

**Tender No: 1971/CRUT**

**Date: 02/09/2025**



**SHORT TENDER CALL NOTICE  
FOR  
SUPPLY, TRANSPORTATION AND INSTALLATION OF DIFFERENT  
TYPES OF STICKERS AND DANGLER FOR BRANDING OF ODISHA  
YATRI**

**Tender Inviting Authority**

**Capital Region Urban Transport**

Plot No. 548/1452, Patia, Kalarahanga, Bhubaneswar,

Pin – 751024, Khordha, Odisha.

## **Short Tender Call Notice**

### **1. Proposals Invited:**

#### **Invitation for Proposals: “Supply, transportation and Installation of different types of Stickers and dangler for branding of Odisha Yatri”**

The Capital Region Urban Transport (CRUT) invites applications from interested participants for the supply of high-quality printing materials, including vinyl stickers and dangler for display in public-facing areas owned or managed by BMC, TPCODL (specifically transformer boundaries), OMFED owned shops, and other prominent public entities, for branding of the Odisha Yatri.

The tender document contains essential information about the project, including the bidding process, proposal submission guidelines, qualification requirements, and financial proposal expectations.

All proposals will be evaluated based on the technical and financial capabilities of the participants. Therefore, participants are advised to carefully review the tender, including terms and conditions, annexures, specifications, bill of quantities, making necessary entries wherever required.

The contract shall be awarded to the bidder who is declared as L1, i.e., the bidder with the lowest financial quote, among the technically qualified bidders after evaluation of the financial proposals.

### **2. Deadlines of submission of the Short Tender Call Notice**

| Sl. No. | Description   | Date                     |
|---------|---|--------------------------|
| 1.      | Date of availability of Short Tender call notice document on the Website on <b><i>www.capitalregiontransport.in</i></b> | 02/09/2025               |
| 2.      | Last date for receipt of Technical and financial proposals (Through Speed Post /Registered Post / Courier/by Hand)      | 09/09/2025 till 5:00 PM  |
| 3.      | Date and Time of Opening of Technical proposals   | 10/09/2025 on 12:00 Noon |
| 4.      | Date and Time of opening of financial proposals   | To be intimated later    |

### **3. Cost of the Documents**

The bidders are requested to pay the non-refundable **Bid Document Fee Rs.2, 360/-** (Rupees Two Thousand Three Hundred Sixty Only) inclusive of 18% GST. As Demand Draft from any scheduled commercial bank/ nationalized bank in drawn in favor of “Capital Region Urban Transport, Bhubaneswar”, payable at Bhubaneswar.

### **4. Bid Submission and Open Instructions**

- i. The bidder shall prepare the bid based on details provided in the tender documents. It must be clearly understood that the quantities, specifications, and diagrams that are included in the tender document are intended to give the bidder an idea about the scope and magnitude of the work and are not in any way exhaustive and guaranteed by Capital Region Urban Transport (CRUT).

- ii. Proposals shall include “Technical Proposal” and “Financial Proposal (Annexure-II)”. The content of the proposal should be as below:
- iii. The Main Envelope, super scribed with the tender title, shall contain two separate envelopes: Envelope A (Qualifying/Technical Proposal) and Envelope B (Financial Proposal).
- iv. Envelope A must include the tender fee, support documents, and bid documents, excluding the Price Bid. Envelope B should contain only prices, without conditions or deviations. Bidders must ensure completeness and accuracy of submitted documents. Incomplete or non-compliant submissions may result in disqualification. The Main Envelope must be submitted in a timely manner.
- v. The bidder must submit the price bid with a detailed rate for each item or component. The financial offer must be submitted in the following format as per Annexure-II.
- vi. The rates quoted by the bidder shall include GST. The GST should be indicated separately.
- vii. All bidders should fill up the rate in figure as well as in words. The tender form may be filled in English. Overwriting of rates is not permitted. All corrections should be attested by the bidder himself with his/her initial/signature. The rates indicated in words would be the final in case any discrepancy arises with the rates indicated in figure.
- viii. The last date for submission of the quotations is outlined as per clause 2.
- ix. Tender completed in all respects may be submitted to Office of the **General Manager (P&A), Capital Region Urban Transport, Plot No. 548/1452, Patia, Kalarahanga, Bhubaneswar, Pin – 751024, Khordha, Odisha.**
- x. The quotations will be opened in the presence of the Firms or their authorized representatives who will explain the concept before the tender committee on a suitable date fixed by the tender opening committee.
- xi. The method of selection will be Lowest Cost Base Selection (L1).
- xii. In the event of a tie in rates between two or more bidders, the bidder with the highest annual turnover will be considered the successful bidder.

