



PARADIP PORT AUTHORITY

Odisha, India

Tel.: (06722) 222034 / 222033/222078 / 222075

**INVITATION FOR
EXPRESSION OF INTEREST &
BUDGETARY OFFER
FOR**

“Supply, installation, testing & commissioning of 3D LED Acrylic Letter Signage Boards at different locations of Paradip Port Authority”

(This notice is issued only to elicit an Expression of Interest from Parties interested in the Project and does not constitute any binding commitment from Paradip Port Authority to proceed with the Project or invite any or all the Parties in the subsequent bidding process.)

Submission on or before: 31/08/2026.

SECTION-I**REQUEST FOR BUDGETARY OFFER****(A) GENERAL INFORMATION:**

Sl. No.	Item	Details
1.	Name of Work	Supply, installation, testing & commissioning of 3D LED Acrylic Letter Signage Boards at different locations of Paradip Port Authority.
2.	Department / Organization	ELECTRICAL & MECHANICAL DEPARTMENT / PARADIP PORT AUTHORITY
3.	Executing Division	Port Electrical Division.
4.	Officer Inviting the Offer	Executive Engineer (El.)
5.	Immediate Next Authority	Superintending Engineer (El.), PED
6.	Sanctioning Authority	Chairman, PPA
7.	Executing Authority	Executive Engineer (E), PED-III

(B) OTHER INFORMATION:

Sl. No.	Item	Date	Time
1	Publication date	10/08/2026	16:00 Hrs.
2.a)	Document download start date	10/08/2026	16:00 Hrs.
b)	Document download end date	31/08/2026	17:00 Hrs.
3.a)	Start date for seeking Clarification on-line	-	-
b)	Last date for seeking Clarification on-line	-	-
4.	Date of uploading response to Clarifications sought	-	-
5.	Offer Submission end date	31/08/2026	17:00 Hrs.
6.	Currency of Offer	Indian Rupee	
7.	Language of Offer	English	

SCOPE OF WORK

Name of the Work: - Supply, installation, testing & commissioning of 3D LED Acrylic Letter Signage Boards at different locations of Paradip Port Authority.

1. The contractor shall supply install, test & commission the following letter signage boards:
 - (i) Provision of 3D LED Acrylic letter signage Board, named as
 - a) **WELCOME (18" size) – 01 no.** at the Substation square.
 - b) **PARADIP PORT AUTHORITY (24" size) - 01 no.** at the Substation square.
 - (ii) Provision of 3D LED Acrylic letter signage Board named as
 - a) **NEW KALYAN MANDAP (24" size) – 01 no.** at the top of New Kalyan Mandap building of PPA
 - (iii) Provision of 3D LED Acrylic letter signage Board named as
 - a) **BIJU CONVENTION CENTRE (24" size)- 01 no.** at the top of Biju Convention Centre building of PPA.
 - (iv) Provision of 3D LED Acrylic letter signage Board named as
 - a) **100 MILLION GUEST HOUSE (24" size) - 01 no.** - at the top of 100 Million Guest House building of PPA.
2. The Contractor shall supply, install, test & commission of 18"/24" 3D LED Acrylic letter signage board at different locations of PPA as follows
 - a) The 18" size WELCOME letter shall be of GREEN colour and 24" size PARADIP PORT AUTHORITY shall be of RED colour, to be installed at the Sub-Station Square. The letters shall be fixed in the existing structure. The existing structure have two lines, upper line will accommodate **18" WELCOME** signage board and the lower line will accommodate **24" PARADIP PORT AUTHORITY** signage board. The Contractor shall paint the existing structure with one coat of red oxide primer & two coat of black enamel paint before fixing of the LED letters. The WELCOME letter shall be fixed in one line and PARADIP PORT AUTHORITY shall be on another line.
 - b) 24" size **NEW KALYAN MANDAP** letters shall be RED colour , to be installed at the top of New Kalyan Mandap building of PPA. The Contractor shall design, supply, fabricate & commission of **G.I structure** (with minimum 75 mm GI angle base stand & suitable size of GI flats) as per the site requirement to accommodate the above acrylic letter board in one line. The G.I structure shall be painted with one coat of red oxide primer followed by two coat of black enamel paint. The above letter signage board shall be erected on the top roof of the building. The Contractor shall prepare the RCC base on the roof of building and fix the letter board structure with supporting angles / stand to protect the board from wind pressure.
 - c) 24" size **"BIJU CONVENTION CENTRE"** letters shall be of RED colour, to be installed at the top of Biju Convention Centre building of PPA. The Contractor shall design, supply, fabricate & commission of **G.I structure** (with minimum 75 mm

GI angle base stand & suitable size of GI flats) as per the site requirement to accommodate the above acrylic letter board in one line. The G.I structure shall be painted with one coat of red oxide primer followed by two coat of black enamel paint. The above letter signage board shall be erected on the top roof of the building. The Contractor shall prepare the RCC base on the roof of building and fix the letter board structure with supporting angles / stand to protect the board from wind pressure.

