

**TENDER PAPERS FOR PRINTING AND ADVERTISEMENT FOR
NATIONAL HANDLOOM DAY/EXHIBITION -2024**

(Peoples plaza, Hyderabad, Telangana State)
(from 07.08.2024 to 16.08.2024)

Venue : **PEOPLES PLAZA** , Hyderabad

General Conditions : -- Enclosed --

Details of Specifications: -- Enclosed --

Cost for each Tender form **Rs.1,000 (Rupees One thousand only)**

Last date and time for receipt of Tenders: upto 5.00 P.M on 12.07.2024

Date and time of opening tenders : **15.07.2024 at 11.30.A.M**

Please deliver to : **Addl. Director (H&T)**
O/o the Commissioner of Handlooms and
Textiles and AEPs, 3RD FLOOR, CHENETHA
BHAWAN, NAMPALLY, HYDERABAD- 500001.
Cell No. 8897800599
Ph.No. 040-23221684/85

The tender should be submitted in Two Sealed Covers separately as detailed below:

1) Technical Bid

- a) Tender Form (Annexure – I)
- b) Technical Bid (Annexure – II)
- c) The eligibility Conditions to file Tender (Annexure – III)
- d) General Conditions for Tenderers (Annexure – IV)
- e) Modalities for Execution of Various Works (Annexure – V)
- f) Demand Draft for Rs.50,000/- towards E.M.D

2) Financial Bid

Financial Bid (Annexure – VI)

(Annexure – I)

NATIONAL HANDLOOM DAY/EXHIBITION – 2024

**OFFICE OF THE DIRECTOR OF HANDLOOMS &
TEXTILES AND APPAREL EXPORT PARKS, 3RD FLOOR,
CHENETHA BHAVAN,NAMPALLY, HYDERABAD.**

TENDER FORM

1.	Name of the Firm/Organization (IN CAPITAL LETTERS)	
2	Valid Trade license no. Attested Copy to be enclosed	
3.	Registration Number and date	
4.	Address of the Registered Office	
5	Details of the Godowns with address and material available in godowns	
6	No of workers available Attested Copy to be enclosed	
7.	Name of the Contact Person and Contact Nos.	Name: Phone No : Mobile No : Fax No :
8	Valid VAT certificate. Attested Copy to be enclosed	

9	Valid PAN card Attested Copy to be enclosed	
10	Valid GST no. Attested Copy to be enclosed	
11	Whether the firm is black listed YES or NO, if yes enclose details of relevant copies.	
12	Valid electrical license no if any enclose copies.	
13.	Particulars of EMD payment a) Amount Paid (in Rupees) b) D.D. No. & Date c) Name of the drawee Bank with Branch	

Place: Hyderabad
Date: .07.2024

**Signature of the Authorized
Signatory with Seal**

NATIONAL HANDLOOM DAY/EXHIBITION – 2024
OFFICE OF THE DIRECTOR OF HANDLOOMS &
TEXTILES AND APPAREL EXPORT PARKS,
3RD FLOOR, CHENETHA BHAWAN,
NAMPALLY, HYDERABAD.

TECHNICAL BID

1. Name of the Registered Firm/Organization

2. Registration Number & Date

3. Annual Turnover for the last (3) years (Rupees in crores)

2020-21 - Rs.....

2021-22 - Rs.....

2022-23 - Rs.....

(Audited figures only to be given and evidences to be enclosed)

4. Details of events conducted during the last (3) years.

S. No.	Name of the Event	Value of Advertisement Work (Rs. in lakhs)	Period of the event	Name of the Event/ Authority	Duration for Completion of works (days)	No. of Foot prints
1.						
2.						
3.						
4						
5						

(PTO)

5. Details of Financial Status and Credit worthiness of the firm.

a) Profit / Loss for the Last three (3) years (Audited Figures)

(Rupees in Lakhs)

		Profit	Loss
2020-21	-
2021-22	-
2022-23	-

b) Fixed Assets/Bank Guarantees

(Rs. in Lakhs)

Sl. No.	Value of Fixed Assets	Amount of Bank guarantees in force	Other Assets if any (Specify)

Place: Hyderabad
Date : .07.2024.