## **5. Eligibility Criteria:**

The agency shall be:

- i. The bidder must be a legal Company/ Partnership Firm/ Proprietorship firm. Valid registration certificate i.e. Certificate of Incorporation, Partnership Deed & GSTIN to be submitted in this regard.
- ii. The bidder should not be debarred/blacklisted by the Govt. /any Govt. undertaking bodies and the bidder should not have any litigation in any of the Court(s)/Police Station in last five years from date of issue of this Short Tender Call Notice.
- iii. At least three (2) years of experience in the similar field of Sticker, Posting or any kind of printing work.
- iv. The bidder must have successfully executed a minimum of 2 similar work orders in the last 3 years from reputable organizations, including Government, Semi-Government, or Public Sector Undertakings (PSUs).
- v. The Bidder should have an average annual turnover of at least Rs.20, 00,000/- (Rupees Twenty Lakhs Only) for the two financial years preceding the bid due date, specifically for the financial years 2022-23 and 2023-24. Audited balance sheet & IT return to be submitted as evidence.

## **6. Scope of Work**

The successful bidder shall be responsible for:

- i. Printing, supplying, and delivering the following items:
  - 3M Eco Vinyl solvent stickers (300 GSM) at TPCODL Box.
  - Digital print Dangler at OMFED Booth.
- ii. Quantities are mentioned in the financial bid and may vary based on site requirements.
- iii. Dimensions of stickers will be shared with the successful bidder after approval from the relevant authority.
- iv. Installation of vinyl stickers and dangler at designated points.
- v. The agency shall bear all transportation charges.
- vi. Ensuring quality meets specifications outlined in Annexure II.
- vii. Replacing poor-quality products at their own cost, which will be adjusted in the final bill.

### **6.1. Deliverables**

- High-quality printed materials as per specifications
- Timely delivery and installation at designated points
- Compliance with quality standards outlined in Annexure II

### **6.2. Responsibilities**

- The agency is responsible for printing, supply, transportation and installation of all the material as per given specification.
- CRUT will not bear any additional costs beyond the agreed-upon price.

## **7. Delivery of Material:**

- a) The successful bidder shall ensure that the materials are delivered to CRUT's designated location within 15 (Fifteen) working days from the date of the manufacturing clearance.
- b) Materials shall be inspected and accepted by CRUT's authorized personnel upon delivery.
- c) Failing the deadline of the delivery liquidated damages may be imposed weekly at 0.5% of the work order value.

## **8. Payment Terms:**

- a) Payment will be made after successful delivery of the materials and upon satisfactory quality inspection by the concerned officials of CRUT.
- b) The bidder shall be responsible for all applicable taxes, including GST, and shall separately invoice CRUT for the same.
- c) Payment shall be made through bank transfer as specified by CRUT.
- d) CRUT shall withhold taxes as per applicable laws and regulations and provide the bidder with a withholding tax certificate.

## **9. Right to Terminate the Process:**

CRUT reserves the right to terminate the bidding process at any stage, without assigning any reason, and without incurring any liability.

**10. Right to Vary Scope of Contract:**

CRUT may modify the scope of work, quantities, or specifications at its discretion, and bidders will be required to comply with such changes.

**11. Conflict of Interest:**

Bidders must disclose any potential conflicts of interest, ensure impartiality, and avoid any actions that may compromise the integrity of the bidding process.

**12. Only one proposal:**

Each bidder can submit only one proposal; multiple submissions will lead to disqualification, and CRUT will consider only the first proposal received.

**13. Late Bids:**

Bids received after the deadline will be rejected and not considered for evaluation, regardless of the circumstances or reasons for the delay.

**14. Integrity Clause:**

CRUT expects bidders to maintain the highest standards of integrity, transparency, and ethics, and to avoid any corrupt practices, including bribery, fraud, or collusion.

**15. Statutory Compliance:**

Bidders must comply with all applicable laws, regulations, and statutes, including tax laws, labor laws, and environmental regulations.

**16. Force Majeure:**

CRUT will not be liable for delays or failures due to unforeseen circumstances beyond its control, including natural disasters, acts of terrorism, or government actions.

**17. Final decision-making authority:**

The Authority reserves the right to cancel the tender/quotation or any part of it at any time without assigning any reason thereof.

**18. Governing Law and Jurisdiction**

All disputes arising shall be subject to the jurisdiction of the appropriate court at Bhubaneswar, India and will be governed by the laws of India.

**Sd/-  
General Manager (P&A)  
Capital Region Urban Transport**

### 19. Check List

Documents Required:

| Sl. No | Description   | Attached Document Yes/No |
|--------|---|--------------------------|
| 1.     | Document fee  |                          |
| 2.     | Copy of PAN and valid GST registration certificate.                         |                          |
| 3.     | Self- attested certificate on non-blacklisting of the organization/ agency. |                          |
| 4.     | Audited Balance Sheet & IT Return for the FY 2022-23 & 2023-24              |                          |
| 5.     | Annexure-I (Similar Work Experience Work Orders)                            |                          |
| 6.     | Annexure- II (to be attached separately in envelope B)                      |                          |

Date this\_\_\_\_\_day of\_\_\_\_\_2025.

Signature\_\_\_\_\_

Duly authorized to sign this bid for and on behalf of-----

**Duly signed by the Authorized Signatory of the Applicant**

**(Name, Title and Address of the Authorized Signatory)**

**20. Annexure I: Work Experience of the Bidder**

The bidder shall submit technical qualification details in the below prescribed for as

| Sr. No | Client Name | Year | Total Nos. Project Executed | Work Order/LoA/Agreement |
|--------|-------------|------|-----------------------------|--------------------------|
|        |             |      |                             |                          |
|        |             |      |                             |                          |
|        |             |      |                             |                          |

Date this\_\_\_\_\_day of\_\_\_\_\_2025.

Signature\_\_\_\_\_

Duly authorized to sign this bid for and on behalf of-----

**Duly signed by the Authorized Signatory of the Applicant**  
**(Name, Title and Address of the Authorized Signatory)**

## 21. Annexure II: Format for Financial Proposal

(Enclosed separately in Envelope B)

(On the letter head of Bidder)

To

The General Manager (P & A)

Capital Region Urban Transport (CRUT)

Plot No-548/1452, Patia, Kalarahanga,

Bhubaneswar, Odisha, Pin- 751024

**Sub:** Submission of Financial proposal for “**Supply, transportation and Installation of different types of Stickers and dangler for Odisha Yatri**”

Dear Sir,

We, the undersigned, offer to provide the services mentioned in the Scope of Work of the tender. Our financial quote is as given below,

| Sl No. | Using Location              | Unit | Quantity | Total Estimated Size (In Sq. Ft.) | Material Type and specification   | Rate per sq. Ft. (Including GST) | Amount (Including GST) |
|--------|-----------------------------|------|----------|-----------------------------------|---|----------------------------------|------------------------|
| 1.     | TPCODL Transformer boundary | Nos. | 40       | 5292.40                           | Different size of 3 M Eco Vinyl Print 300GSM Poster (Sample enclosed at Annexure-1)               |                                  |                        |
| 2.     | OMFED Booth                 | Nos. | 200      | 66.83                             | Multi-color A5 size 300GSM both side digital print paper dangler. (Sample enclosed at Annexure-2) |                                  |                        |
| TOTAL  |                             |      |          |                                   |   |                                  |                        |

Total amount in Word:

**Note: The above quantity may vary based on site requirements, and the exact dimensions of the material will be shared with the successful bidder upon approval by the relevant authority.**

Date this\_\_\_\_\_day of\_\_\_\_\_2025.