- d) 24" size "**100 MILLION GUEST HOUSE**" letters shall be of RED colour, to be installed at the top of 100 Million Guest House building of PPA. The letter shall be of RED colour. The Contractor shall design, supply, fabricate & commission of **G.I structure** (with minimum 75 mm GI angle base stand & suitable size of GI flats) as per the site requirement to accommodate the above acrylic letter board in one line. The G.I structure shall be painted with one coat of red oxide primer followed by two coat of black enamel paint. The above letter signage board shall be erected on the top roof of the building. The Contractor shall prepare the RCC base on the roof of building and fix the letter board structure with supporting angles / stand to protect the board from wind pressure.
3. The Contractor shall supply all structural materials, accessories , bolt & nuts, screw and all other required materials to install the Acrylic letter signage Boards. The galvanization thickness of GI structural shall be of minimum 85 microns.
 4. The Contractor shall supply, install, test & commission 4 nos. of Timer control panel having. 63A, DP MCB as incomer, power contractor, timer relay & SMPS to ON-OFF the display system at 4 locations. The display will be put in to service at evening time and automatically switch off in the morning. Accordingly the timer shall be adjusted for the above specified operation.
 5. The Acrylic letter material shall be of imported Acrylic sheet on three side of letter, high quality ACP sheet on back side of letter with sun board.
 6. The LED Module shall be of high quality LED module with long lasting water & dust proof.
 7. All the manpower, materials and T&P required for execution of the work shall be under the scope of Contractor.
 8. The Contractor shall carry out work in coordination with EIC without hampering the port operation.

OTHER CONDITION OF CONTRACT

1. Exemption of cost of Tender Document & EMD:

Micro and Small Enterprises as defined in the MSE Procurement Policy issued by the Department of Micro, Small and Medium Enterprises (MSME) are exempted from payment of Tender Document cost & Earnest Money Deposit (EMD). The above benefits will be extended irrespective of the product category for which the bidder is registered. The bidders must furnish/upload the scan copy of their valid registration details (i.e. UDYAM registration certificate) to avail above exemption.

2. Site Visit (Superseding Clause # 5.0 of ITB):

Bidders are strongly advised to inspect and assess the site conditions and its surroundings at their own cost and satisfy themselves before submitting their bids. The prospective bidders are advised to depute their technical experts with authorization letter to visit, assess and examine the conditions, requirements, nature & quantum of work and locations of installations which may be necessary for the purpose of bidding and submit a realistic offer for the successful execution of the work. In general, they shall themselves obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect their bid. A Bidder shall be deemed to have full knowledge of the site whether he/she inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed. Bidders shall submit a realistic offer for the execution of the work at their own cost without any liability on Paradip Port Authority (PPA).

Submission of a bid by a bidder implies that he/she has read the Tender document and has made himself / herself aware of the terms & conditions and scope and specifications of the work to be done and local conditions and other factors having a bearing on the execution of work.

3. Bid Prices (Superseding Clause # 10.0 of ITB):

3.1 The Bidder shall indicate on the prescribed Bill of Quantity, the landed prices of all the goods and services at Paradip Port Authority. It must include all the taxes (**except GST**), duties, fees, all types of Cess, insurance, transportation, packing, forwarding and all other incidentals required for execution of the contract in all respect. Variation in taxes due to change in Govt. Regulations only shall be considered, provided such change has taken place within the period from 28 days prior to the last date of bid submission to the original completion date of the Contract. No price escalation shall be admissible for this contract.

3.2 Paradip Port Authority does not have 'C' or 'D' form facility. The Contractor may arrange way bill at his cost for inter-state transportation of all the materials required for successful execution of the work.

4. Engineer In-Charge (EIC):

The Engineer In-charge (EIC) for the work shall be the Executive Engineer (El.), Port Electrical Division-III, Paradip Port Authority. The Asst. Engineer (El.), Madhuban Section will assist the EIC.

