



OFFICE OF THE NOTIFIED AREA COUNCIL, KOTPAD

Address:- At/Po:- KOTPAD, Dist.:- KORAPUT, ODISHA, Pin:- 764058

Phone No:- 06860-295543, E.mail.I.D.:-

kotpadnac@gmail.com, kotpadnac@rediffmail.com

Letter No:- 1177 /NAC

Date:- 18 / 06 /2025


QUOTATION CALL NOTICE FOR SELECTION OF ADVERTISING AGENCY FOR THE ADVERTISEMENT SPACE RIGHTS ON LED BASED DISPLAY BOARD AT TRAFFIC SQUARE LOCATION IN GANDHICHHAKA, KOTPAD

Kotpad NAC invites tender for selection of Advertising Agency for Advertisement Space Rights on LED based Display Board at Traffic Square in Gandhi Chhak, Kotpad.

1. The detailed tender document can be down loaded from www.kotpadnac.in or can be availed from office and the Bid Document Cost of Rs. 2,000/- (Rupees Two thousand) only can be paid in shape of Bank Draft drawn in favour of Executive Officer, NAC Kotpad
2. Bids should be submitted through Registered / Speed post addressed to the Executive Officer, NAC Kotpad.
3. Published Date and time 20.06.2025
4. Bid Document submission Start Date 21.06.2025
5. Bid Submission End Date and time 03.07.2025 at 5.00 PM
6. Bid Opening Date and time 04.07.2025 at 11.00 AM in the office of the undersigned.

Memo No 1178 .

Copy Submitted to the Joint Director (Advt.), I& PR Department, Odisha, Bhubaneswar with a request to publish the advertisement in two widely circulated daily newspaper on 20.06.2025.


Executive Officer,
NAC Kotpad
Date: 18/06/2025

Memo No. 1179

Copy submitted to the Officer In charge, NIC, Koraput with a request to upload the tender document along with advertisement notice in district portal on 20.06.2025.


Executive Officer,
NAC Kotpad

Date: 18/06/2025


Executive Officer,
NAC Kotpad



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TENDER DOCUMENT FOR MANAGEMENT OF ADVERTISING SPACE RIGHTS ON LED DISPLAY BOARD

1. INVITATION TO TENDER

Kotpad NAC, Kotpad invites sealed tenders from eligible agencies for the management of advertising space rights on the LED display board located at Traffic Square, Gandhi chhak, Kotpad.

- 1.1 Date of Issue:** 20.06.2025
1.2 Last Date & Time for Submission: 02.07.2025 - 05.00 PM
1.3 Tender Opening Date & Time: 03.07.2025 @ 11.00 AM
1.4 Contact Information:
[Name] : Sri Dewan Murmu
[Designation] : Junior Assistant
[Address] : NAC Kotpad
[Phone Number] : 8917557923

2. SCOPE OF WORK

The successful bidder shall be responsible for:

- Marketing, managing, and selling advertising space on the LED display board.
- Maintaining the LED display board in working condition.
- Ensuring the advertisements comply with municipal regulations and guidelines.
- Revenue collection and timely remittance of payments to the authority.
- Submission of periodic reports on advertising activities.

3. ELIGIBILITY CRITERIA

To participate in this tender, bidders must:

- i. Be a registered entity with valid TIN such as GST & PAN No.
- ii. Have prior experience managing advertising on digital/LED display boards will be given preference.

Submit an earnest money deposit (EMD) of Rs.5000/- in the form of Demand Draft.

4. TERMS AND CONDITIONS

- i. The contract period shall be for 01-year, renewable based on performance.
- ii. The selected agency must adhere to all government advertising regulations.
- iii. Payment terms and revenue-sharing agreements shall be specified in the contract.
- iv. The authority reserves the right to reject any advertisement that is inappropriate or non-compliant.
- v. The bidder shall bear all expenses related to the maintenance and operation of the LED display board.

5. SUBMISSION REQUIREMENTS

Interested bidders must submit the following documents:

A. Documents need to be submitted with the Technical Bid:

A bidder shall be required to submit the following certificates/undertakings and documents in their Technical Bid.

- i. Bid Application in Format given at ANNEXURE- 1.
- ii. Information of Bidder as per ANNEXURE- 2.
- iii. A copy of his/their PAN Card/(s) & GST Registration;
- iv. Demand Draft for paper cost and Earnest Money Deposit (EMD).
- v. Technical Bid should be submitted in the prescribed format & should be kept in a separate sealed cover super scribing,

‘Part I – Technical Bid’

“Technical Bid for Selection of Advertisement Agency for the Advertisement Space rights on LED based Display Boards at Kotpad NAC”.

B. Documents need to be submitted with the Financial Bid:

- i. Financial Quote for the advertisement space on each LED Display Board bid for in the Format given at ANNEXURE–3.
- ii. Financial bid to be submitted in the format required for financial proposal & should be kept in a separate sealed cover super scribing,

'Part II – Financial Bid'

"Financial Bid for Selection of Advertisement Agency for the Advertisement Space rights on LED based Display Boards at Kotpad NAC".