**Signature of the Authorized
Signatory with Seal.**

(Annexure – III)

NATIONAL HANDLOOM DAY/EXHIBITION – 2024

OFFICE OF THE DIRECTOR OF HANDLOOMS & TEXTILES AND APPAREL EXPORT PARKS, 3RD FLOOR, CHENETHA BHAWAN, NAMPALLY, HYDERABAD.

The eligibility conditions to file Tenders for finalizing Advertising Agency

1. The firm should have been registered with any Government Authority (Proof to be enclosed) and should have a valid Trade license, valid GST, valid VAT license, valid PAN, Valid electrification certificate/license of the firm and all such related licenses of the firm (Xerox copies to be enclosed).
2. The Tenderer should have worked for least (5) events during the last (3) years period at least one National Event and State Event with a total volume of **Rs.75.00 Lakhs** Eligibility will be calculated for every financial year only. The list of works executed have to be furnished by giving details of their magnitude, cost and time within which the works were completed, copy of registration, ITC Certificate from the Income Tax Department and Earnest Money Deposit etc. (Authentic proof of the work done in respect of the event and value with any Government Authority of the Country or National Handloom Exhibition and relevant Certificates in proof thereon to be enclosed).
3. The Tenderer should have filed I.T. Returns for the last (3) Financial years. (Copies of IT Returns along with acknowledgements only to be enclosed)
4. The Tenderer shall deposit EMD of **Rs.50,000/-** in the manner as prescribed along with the Tender.
5. Financial status and credit worthiness of the firm from Scheduled Banks (Proofs to be enclosed)

The financial Bid shall not be considered, if the Tenderer is not qualified in the Technical Bid and Tender will be rejected without assigning any reasons and notice.

Place: Hyderabad
Date : .07.2024

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NATIONAL HANDLOOM DAY/EXHIBITION - 2024

**OFFICE OF THE DIRECTOR OF HANDLOOMS & TEXTILES
AND APPAREL EXPORT PARKS, 3RD FLOOR,
CHENETHABHAWAN,NAMPALLY, HYDERABAD.**

GENERAL CONDITIONS FOR TENDERERS FOR ADVERTISING AGENCIES

Venue	:	PEOPLES PLAZA , Hyderabad, Telangana State
Last Date and time for receipt of Tender:	:	12.07.2024 till 5.00 p.m.
Date and time for opening of Technical Bid/Financial	:	15.07.2024 at 11.30 A.M.
Place of delivering and opening of Tenders	:	O/o. Commissioner of Handlooms and Textiles & Apparel Export Parks, 3rd floor, Chenetha Bhavan, Nampally, Hyderabad – 500001,Telangana
Details of Specification	:	Enclosed
Schedule of Quantities	:	Enclosed

- a) Sealed Tenders are invited from the reputed Advertisement Agencies registered with any Government Authority of the Country for **Printing and Advertisements** and other related allied works for the proposed **NATIONAL HANDLOOM DAY/ EXHIBITION –2024 from 07.08.2024 to 16.08.2024** to be held at PEOPLES PLAZA, Hyderabad, Telangana State for (08) days.
- b) The progress of the work will be checked and supervised by the Officers duly nominated by the Exhibition Authority to ensure that the work is done as per the specifications and time schedule. Tenderers are advised to locate the site places for Advertisement Agency before filing the Tender.
- c) In case any portion of work is not completed as per specifications laid down and failed to hand over to the Exhibition Authorities as per the work order issued on the due date mentioned penalty up to 5% on the total value of work allotted / awarded will be imposed per day by the EXHIBITION Authority.

- d) The volume and number of works may vary at the discretion of the EXHIBITION Authority up to 30% of the contracted work and the final payment to the Ad Agency shall be regulated on the basis of actual work executed and on the rate(s) initially approved. For extra works Advertisement Agency will have to quote rates separately. For all such extra works, the EXHIBITION Authority reserves the right to pay the lowest of the rates quoted by the competing Advertisement Agency.
- e) The Advertisement Agency will be responsible for Advertising through Bus shelters, Sky Ballons etc., up-keeping and maintenance of the entire work, for which, no extra payment shall be made. He shall therefore have to ensure adequate number of Staff/machineries materials to the satisfaction of the Exhibition Authority. Breakages and damages in any work shall immediately be rectified and no extra payment will be made for any damage, breakage or loss on account of any reason or natural calamities. The successful bidder has to give or adopt the plans as suggested by the Exhibition Authorities and take approval of the Competent Authority before commencing construction. The Commissioner of Handlooms and Textiles and A.E.Ps., Government of Telangana reserves the right to reject any of or all the Tenders without assigning any reason or to accept any portion of the Tender and Award the remaining work to any other Advertisement Agency.
- f) No part of the Advertisement Agency shall be sublet without the prior written permission of the Commissioner of Handlooms and Textiles and A.E.Ps./EXHIBITION Authority.
- g) It shall be the responsibility of the successful Tenderer/Contractor to obtain requisite permissions for display of banners, flexies, sky balloons, any other work from concerned Authority. It shall also be the responsibility of the Contractor to liaison with the concerned Authorities and arrange all the Advertisement materials. The EXHIBITION Authority shall also address letters to the concerned Authorities. The EXHIBITION Authority shall pay the Security Deposits, Installation Charges.
- h) The Advertisement Agency shall not use any material other than those specified in the Tender without the prior permission of the Commissioner of Handlooms and Textiles and A.E.Ps., T.S., Hyderabad/ Exhibition Authority.

- i) The Tenderer should fill the rates tendered in figures as well as in words. The Tender Form may be filled in English and all the entries shall be made by hand and written in ink. Over writing in rates is not permissible. The Tenderer with his initials should attest all corrections if any in Tender form. Each page of the tender form and other related papers submitted therewith should be signed by the Tenderer.

- j) Tenderers are required to deposit Earnest Money Deposit (EMD) of Rs. 50,000/-. The amount of Earnest Money will be accepted only in the form of Demand Draft drawn in favour of "**The Director of Handlooms and Textiles and A.E.Ps., T.G, Hyderabad**". Only those Tenderers who have necessary expertise in the execution of the job within the stipulated time should submit the Tenders. The Tender without earnest money deposit will not be accepted.

- k) The Director of Handlooms and Textiles and A.E.Ps., T.G., Hyderabad/ EXHIBITION Authority is not compulsory bound to accept the Lowest Tender and reserves the right to reject any or all Tenders without assigning any reason. Conditional Tender in any form whatsoever will not be qualified / considered and will be liable for outright rejection.

- l) The successful Tenderer shall immediately and not later than the next day of intimation of acceptance of Tender, sign an Agreement on the Non - Judicial Stamp Paper of the value of Rs.100/-. Failure to do so shall give the Commissioner of Handlooms and Textiles, A.E.P.s, T.G., Hyderabad/Exhibition Authority, the right to revoke the acceptance of the Tender without further notice to the Tenderer, and to forfeit the Earnest Money Deposit (E.M.D.) and to award the work to any other Advertisement Agency.

- m) The Earnest Money of the successful Tenderer will be retained as Security Deposit till successful completion of the contract and shall be returned only after EXHIBITION is over and after payment of final bill.

- n) The word Director/ Exhibition Authority will read and include Commissioner of Handlooms and Textiles & A.E.Ps., T.G., Hyderabad.

- o) The successful Bidder shall be required to furnish performance guarantee (Bank guarantee) equal to the value of the bid before taking over the work.
- p) Financial bid shall be kept in a separate cover and sealed. The Said Cover along with Technical Bid and other enclosures shall be kept in a big cloth cover and sealed and shall be delivered to the Competent Authority.
- q) The address of the Firm/Organization shall invariably be indicated on the left side on the covers wherein the Financial Bid and Technical Bids are kept separately.
- r) The Tenderer shall inscribe his signature on each page of the Tender Schedule by affixing the seal of Firm/Organization.

Place: Hyderabad
Date : .07.2024

**Signature of the Authorized
Signatory with Seal.**

NATIONAL HANDLOOM DAY / EXHIBITION - 2024

**OFFICE OF THE DIRECTOR OF HANDLOOMS & TEXTILES
AND APPAREL EXPORT PARKS, 3RD FLOOR, CHENETHA
BHAWAN, NAMPALLY, HYDERABAD.**

MODALITIES FOR EXECUTION OF VARIOUS WORKS

- **Dummy Cheques:** The contractor should provide 6 dummy cheques (4 x 2 sft) in the sizes prescribed by Exhibition authority.
- **Signature Board:** The contractor should provide one signature board (10 x 10) with flex and mounting.
- **Certificates for KLB Awards :** Contractor should provide (50) certificates for distribution of Awards matter will be suggested by Exhibition authority.
- **Invitation Cards :** Contractor should provide 800 invitation cards along with envelop covers. Printing of matter on envelops will be suggested by Exhibition authority.
- **New standees :** (01) New standee along with Flexi printing and mounting to be provided by the contractor.
- **Badges:** 200 badges of National Handloom Day Celebrations to be provided by the Contractor.
- **Identity Cards :** 400 ID cards for participants shall be provided by the contractor.
- **Arch Flexi printing** and mounting to be provided by the contractor sizes will be suggested by Exhibition authority.
- Contractor should take necessary steps to advertise NHD celebrations 2024 at **Bus shelters, Foot over bridge** and main spots of Hyderabad i.e., surrounding of Neckless Road, Tank Bund, Secretariat Station, Nampally Station. Contractor should bear the charges of Flexy printing and mounting.

- **SKY BALLOON:** One sky balloon should be installed at Exhibition premises by the contractor.
- **Round Flexies :** Contractor should provide (4) Round Flexies so as to install at Exhibition venue.
- **Welcome Banners:** Contractor should provide 4 welcome banners-10X10 size. Printing & mounting will be borne by the contractor,
- **Pamphlets:** Contractor should provide colour Pamphlets-(10,000 No.) and Pledges Pamphlets (1,000 No.) and take necessary steps to advertise through new papers. Insert charges in News papers shall be borne by contractor.
- **Bill books** in 2 nos. to be provided by contractor.
- **If any write up and mounting for old standees** to be provide by Contractor.
- Printing of **Advertisement matter** for publishing in New papers will be provided by Contractor.
- **Design charges** will be borne by Exhibition authority.
- **Photography:** Contractor should arrange Photographer and provide video and photography and photo album for the entire event.
- **Hoardings:** Contractor should provide hoardings at all District head quarters in Telangana State, 1000 Sq.ft. (40 x 25) size.
- **Paper Advertisement:** Contractor should advertise NHD celebrations for (01) day with I& PR rates on 07.08.2024 in (2) daily news papers and also advertise NHD celebrations for (08) days with DAVP rates in leading (5) news papers.
- **The number of units will be increased or decreased as per the requirement by Exhibition authority.**

Place: Hyderabad
Date : .07.2024

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NATIONAL HANDLOOM DAY/EXHIBITION - 2024

OFFICE OF THE DIRECTOR OF HANDLOOMS & TEXTILES AND
APPAREL EXPORTPARKS, 3RD FLOOR, CHENETHA BHAVAN, T.G.,
HYDERABAD - 500 035

FINANCIAL BID

Venue	: PEOPLES PLAZA, Hyderabad, Telangana State
Last Date and Time for receipt of Tender	: 12.07.2024 till 5.00 P.M.
Date and Time for opening of Technical Bid/Financial Bid	: 15.07.2024 at 11.30 A.M.
Place of delivering and opening	: Office of the Director of Handlooms and Textiles & Apparel Export Parks, Hyderabad,
Details of Specification	: Enclosed
Schedule of Quantities	: Enclosed

NATIONAL HANDLOOM DAY/EXHIBITION - 2024 AT PEOPLES PLAZA , HYDERABAD FROM 07.08.2024 TO 16.08.2024 (10 DAYS)				
FINANCIAL BID FOR THE FOLLOWING ITEMS OF WORKS				
Sl. No.	Particulars	Estimated requirement	Rate per unit	Total
1	Dummy cheques – (4 x 2 size = 4 Nos.)	6		
2	Signature board with Flex mounting 20 x10 size- iron frame and Flexi 10x10 = 200 sft.	1		
3	Certificates for KLB Awards	50		
4	Invitation Cards along with Envelop cover	300		
5	New Standees _____	1		
6	Badges	150		
7	ID Cards	400		
8	Arch's Flex printing 2 Nos.(264 sft x2= 528sft)	528 sft.		
9	Arch: Iron frame	1		
10	Bus Shelter(30 Nos.x225= 6750 sft.)	30		
11	Foot over Bridge(1700 sft.)	1		

12	Sky balloon(01)	1		
13	Round flex (04)	4		
14	Welcome Bannars printing with Iron frames..4nos (10x10=100 sft)	4		
15	Designing charges			
16	News paper pamphlets Color b/b and inserting charges	10000		
17	Pledge pamphlets	1000		
18	Bill Books	2		
19	Old Standees Write up printing and mounting			
20	Photography (10 days) Videography (02 days) and Album for entire event	1 unit		
21	Hoardings at all District Head Quarters size (40x25) 1000 Sq.ft.	33		
22	Paper advertisements for (01) day with I&PR rates in (02) Leading News papers (indicate in annexure-I)			
23	Paper advertisements for (08) days with DAVP rates in (03) Leading News papers (indicate in annexure-II)			
24	Advt. through Electronic Media for 11 days with DAVP rates in (5) FM radios (indicate in annexure-III)			
	Total Amount (inclusive all taxes)			

Place: Hyderabad
Date : .07.2024

Signature of the Authorized Signatory with Seal.

Annexure-III

NATIONAL HANDLOOM EXHIBITION – 2024

**Publicity and Advertisement for the National Handloom Day/Exhibition-2024
Peoples Plaza, Necklace Road, Hyderabad from 07.08.2024 to 16.08.2024**

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Radio FM (11 days from 06.08.2024 to 16.08.2024)

Name of the Radio	No. of Days	No. Spots per day	Rate per Spot (20 seconds)	Total amount
Radio Mirchi (98.3)	11	4 Spots per day from 11 A.M to 6.00 P.M. on an interval of every 45 minutes		
	11	4 Spots per day from 6 P.M to 11.P.M on an interval of every 45 minutes.		
Red FM (92.7)	11	4 Spots per day from 11 A.M to 6 P.M. on an interval of every 45 minutes		
	11	4 Spots per day from 6 P.M to 11.P.M on an interval of every 45 minutes.		
BIG FM	11	4 Spots per day from 11 A.M to 6.00 P.M. on an interval of every 45 minutes		
	11	4 Spots per day from 6 P.M to 11.P.M on an interval of every 45 minutes.		
Magic FM	11	10 Spots per day from 11 AM to 6 PM., on an interval of every 45 minutes.		
	11	10 Spots per day from 6 PM to 11 P.M. on an interval of every 45 minutes		
Total :				

Place: Hyderabad
Date : .07.2024

**Signature of the Authorized
Signatory with Seal.**

Annexure-II**NATIONAL HANDLOOM DAY – 2024**

PUBLICITY AND ADVERTISEMENT FOR THE National Handloom Day-2024 to at Peoples Plaza, Necklace Road, Hyderabad from 07.08.2024 to 16.08.2024

PRINT MEDIA:

Sl. No.	Date	No of days	Name of the News Paper	Size Sq.Cm.	Rate	Total Amount (in Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	06.08.2024 to 15.08.2024	10	Eenadu	8X10		
2	08.08.2024; 10.08.2024; 12.08.2024; 14.08.2024 & 15.08.2024	5	Andhra Jyothi	8X10		
3	08.08.2024; 10.08.2024; 11.08.2024; 13.08.2024, 15.08.2024	5	Velugu	8X10		
4	09.08.2024; 11.08.2024; 13.08.2024; 14.08.2024; 15.08.2024	5	The HINDU	8X10		
5	06.08.2024 to 15.08.2024	10	South India Times	8X10		
				Total:		
(Rupees				only)		

Place: Hyderabad
Date : .07.2024

**Signature of the Authorized
Signatory with Seal.**

Annexure-I

NATIONAL HANDLOOM DAY – 2024

PUBLICITY AND ADVERTISEMENT FOR THE National Handloom Day-2024 to at Peoples Plaza, Necklace Road, Hyderabad from 07.08.2024 to 16.08.2024

PRINT MEDIA (I&PR Rates):

Sl. No.	Date	No of days	Name of the News Paper	Size Sq.Cm.	Rate	Total Amount (in Rs.)
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	07.08.2024	1	Eenadu	8X10		
2	07.08.2024	1	The Hindu	8X10		
					Total:	
(Rupees						

Place: Hyderabad
Date : .07.2024

Signature of the Authorized Signatory with Seal.