5. Date of Commencement & Completion of the Work:

The Contractor shall commence the work within 07 days from the date of issue of the Work Order and complete the work in all respects within **45 (Forty-five)** calendar days from the date of commencement of work. The Work Order will be issued after fulfilment of all formalities by the successful bidder, as mentioned in the Letter of Intent (LoI) issued by PPA.

6. Payment Terms:

The payment will be made as follows:

- (i) 70% of material cost will be paid on delivery of materials at Paradip Port in good condition and verification & acceptance thereof by the Engineer In-charge (EIC).
- (ii) Balance material cost and 100% of the installation & commissioning cost will be released for payment after successful commissioning of the work & acceptance thereof by the Engineer In-charge (EIC).
- (iii) However, 10% of total contract price shall be retained with PPA towards Performance Security Deposit (PSD) as warranty obligation. This will be released after successful completion of warranty period. The contractor may submit **e-Bank Guarantee @ 10%** of total contract price towards Performance Security Deposit (PSD). This e-BG shall be valid for 60 days beyond the date of completion of warranty period. In that case, 10 % of the total contract price retained by PPA towards Performance Security Deposit will be released.
- (iv) The bill of supplier of goods/services will be paid only after filing of GSTR-1 and reflection of the same under the GSTIN of PPA in the GST portal.

7. Bid Security / EMD:

The Bid Security / EMD may be accepted in the form of Insurance Surety Bonds, Account Payee Demand Draft, Fixed Deposit Receipt, Bankers Cheque or Electronic Bank Guarantee (e-BG) from any of the Commercial Banks or online payment safeguarding the purchaser's interest in all respects.

The Bid Security / EMD shall remain valid for a period of 45 days or more beyond the bid validity period.

The BG for Bid Security / EMD is to be submitted as per the format enclosed as Annexure-VII.

8. Security Deposit / Performance Security Deposit:

The Security Deposit (SD) / Initial Security Deposit (ISD) / Performance Security Deposit (for warranty obligation) may be furnished in the form of Insurance Surety Bonds, Account Payee Demand Draft issued from a Commercial Bank, Electronic Bank Guarantee (e-BG) from a Commercial Bank or online payment safeguarding the purchaser's interest in all respect.

The Security Deposit shall remain valid for a period of 60 days or more beyond the schedule date of completion.

The BG for SD / ISD is to be submitted as per the format enclosed as APPENDIX-04.

9. **Signing of Contract:**

(a) Within 30 days of issue of Letter of Intent (LoI), the bidder shall furnish (i) Security Deposit (SD) / Initial Security Deposit (ISD), (ii) Two nos. of Non-judicial stamp paper and (iii) Bar chart etc. as per the Tender Conditions. Then the formal work order shall be issued and the contract agreement shall be signed.

i) The delay condonation towards submission of Security Deposit (SD) / Initial Security Deposit (ISD) shall be for a period of 15 days beyond the scheduled date as mentioned in the Letter of Intent (LoI), at the written request of the bidder on genuine grounds acceptable to Paradip Port with an additional security deposit / BG of 5 % over the original (as per LoI) security deposit / BG value.

ii) The above delay period can be further extended for another 15 days at the written request of the bidder on genuine grounds acceptable to Paradip Port with an additional security deposit / BG of 10 % over the original (as per LoI) security deposit / BG value in addition to above 5 % (i.e., total 15 % extra).

(b) If the bidder fails to furnish the Security Deposit (SD) / Initial Security Deposit (ISD) even within the extended period of 30 days after the scheduled date as mentioned in the Letter of Intent (LoI), then their bid shall be summarily rejected along with (i) Forfeiture of EMD, (ii) Cancellation of LoI and (iii) debarment of bidder from participating in future tender of PPA for a period of 02 (two) years.

In case of MSME bidders, as there is no EMD, MSME Authority will be informed for necessary action at their end.

10. **Bank Guarantee:**

Only **e-BG** is accepted in case the Contractor intends to submit Bank Guarantee against Bid Security / EMD / Security Deposit (ISD / SD / PSD).

While issuing Bank Guarantee, bidder must mention receiver's details as stated below in BG and in which SFMS IFIN 760 message to be sent by issuing bank to establish the authenticity of given BG.

Favour - Paradip Port Authority

IFSC - ICIC0000776

Branch - Paradip

11. **Design & Drawings, Testing, Inspection and Acceptance:**

The Contractor have to submit the General arrangement(GA) drawing & GTP of the 3D LED Acrylic letter signage board & G.I supporting structures prior to manufacturing for approval by PPA. Paradip Port authority will issue clearance to carry out the work as per the drawings approved by PPA, within 15 (fifteen) days of submission of above documents, if the same is found in order.

