

E-TENDER NOTICE FOR INSTALLATION OF GLOW SIGN BOARDS

Tender Notice

Tender Reference Number : **MFD/MKTG/2025-26/GLOW-SIGNS**

The Punjab State Co-operative Supply and Marketing Federation Limited ("**MARKFED**"), apex cooperative society registered under the Punjab Cooperative Societies Act, 1961, hereby invites tenders under a two-stage bidding system (i.e. technical and financial) for the Design, **fabrication and installation of glow sign boards covering approx, 14,735.255 sq.ft.** for SOHNA products at **Distributors, Markfed Sales Shops, and Branch Offices located in Punjab.**

The closing date and time to submit bids on the state e-procurement portal, i.e., <https://eproc.punjab.gov.in> is 18.09.2025 at 5.00 pm.

Details and terms and conditions can be found at www.markfedpunjab.com and <https://eproc.punjab.gov.in>.

Any addendum / corrigendum / correction, if applicable, shall be uploaded on MARKFED's website, i.e., www.markfedpunjab.com, and on <https://eproc.punjab.gov.in>, only.

Managing Director,
The Punjab State Co-operative Supply and Marketing Federation Ltd.
(MARKFED)

1. Document Control Sheet

Particular	Details
Tender Form Availability	29.08.2025 to 18.09.2025 at 5.00 pm
Date of opening of Technical Bid	19.09.2025 at 11.00 am
Tender Portal	https://eproc.punjab.gov.in
Tender Fee	₹1,000/- (non-refundable, incl. GST)
EMD	Rs. 50,000/- through NEFT/RTGS
Bid Validity	90 days from date of opening of bids
Security Deposit	5% of total contract value adjusted with EMD
Estimated Area	14,735.255 sq. ft. (Details in Annexure C)
Contact Person	Sh. Jaswinder Singh, Chief Manager (Marketing), Ph: 0172-5138765 Email:- marketing@markfedpunjab.com

Earnest Money Deposit/Processing fee shall be paid through State e-procurement portal only. No other modes of Payment shall be accepted.

- The cost of tender document won't be waived off for MSMEs.
- No exemption from Earnest Money Deposit (EMD) and security amount shall be granted to any entity, irrespective of certifications or exemptions obtained from any authority. In case, a Bidder fails to pay the EMD along with the Technical Bid, the Bid of the Bidder shall be rejected.

HELP DESK

For any portal related technical queries, prospective bidders can call the 24x7 central helpdesk numbers i.e. 0120-4493395 , 4001002, 4001005 and 6284884511 or at local helpdesk numbers 0172-2970263, 2970284 from 9:00 AM to 5:00 PM on all government working days or reach through eproc@punjab.gov.in or supporteproc@nic.in

2. Scope of Work

The work includes design, fabrication and installation of glow sign boards at designated locations (in the state of Punjab) along with their maintenance during the warranty period of one year.

Technical Specifications for Glow Sign Boards:

2.1. Design & Dimensions:

- A design shall be provided to the party. The party will customize the same as per the size of the board.
- Sizes of the boards are mentioned in Annexure- C along with names, contact, GST number and other details.

2.2. Frame and Structure:

- Material: Powder-coated MS (Mild Steel, minimum 1" x 1" square section). Back of the frame to be covered with powder coated GI sheet, 32 Gauge
- Mounting: Wall-mounted or pole-mounted as required at site, with suitable fasteners and support structure.
- Bracing: Adequate back support to withstand strong wind and weather conditions.

2.3. Front Face / Display Panel:

- Material: Star backlit media, 15 ounces, 540 GSM
- Printing: High quality UV printing or HP latex printing.
- Branding: As per artwork provided by the department (including logo, color scheme, and text layout).

2.4. Backlit Illumination:

- Type: LED Tubes - White Led tubes of make - Wipro or Philips to be used.
- Wiring: Concealed, weatherproof wiring with proper insulation and earthing.

2.5. Installation:

- Installation at specified sites across the district (building facades, entry gates, public areas).
- Secure and level fitting, ensuring no tilt or misalignment.

- Proper routing of electric connection to nearest available power point (coordination with the concerned person of the premises).
- All safety norms to be strictly followed during installation.

2.6. Branding Guidelines:

- Glow sign boards must strictly adhere to the visual identity (logo, colors, fonts) provided by the department.
- Sample design must be approved before final production Custom sizes (if required) must be approved in advance by the authorized person of the district.

3. Quality and Warranty

3.1 Quality Standards :

- The glow sign boards supplied and installed must conformed to BIS/ISO standards.
- Materials used shall be of premium quality as specified in the tender.
- The board must be water proof and durable for outdoor use in extreme weather conditions.

3.2 Warranty :

- The party shall provide a comprehensive onsite warranty of one year from the date of completion of entire work i.e. 3 months of installation of glow sign boards.

3.3 During the warranty any defect in material, workmanship, discoloration, fading, rusting shall be rectified/replaced by the party at their own cost within 7 days of reporting by the authorized person of the district.

4. Instructions to the bidders

4.1 The Bid submission module on the e-tender website <https://eproc.punjab.gov.in> enables the Bidders to submit the e-Bid online in response to the tender published by MARKFED.

4.2 Bid submission can be done only from the Bid Submission Commencement until the Bid Submission Deadline, as detailed in the Document Control Sheet above. Bidders should start the Bid submission process well in advance so that they are able to submit their e-Bids in time.

4.3 The Bidders shall submit their e-Bid considering the server time displayed in the e-tender website <https://eproc.punjab.gov.in> This server time is the time by which the e-Bid submission activity shall be allowed, till the Bid Submission Deadline.

4.4. Once the Bid Submission Deadline occurs, the Bidders shall not be permitted to submit their e-Bid. The Bidders hereby agree that they are solely responsible for any delays in submission of the e-Bid.

4.5 The Bidders shall be required to follow the instructions as per the “Manual kit section” on the website <https://eproc.punjab.gov.in> while submitting their respective e-Bids.

- (i) For participating in the Tendering Process through the e-Bidding system, it is necessary for the Bidders to be registered users of the e-tender website <https://eproc.punjab.gov.in> if they have not done so previously for registration.
- (ii) In addition to the normal registration, the Bidder must register with his/her Digital Signature Certificate (DSC) in the e-Bidding system and subsequently he/she will be allowed to carry out his/her e-Bid submission activities. Registering the Digital Signature Certificate (DSC) is a one-time activity. Before proceeding to

register his/her DSC, the Bidder should first log on to the e-Bidding system using the user login option on the home page with the login Id and password with which he/she has registered.

- (iii) For successful registration of DSC on e-tender website (<https://eproc.punjab.gov.in>) the Bidder must ensure that he/she should possess class-3 DSC issued by any Certifying Authorities approved by the Controller of Certifying Authorities, Government of India, as the e-tender website (<https://eproc.punjab.gov.in>) is presently accepting DSC issued by these authorities only. The Bidder can obtain a user login ID and perform the DSC registration exercise given above even before the Bid Submission Commencement. Bidders are encouraged to complete their registration activities well in advance of the Bid Submission Deadline. MARKFED shall not be held in any way responsible if the Bidder fails to submit his/her e-Bid due, *inter alia*, to DSC related registration problems for which the Bidder did not have sufficient time to troubleshoot because of the Bidder chose to undertake such activities too close to the Bid Submission Deadline.
- (iv) The Bidder can search for active Bids through the "*search active tenders*" link, select a Bid in which he/she is interested in, and then move it to '*My Tenders*' folder using the options available in the e-Bid submission menu. The Bidder should keep all the documents ready as per the requirements of e-Bid document in the PDF as per formats given in the tender document.
- (v) After clicking the '*pay online*' option, the Bidder shall be redirected to the terms and conditions page. The Bidder shall read the terms & conditions before proceeding to fill in the EMD online payment details. After entering and saving the EMD details form, the "*Bid document preparation and submission*" window shall appear, upon which the Bidder shall upload the documents as per technical and financial schedules/packets given in the Bid details.
- (vi) Next, the Bidder shall upload the technical e-Bid documents, i.e., a scanned copy of the EMD, along with the Technical Bid and the corresponding documents/details. Before uploading, the Bidder must select the relevant Digital Signature Certificate. He may be prompted to enter the Digital Signature Certificate password, if necessary. For uploading, the Bidder should click the "*browse*" button against each document label in the technical and financial schedules/packets and then upload the relevant PDF files already prepared and stored in the Bidder's computer. The required documents for each document label of technical and financial schedules can be clubbed together to make single different files for each label.
- (vii) The Bidder shall thereafter be required to click "*Encrypt*" for successfully encrypting and uploading of required documents. During the above process, the e-Bid documents are digitally signed using the DSC (Digital Signature) of the Bidder and then the documents are encrypted/locked electronically with the DSCs of the Bid openers to ensure that the e-Bid documents are protected, stored and opened by concerned Bid openers only.
- (viii) After successful submission of e-Bid documents, a page giving the summary of e-Bid submission will be displayed confirming the end of e-Bid submission process. The Bidder shall be able take a printout of the Bid summary using the "print" option available in the window as an acknowledgement for future reference.

5. Eligibility Criteria for Bidders

For the purposes of this tender, the term "single business entity" shall mean:

- (i) A company registered in India under the Companies Act 1956, or the Companies Act 2013.
- (ii) A registered partnership firm.
- (iii) A limited liability partnership (LLP) registered under the Limited Liability Partnership Act, 2008.
- (iv) A sole proprietorship firm.

(v) A cooperative society registered under Applicable Law.

5.1 The Bidders are required to submit the following proofs regarding the constitution of an entity:

(i) For Companies:

(a) Certificate of incorporation;

(b) Certified memorandum of association and articles of association;

(c) List of directors.

(ii) For Partnership Firms:

(a) Certified partnership deed;

(b) Certificate of registration issued by the competent authority.

(iii) For limited liability partnerships:

(a) Certificate of incorporation issued by the competent authority.

(iv) For sole proprietorship firms:

(a) Duly signed self-declaration.

(v) For cooperative society:

(a) Documents of registration as a cooperative society issued by the competent authority.

5.2 The evaluation of Bidders shall be carried out by MARKFED as per the pre-qualification / eligibility criteria-cum-technical qualification defined in this Tender. Bids of the Bidders, who don't meet the required prequalification/eligibility-cum-technical qualification criteria mentioned in this Tender shall be deemed non-responsive and excluded from further consideration.

5.3 Technical Bid – To include:

1. Proof of EMD deposit.

2. Bidder should submit the experience document for either of the last two years i.e. 2023-2024 & 2024-2025 and mention the required minimum single project value i.e. Rs. 5,00,000/- similar work done in these 2 years for Government/PSU/Corporate clients along with the completion certificate.

3. Minimum Turnover Requirement: "The bidder must have a minimum annual turnover of Rs. 50,00,000/- during any one of the last two financial years (2023–24 or 2024–25), duly supported with audited financial statements or CA certificate.

4. PAN, GST Registration.

5. Signed copy of tender terms and Annexure-A (Technical Bid Format).

6. Proof of office in Punjab/Chandigarh.

7. Authorized Address/ Bank account number and contact detail of the bidder.

6. Bid evaluation process

6.1 The Bid evaluations will be carried out in 2 stages.

a) Stage 1: Evaluation of the documents, information, forms and undertakings submitted by the Bidders in accordance with Clause 5.3 (“**Technical Bid**”), in order to, *inter alia*, establish that it meets the Eligibility Criteria.

b) Stage 2: Evaluation of the Financial Bids.

6.2 During the process of evaluation of the Bids, MARKFED may, at its discretion, ask Bidders for clarifications on their Bids. The Bidders are required to respond within the prescribed time frame given for submission of such clarification, failing which the MARKFED shall make its own reasonable assumptions at the sole risk and cost of the Bidder and the Bid may be rejected.

7. Bid opening

(i) MARKFED shall (either by itself or through its nominated representatives) evaluate the Bids submitted by the Bidders. No correspondence will be entertained outside the process of evaluation with the MARKFED (or its representatives).

(ii) The Bids submitted will be opened at the time & date as specified in the Document Control Sheet of this Tender by MARKFED or any other officer authorized by MARKFED, in the presence of Bidders or their representatives who may wish to be present at the time of Bid opening.

(iii) Those Bidders whose Bids are found to be responsive and who are found to meet the Eligibility Criteria (“**Qualified Bidders**”), shall qualify for the next stage of evaluation, i.e., Financial Bid evaluation.

8. Financial Bid (Part II) – To include:

1. Rates per sq.ft., **exclusive of GST**, including **material, labor, transport, installation**.
2. Completed Annexure-B (Financial Bid Format).
3. TDS /any other statutory taxes will be deducted by the Markfed as per the applicable rates according to statutory provisions.
4. The L1 bidder will be selected based on lowest composite rate exclusive of GST including material, labor, transport, installation as quoted in the financial bid.

9. **EMD:** The EMD shall be forfeited by the Bidder(s) on account of one or more of the following reasons :

- a). Bidder withdraws its Bid during the validity period as specified in this Tender :
- b). Bidder fails to provide required information during the Tender Process;
- c). In case of a selection , the Selected Bidder fails in the submission of the Security Deposit beyond such period mentioned in Tender clause no. 17 in General Terms & Condition;
- d). If a Bidder is found to have made misleading or false representations in the forms, statements and attachments submitted in its Bid;

10. **Security Deposit** : The Security Deposit of the Selected Bidder shall be forfeited in full or in part in the

following cases:

- a).When the terms and conditions of the Contract are breached/ infringed;
- b).When the Contract is being terminated due to non-performance of the Selected Bidder;
- c).MARKFED incurs any loss due to the Selected Bidder's negligence in carrying out the Project implementation as per the agreed terms and conditions in the Tender;
- d).Any other case as mentioned in this Tender or in the Work Order.

11. Penalty Clause :

- The party shall deliver and install of all glow sign boards within the stipulated time as mentioned in the work order.
- If the party could not complete the work due to any general reason, a 30- day time frame will be given to the party with the approval of Worthy MD.
- "A maximum period of 30 days may be granted to the party for valid reasons, subject to approval of the Managing Director. In the absence of such approval, a penalty of ₹500 per site per day shall be imposed. If delay beyond 30 days may lead to termination of the contract and forfeit of security amount.
- Any failure to attend the repair complaint within 7 working days shall attract a penalty of Rs. 500/- per day per site after 7 days.
- If the same sign board remains non-functional or defective for more than 15 days, the department reserves the right to get the repair/replacement done at their risk and cost of the party and the amount will be deducted from the security amount of the party.

12. General Terms & Conditions

1. Validity of bids shall remain valid till 90 days from the date of opening of bids. Markfed reserves the right to reject any Bid valid for a shorter period.
2. The supplier shall quote the rate for Punjab including all expenses /levies etc., but exclusive of GST as per clause no. 8.
3. The period of completion of work shall be 3 months w.e.f. approval of sample design submitted by the successful bidder.
4. Security amount shall be retained during warranty period i.e. One Year. The warranty period shall commence after the completion of entire job i.e. 3 Months and security amount shall be released after the successful completion of warranty period.
5. GST will be reimbursed only after it is reflected in GSTR-2B.
6. After completion of work, photographs of installed board at sites are required to be verified by the authorized person as nominated by H.O, Marketing branch.
7. "The successful bidder shall raise GST invoices in favor of General Manager, Markfed Vanaspati & Allied Industries Khanna, Focal Point, G.T road, Khanna along with the verified photographs of installed board of sites are required to be verified by the authorized person as nominated by head office Marketing branch .
8. The quantity of work can be increased/decreased according to Markfed's requirement.

9. The MD, Markfed reserves the right to cancel the tender without assigning any reason or may terminate the tender by giving 30 days notice.
10. The payment will be released after getting a completion certificate along with verification as per scope of work from concerned district and submission of GST Invoice in favor of General Manager, Markfed Vanaspati & Allied Industries Khanna, Focal Point, G.T road ,Khanna within 10 working days.
11. No interest shall be paid on earnest money deposit/ security amount.
12. Earnest money (EMD) of the successful bidder shall be adjusted against the security amount.
13. No conditional bid will be accepted.
14. If the date of opening of bids happens to be holiday then the bids will be opened on the next working day without giving any separate notice.
15. Corrigendum/addendum/corrections if any will be published on the websites only i.e. <https://eproc.punjab.gov.in> or marketing@markfedpunjab.com.
16. During screening and even later on and at any stage, if documents of any firm found to be fake/forged, the firm will be black listed for participation in any of the tenders invited by Markfed and the work will be done at his risk and cost.
17. Letter of Acceptance (LOA): Markfed shall issue a letter of acceptance to the successful bidder. The bidder shall deposit security amount i.e. 5% of total contract value within 15 working days of LOA.
18. Mode of Security Deposit: The successful bidder shall deposit the security amount through Demand Draft/ RTGS in favor of The Punjab State Cooperative Supply and Marketing Federation Ltd. Payable at Chandigarh.
19. Issuance of Work Order:
Upon deposit of security amount by the successful bidder Markfed shall issue a work order to the party.

13. Termination of Contract:

13.1 Termination of Contract for Default.

1. If the selected bidder fails to deliver and perform any or all the services within the period(s) specified in the contract, or within any extension thereof granted by the MARKFED or if the selected bidders fail to perform any other obligation(s) under the contract.
2. The Selected Bidder shall be required to take appropriate actions with respect to its personnel to ensure that the obligations of non-use & non-disclosure of confidential information are fully satisfied. In case of failure, MARKFED reserves the right to terminate the contract.
3. In the event of non-achievement of the assigned job, the contract shall be liable for termination, and the security deposit shall be forfeited.

13.2 Termination of Contract for Convenience.

MARKFED may terminate the Contract for any reason or in the event that any directive/instruction/policy is issued by the Government of Punjab, in whole or in part, by giving one (1) month's written notice to the Selected Supplier(s), which notice of termination shall refer to this clause. Upon receipt of the notice of termination under this Clause, the Selected Supplier(s) shall either as soon

as reasonably practical or upon the date specified in the notice of termination cease all further work, except for such work as MARKFED may specify in the notice of termination for the sole purpose of protecting that part of the services already executed. No additional compensation, damages or amounts of any nature shall be payable to the Selected Supplier(s) from MARKFED on account of any termination by MARKFED, pursuant to this Clause.

14. Force Majeure

“Force Majeure” means any event or circumstances beyond the reasonable control of the selected bidder, which prevents or delays the performances of any part of the contractual obligations, and which could not have been prevented through the exercise of reasonable diligence, foresight, and care. Such events shall include but not be limited to war, riot, civil commotion, acts of terrorism, earthquake, fire, flood, epidemic, quarantine restriction, or any government imposed restriction or order. The selected bidder shall promptly notify MARKFED in writing upon the occurrence of such an event, providing documentary evidence to support the same. Unless otherwise notified by MARKFED, the selected bidder shall continue to perform those obligations under the contract that are not affected by the force Majeure event.

MARKFED shall have the sole discretion to determine whether the event qualifies as Force Majeure and whether any relief in terms of extension of time or waiver of penalty is to be granted. Under no circumstances shall a Force Majeure event excuse performance beyond what is reasonably delayed or prevented by such event

15. Arbitration

All the disputes and differences arising out of or in any manner touching or concerning the agreement whatsoever, shall be referred to the sole arbitration of an arbitrator to be appointed by the SPA/Markfed from the panel of the independent Arbitrators. The second party will have no objection to the appointment of the arbitrator from the panel of the independent Arbitrator maintained by SPA/Markfed, which is in consonance with the 7th schedule of the Arbitrators and conciliation Act, 1996. The award of the arbitrator shall be final and binding on the parties to the contract. In the event of death of an Arbitrator or his being transferred or vacating his office or being unable to act for any reasons, the concerned SPA/Markfed at the time of such transfer, vacation of office, death or inability, shall appoint another person to act as Arbitrator.

Subject to the above provisions, the arbitration & conciliation Act, 1996 (as amended in 2015) or any statutory re-enactment or modifications thereof shall apply to the arbitration provided under this clause. The fee of the Arbitrator so appointed shall be governed by the terms and conditions of the Markfed.

In case of any change in tender documents, the corrigendum/addendum will be uploaded only at www.markfedpunjab.com and eproc.punjab.gov.in. All The proceedings under the agreement or otherwise shall be within the jurisdiction of Chandigarh Court only.