Seal & Signature\_\_\_\_\_

Duly authorized to sign this bid for and on behalf of-----

**Duly signed by the Authorized Signatory of the Applicant**

**(Name, Title and Address of the Authorized Signatory)**



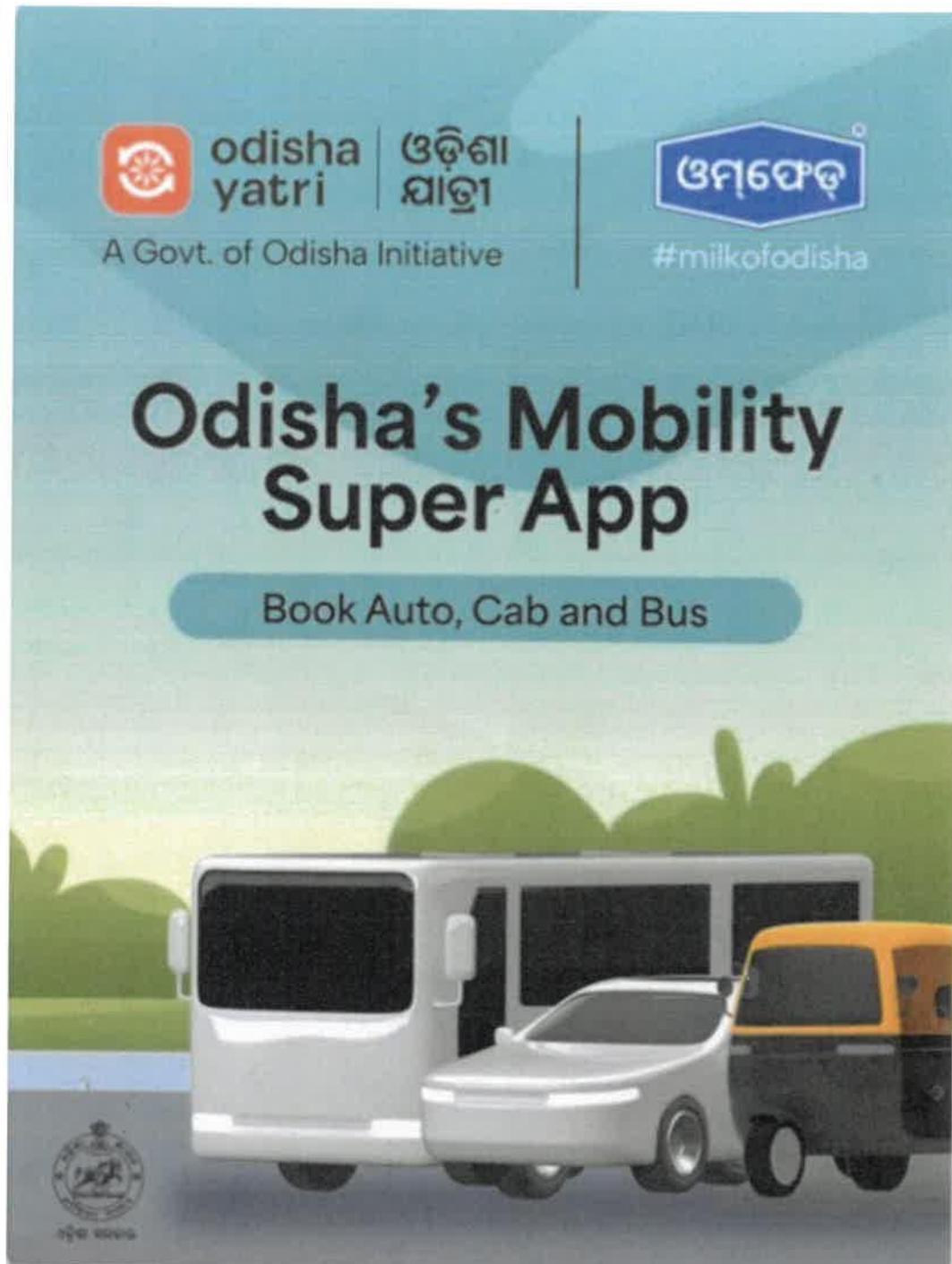


odisha  
yatri | ଓଡ଼ିଶା  
ଯାତ୍ରୀ



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## ODISHA YATRI BRANDING AT TPCODL BOX &amp; OMFED STALL (AIRPORT TO PATIA CHHAK)

| Sl. No | Location  | Item Details                      | Width | Height | Qty./ Side | Sqr. Ft. |
|--------|---|-----------------------------------|-------|--------|------------|----------|
| 1      | TPCODL Transformer Boundary (Shastri Nagar to Jaydev Bihar) | 3M Eco Vinyl Print 300 GSM Poster | 17    | 5      | 1          | 85       |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 8     | 5      | 1          | 40       |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 8     | 5      | 1          | 40       |
| 2      |   | 3M Eco Vinyl Print 300 GSM Poster | 10    | 5      | 1          | 50       |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 7     | 5      | 1          | 35       |
| 3      |   | 3M Eco Vinyl Print 300 GSM Poster | 8     | 5      | 2          | 80       |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 9     | 5      | 1          | 45       |
| 4      |   | 3M Eco Vinyl Print 300 GSM Poster | 10    | 5      | 2          | 100      |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 6     | 5      | 1          | 30       |
| 5      |   | 3M Eco Vinyl Print 300 GSM Poster | 8     | 5      | 2          | 80       |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 10    | 5      | 1          | 50       |
| 6      |   | 3M Eco Vinyl Print 300 GSM Poster | 11    | 5      | 2          | 110      |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 14    | 5      | 1          | 70       |
| 7      | TPCODL Transformer Boundary (Opposite Mayfair Chowk)        | 3M Eco Vinyl Print 300 GSM Poster | 14    | 5      | 1          | 70       |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 21    | 5      | 1          | 105      |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 15    | 5      | 1          | 75       |
| 8      |   | 3M Eco Vinyl Print 300 GSM Poster | 13    | 5      | 1          | 65       |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 11    | 5      | 1          | 55       |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 17    | 5      | 1          | 85       |
| 9      |   | 3M Eco Vinyl Print 300 GSM Poster | 6     | 5      | 1          | 30       |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 11    | 5      | 1          | 55       |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 7     | 5      | 1          | 35       |
| 10     |   | 3M Eco Vinyl Print 300 GSM Poster | 8     | 5      | 1          | 40       |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 11    | 5      | 1          | 55       |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 9     | 5      | 1          | 45       |