C. Other submission requirements:

- i. Both the Technical and Financial bid shall then be placed in a single outer sealed envelope marked as,

"Proposal for Selection of Advertisement Agency for the Advertisement Space rights on LED based Display Boards at Kotpad NAC".

- ii. The inner & outer envelope shall be addressed to Executive Officer, NAC Kotpad, Kotpad, Koraput

4. EVALUATION CRITERIA

The NAC Kotpad will evaluate and compare the quotations determined to be substantially responsive i.e. which (a) are properly signed and (b) confirm to the terms and conditions. Past work experience in this regard will be given preference.

5. AWARD OF CONTRACT

i. The work order will be awarded to the bidder whose quotation has been determined to be substantially responsive with **highest quotation price**.

ii. The bidder whose bid is accepted will be notified towards award of contract by this NAC within 7 days. The terms of the accepted offer shall be incorporated in the work order.

iii. The Electricity Connection will be provided from the NAC for operation of the LED Digital Outdoor Video and the energy charges will be borne by the Bidder separately.

6. Any effort by a bidder to influence the purchaser in its decision on bid evaluation or placement of work order may result in rejection of the bidder's offer.
7. Any legal dispute out of this subject to Koraput District jurisdiction only.
8. Notwithstanding the above, the undersigned reserves the right to accept or reject any quotation and to cancel the bidding process and reject all bids at any time prior to the issue of contract letter.
9. A maximum of two hours shall be reserved for NAC Kotpad and Government advertisement purposes at a time designated by the Executive Officer, NAC Kotpad which will be communicated from time to time. If no such time is intimated, the agency may utilize the time as needed.
10. Before issuance of work order, the selected bidder shall deposit a demand draft in favour of the Executive Officer, NAC Kotpad, payable at Kotpad for an amount equivalent to 03 (Three) monthly advertisement fees of the contract value (as quoted by the bidder). This amount shall be kept as a security deposit and refunded to the bidder after the successful completion of the contract agreement period, without any interest.


18.06.2025
Executive Officer,
NAC Kotpad

COVER LETTER
(On bidder's letter head)

To,
The Executive Officer,
NAC Kotpad, Koraput

Sub: Tender Call Notice for the selection of advertisement agency for the Advertisement space rights on LED based Display Board in Gandhi Chhak, Kotpad.

Sir,

I/We, the undersigned have carefully examined the referred tender and offer to participate in the same, in full conformity with the said tender along with all the terms and conditions.

I/We understand NAC KOTPAD is not bound to accept any proposal it receives and not to give reason for rejection of any proposal and that you will not defray any expenses incurred by us in bidding.

I/We have enclosed towards EMD a demand draft Number.....Dated drawn on for INR.....that has been enclosed with this letter.

I/We have enclosed towards Tender fee pay receipt/draft Number.....
Dated.....

For INR that has been enclosed with this letter.

Signature.....

Designation.....

NB: NAC KOTPAD reserves the right to make any change in the document anytime for which the decision of the EXECUTIVE OFFICER, NAC KOTPAD shall be final and binding on the bidder /licensee. At the time of the tender this document shall be signed by the bidder and submitted along with the prescribed tender form as proof of acceptance of all terms and conditions of licensee agreement in the event of the bidder being successful in the process.

DECLARATION/UNDERTAKING:

I/ We have gone through and understood the contents of this tender document carefully. The information furnished by me/us is true & to the best of my/our knowledge and nothing has been concealed there from. I/we have also read and understood carefully the terms & conditions of allotment annexed herewith which I/we shall abide by. I/we agree to the allotment of contract for display of advertisement at the allotted site is being made on "as is where is" basis and accept all the terms and condition of the tender and shall be bound by the conditions given in the document.

**Seen and accepted Signature of the Authorized
Signatory (With Office Rubber Stamp)**

ANNEXURE 2: FORMAT OF PROJECT DATASHEET

Basic information about bidder:

Certified that the information given above is correct to the best of my knowledge.

1	Name of the applicant	
2	Correspondence address	
3	Contact mobile number and email id	
4	Name of person(s) to be contacted for clarification	
5	Numbers of Years of experience (Supporting documents to be submitted)	

**Signature of authorized
signatory with seal**

Date:

ANNEXURE 3: FORMAT OF FINANCIAL BID

FORMAT FOR FINANCIAL BID

(On bidder's letter head)

To

The Executive Officer,
NAC Kotpad, Koraput

Sub: Financial Proposal for the selection of advertisement agency for the Advertisement Space rights on LED based Display Board at Gandhi Chhaka, Kotpad.

Dear Sir/Madam,

With reference to the invitation to Bid No.....
Dated..... for the above-mentioned tender, we hereby offer our rates as per the scope of work mentioned in the bid documents. We understand that the competent Authority is not bound to accept the highest offer and reserves the right to reject any or all offers without assigning any reason. The financial rates are detailed as under:

Thanking you,

Location of LED Display Board	Minimum Reserve Price	Monthly Advertisement Fee quoted Rs. (in figures)	Monthly Advertisement fee quoted (in words)
One location	Rs.10,000.00/Month		

**Signature of authorized
signatory with seal**

Date: