate	Valid registration applicable to manpower / labour deployment
11	Registration / Trade Licence	Valid Trade Licence / Sign Board Contractor Registration
12	Quality / Material Certificates	BIS / ISI / ISO or equivalent certificates for sheet metal, paint and fitting materials (wherever applicable)
13	WCP Certificate	Valid Workmen Compensation Policy within time
14	Site Visit Certificate	Issued by Pardi Nagarpalika Authority

Authority reserves the right to ask for the original copies of documents submitted by the bidder during technical evaluation. Physical copies of EMD (Demand Draft) and Notarized Undertaking in prescribed form should reach this office within 2 days before bid end date at the address given below.

Address: Chief Officer, Pardi Nagarpalika, Killa-Pardi, Dist. Valsad, Gujarat - 396125

2. Turnover of the Bidder

The minimum average annual financial turnover of the bidder during the last three financial years, ending on 31st March of the previous financial year, should be at least twice the estimated bid value.

Estimated Bid Price (Rs.)	Required Minimum Turnover (Rs.)
Rs. 10,00,000/-	Rs. 20,00,000/- (2x Bid Value)

Documentary evidence in the form of certified / audited Balance Sheets or a certificate from a Chartered Accountant / Cost Accountant indicating financial turnover for the relevant period shall be uploaded with the bid. In case the date of incorporation of the bidder is less than 3 years old, the average financial turnover in respect of the completed financial years shall be taken into account.

3. Tender Fee & Earnest Money Deposit (EMD)

Tender Fee: Rs. 1,062/- (Rupees One Thousand Sixty-Two Only)

EMD: Rs. 10,000/- (Rupees Ten Thousand Only) is required to be submitted by all bidders.

EMD should be in the form of:

- Demand Draft (DD)
- Pay Order
- Bank Guarantee issued only from banks approved by Finance Department, Government of Gujarat

If a bidder submits EMD through any mode other than DD / Pay Order / BG, or from non-approved banks, the tender will be outrightly rejected. Scanned copy must be uploaded on the nProcure Portal and original DD / Pay Order must be submitted within 2 days of bid end date.

Important Note: EMD must have been issued BEFORE the closing date of the bid. EMD issued after bid closing date shall not be considered for Technical Evaluation.

4. Past Project Experience

The Bidder should have executed works for fabrication, supply and installation of advertisement boards / sign boards on street light poles or similar fitments during the preceding 3 financial years in Nagarpalika / Government / Semi-Government Body (Gujarat) as on the opening of bid, as per any one of the following criteria:

1. Single order of at least 100% of estimated bid value; OR
2. Two orders of at least 80% each of estimated bid value; OR
3. Three orders of at least 50% each of estimated bid value.

Satisfactory Performance Certificate issued by the respective Buyer Organization / Client for the above orders must be uploaded with the bid.

5. Provisions for Start-Ups

- a. Benefits available to start-ups in terms of exemption from criteria of minimum prior experience and minimum turnover requirements are subject to eligible entities submitting relevant certificates as per Clause 10A of the Gujarat State Procurement Policy – 2024.
- b. EMD Exemption shall be available only to those Start-ups recognised by DPIIT under the Start-up India Programme and having Udhyam registration & CSPO / NSIC registration as MSE, who participate directly in tendering for the service they provide.
- c. Reseller / Trader / Sub-contractor of any services shall not be eligible for start-up benefits.

6. Rate / Quoted Price

- a. Rates should be quoted unconditionally. Rates must be inclusive of: cost of materials, fabrication, freight charges, labour charges, loading / unloading charges, installation charges, fixing accessories, painting, testing, all applicable taxes and duties including GST. Tenders submitted with any conditions shall be rejected.
- b. No changes / escalations in the accepted rates / quoted price shall be allowed during the currency of the contract.

7. Bid Evaluation

Evaluation of the bids will be carried out in two steps:

Step 1: Technical Bid Evaluation

Tender Committee will scrutinize the bids on the following aspects:

- Scrutiny of documents submitted
- EMD / Tender Fee compliance
- Technical specifications compliance of pole-mounted advertisement boards and fittings

Step 2: Financial Bid Evaluation

Technically qualified bidders' financial bids will be opened and evaluated. Eligible bidders will be asked to exercise choice for price matching in the manner prescribed in this bid document within the stipulated time. Thereafter the successful bidder(s) will be selected based on the terms and conditions mentioned in this bid document.

8. Verification of Local Content

The 'Class-I Gujarat MSE', 'Class-I Local Supplier', 'Class-II Gujarat MSE' and 'Class-II Local Supplier' shall be required to indicate percentage of local content and provide self-certification that the service / item offered meets the local content requirement at the time of tender bidding. They shall also provide details of the location(s) at which the local value addition is being done. The Technical Committee may verify the local contents at its discretion.

9. Procedure for Purchase Preference and Price Matching

Purchase preference shall be given in order of 'Class-I Gujarat MSE', 'Class-I Local Supplier', 'Class-II Gujarat MSE', 'Class-II Local Supplier', 'Non-local supplier' as provided in this document, subject to matching the L1 price and quantity.

Bidder will get the benefit of the price matching clause only if the local content criteria is fulfilled. MSE bidders claiming price matching must be Principal Service Providers / Direct Suppliers. MSE resellers / traders / sub-contractors shall not be given purchase preference and price matching option.

The purchase preference mechanism is summarized as follows:

- If the L1 price is of a Class-I Gujarat MSE: 100% bid quantity shall be awarded to Class-I Gujarat MSE.

- If L1 price is of a Class-I Local Supplier: Preference given to Class-I Gujarat MSEs subject to margin of purchase preference; 50% to Class-I Gujarat MSE and balance to Class-I Local Supplier.
- If L1 price is of a Class-II Gujarat MSE: Preference given in order of Class-I Gujarat MSE, then Class-I Local Supplier, subject to margin of purchase preference and matching L1 price.
- If L1 price is of a Class-II Local Supplier: Same cascading preference logic applies in the order of Class-I Gujarat MSE, Class-I Local Supplier, Class-II Gujarat MSE, Class-II Local Supplier.
- In case of odd bid quantities divided between two bidders, the higher quantity will be awarded to L1.

10. Jurisdiction

All questions, disputes or differences arising under, out of or in connection with the tender, if concluded, shall be subject to the exclusive jurisdiction of the Court within the local limits of Valsad District, whose jurisdiction the place from which the tender is issued is situated.

11. Authority's Rights to Accept / Reject Any Bid

The Municipal Authority and Tender Committee reserve the right to reject any bid or all bids at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.

If, during the tender process, the authority comes to know about the submission of false declarations / certificates by any bidder, such bidder will be outrightly disqualified. Submitting false declarations / certificates will lead to breach of the clauses of the Gujarat State Procurement Policy 2024, for which a bidder may be debarred for up to two years with other such actions as may be permissible under law.

12. Security Deposit

The successful bidder is required to submit a Security Deposit of 5% of the order value.

Security Deposit must be in the form of a Bank Guarantee issued by any of the banks approved by the Finance Department, Government of Gujarat, submitted within 7 days after the Letter of Acceptance is issued.

Security Deposit will be refunded only after complete execution of the contract including warranty / contract period. It is liable to be forfeited if services are found to be unsatisfactory or any contract condition is contravened. The Security Deposit will not bear any interest.

13. Payment Terms

100% of the payment will be released within 45 days from the date of successful supply, installation, testing & commissioning of the items at the consignee location, and necessary quality verification by the consignee.

No interest will be paid in case of delay in payment due to unforeseen circumstances such as unavailability of Grant, etc.

14. Penalty

In the event of failure of the successful tenderer to supply and install the items within the stipulated time, without prejudice to other remedies under the contract, a penalty equivalent to 0.5% (Half Percent) of the value of delayed items will be levied per week, with a maximum of 5% of the contract value.

It is at the discretion of the Authority to grant extension of time with or without penalty, or to procure the items / services from any other source at the prevailing market rate at the risk and cost of the successful Tenderer, and to claim any loss sustained in the transaction from the Tenderer, besides forfeiting the Security Deposit. The contract shall be terminated in case of repeated delays / defaults on the part of the contractor.

15. Schedule of Execution

Services / Items should be commenced and executed at the consignee locations within Pardi Nagarpalika area by the deadlines specified below. Any delay will make the contractor liable for penalty as prescribed in the Penalty Clause. The authority reserves the right to vary the quantity of items to be procured to the tune of 25% (more or less).

Sr. No.	Work Description	Deadline
1	Installation of Advertisement Boards (with complete fittings) on Street Light Poles within Pardi Nagarpalika area for the year 2026-27 (Rate per Pole)	Within 60 Days from Work Order

The contractor must execute the work as per the approved specifications. In case of non-approved or substandard work, the Authority reserves the right to terminate the contract and forfeit the Security Deposit. The Authority is free to entrust the job to any other firm at the risk and expense of the defaulting contractor.

16. Repeat Order

A repeat order up to 25% or less of the original quantity / value can be placed within 6 months of the original order at the discretion of the Authority. The bidder should give consent if they wish to fulfill the repeat order on the terms and conditions of the original order.

President
Pardi Nagarpalika
Killa-Pardi, Dist. Valsad

Chief Officer
Pardi Nagarpalika
Killa-Pardi, Dist. Valsad

Appendix-5: Affidavit

(To be submitted physically on Rs. 300/- Stamp Paper)

(To be submitted IN ORIGINAL on Non-Judicial Stamp Paper of Rs. 300/- duly attested by First Class Magistrate / Notary Public)

I / We, _____ Age _____ years residing at _____ in capacity of _____ M/S _____ hereby solemnly affirm that:

1. All General Instructions, General Terms and Conditions, as well as Special Terms & Conditions laid down on all the pages of the bid document, have been read carefully and understood properly by me, which are completely acceptable to me, and I agree to abide by the same.
2. I / We have submitted the following Certificates / Documents for Technical Evaluation as required per the General Terms & Conditions and Special Terms & Conditions of the bid.
3. All the Certificates / Permissions / Documents / Permits / Affidavits are valid and current as on date and have not been withdrawn / cancelled by the issuing authority.
4. It is clearly understood by me that the bid is liable to be rejected if, on scrutiny at any time, any of the required documents is / are found to be invalid / wrong / incorrect / misleading / fabricated / expired or having any defect.
5. I / We further undertake to produce on demand the original Certificates / Documents for verification at any stage during the processing of the bid.
6. My / Our firm has not been banned / debarred / blacklisted for at least three years (excluding the current financial year) by any Government Department / State Government / Government of India / Board / Corporation / Government Financial Institution.
7. I / We hereby confirm that all our quoted items / services meet or exceed the requirement and are absolutely compliant with specifications mentioned in the bid document.
8. I / We hereby commit that we have paid all outstanding amounts of dues / taxes / cess / charges / fees with interest and penalty.
9. I / We understand that giving wrong information on oath amounts to forgery and perjury, and I / We am / are aware of the consequences thereof. In case any information provided by us is found to be false or incorrect, the authority has the right to reject our bid at any stage including forfeiture of EMD / PBG / cancel the award of contract and take legal action.

Whatever stated above is true and correct to the best of my knowledge and belief.

Date: _____ Place: _____ Stamp & Signature of Bidder: _____

(Signature and Seal of the Notary)