| 11     |   | 3M Eco Vinyl Print 300 GSM Poster | 4     | 5      | 1          | 20       |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 11    | 5      | 1          | 55       |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 8     | 5      | 1          | 40       |
| 12     |   | 3M Eco Vinyl Print 300 GSM Poster | 20    | 5      | 2          | 200      |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 19    | 5      | 1          | 95       |
| 13     |   | 3M Eco Vinyl Print 300 GSM Poster | 8     | 5      | 2          | 80       |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 11    | 5      | 1          | 55       |
| 14     |   | 3M Eco Vinyl Print 300 GSM Poster | 10    | 5      | 2          | 100      |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 12    | 5      | 1          | 60       |
| 15     |   | 3M Eco Vinyl Print 300 GSM Poster | 5     | 5      | 1          | 25       |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 14    | 5      | 1          | 70       |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 14    | 5      | 1          | 70       |
| 16     |   | 3M Eco Vinyl Print 300 GSM Poster | 8     | 5      | 1          | 40       |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 12    | 5      | 1          | 60       |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 7     | 5      | 1          | 35       |
| 17     |   | 3M Eco Vinyl Print 300 GSM Poster | 6     | 5      | 1          | 30       |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 11    | 5      | 1          | 55       |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 5     | 5      | 1          | 25       |
| 18     |   | 3M Eco Vinyl Print 300 GSM Poster | 7     | 5      | 1          | 35       |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 12    | 5      | 1          | 60       |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 6     | 5      | 1          | 30       |
| 19     |   | 3M Eco Vinyl Print 300 GSM Poster | 6     | 5      | 2          | 60       |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 12    | 5      | 1          | 60       |
| 20     |   | 3M Eco Vinyl Print 300 GSM Poster | 19    | 5      | 1          | 95       |
| 21     |   | 3M Eco Vinyl Print 300 GSM Poster | 10    | 5      | 1          | 50       |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 14    | 5      | 1          | 70       |
| 22     |   | 3M Eco Vinyl Print 300 GSM Poster | 10    | 5      | 2          | 100      |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 14    | 5      | 1          | 70       |
| 23     |   | 3M Eco Vinyl Print 300 GSM Poster | 6     | 5      | 2          | 60       |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 10    | 5      | 1          | 50       |
| 24     |   | 3M Eco Vinyl Print 300 GSM Poster | 8     | 5      | 2          | 80       |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 14    | 5      | 1          | 70       |
| 25     | TPCODL Transformer Boundary (Governer House)                | 3M Eco Vinyl Print 300 GSM Poster | 17.5  | 5      | 1          | 87.5     |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 21.5  | 5      | 2          | 215      |
|        |   | 3M Eco Vinyl Print 300 GSM Poster | 15    | 5      | 2          | 150      |

## ODISHA YATRI BRANDING AT TPCODL BOX &amp; OMFED STALL (AIRPORT TO PATIA CHHAK)

| Sl. No | Location   | Item Details                        | Width | Height | Qty./ Side        | Sqr. Ft.      |
|--------|--|-------------------------------------|-------|--------|-------------------|---------------|
| 26     | TPCODL Transformer Boundary (Sachiballaya Marg)      | 3M Eco Vinyl Print 300 GSM Poster   | 23.5  | 8      | 1                 | 188           |
|        |  | 3M Eco Vinyl Print 300 GSM Poster   | 18    | 8      | 2                 | 288           |
| 27     | TPCODL Transformer Boundary (Padarshinee Padia Road) | 3M Eco Vinyl Print 300 GSM Poster   | 11.5  | 5      | 2                 | 115           |
|        |  | 3M Eco Vinyl Print 300 GSM Poster   | 13.1  | 5      | 1                 | 65.5          |
| 28     |  | 3M Eco Vinyl Print 300 GSM Poster   | 9     | 5      | 1                 | 45            |
|        |  | 3M Eco Vinyl Print 300 GSM Poster   | 8     | 5      | 1                 | 40            |
|        |  | 3M Eco Vinyl Print 300 GSM Poster   | 32    | 5      | 1                 | 160           |
| 29     |  | 3M Eco Vinyl Print 300 GSM Poster   | 15.9  | 6      | 1                 | 95.4          |
|        |  | 3M Eco Vinyl Print 300 GSM Poster   | 21    | 6      | 1                 | 126           |
| 30     |  | 3M Eco Vinyl Print 300 GSM Poster   | 19.2  | 5      | 1                 | 96            |
|        |  | 3M Eco Vinyl Print 300 GSM Poster   | 16.2  | 5      | 1                 | 81            |
|        |  | 3M Eco Vinyl Print 300 GSM Poster   | 1     | 5      | 1                 | 5             |
|        |  |                                     |       |        | <b>Total Sqft</b> | <b>5292.4</b> |
| 1      | OMFED Stall  | Paper Dangler A5 Size Digital print |       |        |                   | 200           |