After completion of work, the contractor has to demonstrate the functionality of the above letter signage board. The EIC will accept the above letter signage board only it found to be successfully running.

12. Warranty:

- a) The warranty period of the entire work shall be **24 months** with effect from the date of acceptance of the work by Engineer In-Charge (EIC). All other conditions mentioned in Clause No. 8 of GCC (Warranty) are also applicable.
- b) The offered price shall be inclusive of warranty maintenance which includes, supply of all materials / spares. No separate payment for any spares supplied during the warranty maintenance period will be made by PPA. The Contractor has to ensure 100% functional availability of the system during the period of warranty maintenance. For this purpose, the Contractor is advised to always maintain adequate stock of various spares that might be required for making good the defects in the system within 48 hrs. Warranty Maintenance includes repairs / replacement of all defective components, or any unit as a whole. The Contractor has to take up periodic maintenance during warranty period of LED display system i.e. cleaning of Acrylic cover / painting of structure etc. In order to avoid delay in replacement of components, accessories, sufficient spares which are very essential in nature like critical spares to make available locally. Failure in the above warranty obligations attract to forfeiture of retained amount like Performance Security Deposit with PPA. The overall performance of the system in each month shall be certified by the EIC.

13. Annual Maintenance Contract (AMC):

- a) AMC of the work shall be started only after completion of the warranty period of the entire work. The Contractor shall engage competent engineer(s) / technician(s) for carrying out the maintenance & servicing of the entire LED Display System. The Contractor shall carry out the maintenance & servicing of the entire system during the Annual Maintenance Contract period. However, there shall be a scheduled visit by the Contractor's personnel to PPA once every month during which the entire system functioning and requirements shall be checked / assessed by these personnel including necessary maintenance / servicing of the system. The contractor shall keep the required spares / consumables of the entire system for immediate rectification of the fault.
- b) The Contractor shall ensure trouble-free performance of LED display system throughout the Warranty period and Annual Maintenance Contract period (except the period of programmed shutdown approved by PPA). On receipt of complaint from PPA over phone or e-mail or in writing on malfunctioning / defect and /or failure of the said system(s) / any component of the system(s), the Contractor must attend the same immediately and rectify / repair the defect within 48 hours failing which it shall be treated as a default on the part of the Contractor and a deduction @ Rs. 500/- (Rupees Five Hundred) per day or part thereof for each defect may be made from the bills of the Contractor. If such deduction exceeds Rs.5,000/- (Rupees Five Thousand) only in any month, it shall be treated as failure on the part of the Contractor to discharge the Contractual obligations and the contract may be terminated with forfeiture of the Security Deposit and the Contractor may be debarred from participating in future tender of PPA for a period of two (02) years.
- c) In case the contractor is unable to rectify/repair the defective equipment, PPA may take up the work by engaging other agency and the cost involved for such work shall be deducted along with 20% overhead charges from the bill of the contractor or from the Security Deposit.

- d) For unserviceable period of 3D LED signage letter display system, the maintenance charges shall be deducted from the monthly bills on pro-rata basis on account of default.

14. Discipline at Work Site:

The Contractor shall ensure that his fellow workmen maintain strict discipline during execution of the contract. In the event of any indiscipline, the Contractor shall promptly replace the workman / workmen with suitable substitute(s) under intimation to the Engineer In-charge.

15. Termination of Contract:

In addition to Clause No. 12.0 of GCC, Paradip Port Authority shall have right to terminate the contract in case of serious allegation such as non-payment of wages to the employed workmen, accident due to improper way of working by the Contractor's workmen, misconduct by the Contractor and / or their workman / workmen.

16. DEBARMENT PERIOD: (In addition to Cl. # 12.0 of GCC).

In case of Termination of contract, the contractor shall be debarred from participating in any future tender of PPA for a period of **two (02) years**.

17. Works, goods, services and incidentals:

The works, goods, services and incidentals under the scope of this contract shall be to the account of the Contractor. The Contractor and the staff thereof shall consult the Engineer In-charge (EIC) as and when required for execution of the works under this contract. The Contractor shall supply all the tools and tackles etc. for smooth execution of the work. The Contractor shall supply all spares & consumables required for the work at their cost.

18. Watch & Ward:

The watch and ward of all the materials to be used for the maintenance work under this contract shall be the sole responsibility of the Contractor till completion of the contract. Any loss or damage to the materials / machines due to pilferage or any other cause shall be made good by the Contractor at his / her own cost.

19. Alternative Dispute Resolution Method (Ref.: Clause # 13 of GCC):

- 19.1** In case of failure of resolution of any dispute arising out of the contract in the manner prescribed at Clause no. 13 of the General Conditions of Contract (GCC), the matter shall be referred to a Conciliation Committee.
- 19.2** The Conciliation Committee shall comprise of (1) the Chief Mechanical Engineer, PPA, (2) the Secretary, PPA, (3) the Financial Advisor & Chief Accounts Officer, PPA and (4) an independent subject expert, as nominated by the Ministry of Ports, Shipping & Waterways.
- 19.3** Recourse to such conciliation may be resorted to before or during or after any dispute resolution proceeding.
- 19.4** The Award, so passed by the Committee, if agreed upon by both the Contractor and PPA, may be placed for consideration and approval of the Board of Trustees/ Directors of PPA.

20. **Public Procurement (Preference to Make-In-India) :-**

In line with Public Procurement (Preference to Make-In-India), Order 2017 & its amendments issued by Govt. of India & with a view to support the Indian Industries, the following “Purchase Preference Policy” is applicable for the Class-I Local Supplier in this tender subject to the following terms & conditions: -

(a) The subject work falls under not divisible category.

(b) The offers sought only from Class-I local suppliers.

20.1 **Definitions:**

- (i) **Local Content** means the amount of value added in India (i.e. indigenous items / services added in the offered products / services / works) be the total value of the item offered (excluding net domestic indirect taxes) minus the value of imported content in the item (including all customs duties / IGST) as a proportion of the total value (excluding net domestic indirect taxes), in percent.
- (ii) Class-I Local Supplier: means a supplier or service provider whose goods, services or works offered for procurement meets the minimum local content. The local content requirement for class-I supplier is minimum 50%.
- (iii) ‘L1’ means the lowest tender or lowest bid or the lowest quotation received in a tender bidding process or other procurement solicitation as adjudged in the evaluation process as per the tender or other procurement solicitation.
- (iv) ‘Margin of Purchase Preference’ means the maximum extent in which the price quoted by a Class-I local Supplier, may be above the L1 for the purpose of purchase preference.
- (v) Works mean all works as per Rule 130 of GFR 2017 and will also include turnkey works.

20.2 **Verification of Local Content:**

- (a) The Class-I Local Supplier at the time of tender bidding or solicitation shall be required to indicate percentage of local content and provide self-certification that the item offered meets the local content requirement for Class-I Local Supplier. They shall also give details of the location(s) at which the local value addition is made.
- (b) In case of a complaint received from any local supplier indicating a need for review / verification of local content of successful vendor / awarded vendor, for accepting a complaint from such complainant (w.r.t. the false declaration given by the successful vendor on the local content), a complaint fee of Rs.2 Lakhs or 1% of the locally manufactured items being procured (subject to a maximum Rs.5 Lakhs), whichever is higher, to be paid by demand draft by the complainant. In case, the complaint is found to be incorrect, the complaint fee shall be forfeited. In case, the complaint is upheld and found to be substantially correct, deposited fee of the complainant would be refunded without any interest.
- (c) False declarations will be in breach of the Code of Integrity for which a bidders or its successors will not be eligible and will be **debarred from further tenders / pending tenders for two years** along with such other actions as may be permissible under law. Further, in case the violation / false declaration established at later stage (during execution of works), a penalty amount up to 2% value of the order / contract will be deducted from claimed amount of the Contractor along with debarment & forfeiture of security deposit.

A Supplier who has been debarred by any procuring entity for violation of this Order shall not be eligible for purchase preference for procurement for the duration of the debarment. The debarment for such other procuring entities shall take effect prospectively from the date on which it comes to the notice of other procurement entities.

- (d) A supplier who has been debarred by any procuring entity for violation of this Order shall not be eligible for purchase preference for procurement for the duration of the debarment. The debarment for such other procuring entities shall take effect prospectively from the date on which it comes to the notice of other procurement entities.

ANNEXURE-II

BILL OF QUANTITY

SL.NO.	ITEM DESCRIPTION	UNIT	QUANTITY	RATE	AMOUNT
1	Supply of 18" size 3D LED Acrylic letters signage board, named WELCOME as per scope of work.	No.	01		
2	Supply of 24" 3D LED Acrylic letters signage board named as PARADIP PORT AUTHORITY as per scope of work.	No.	01		
3	Supply of 24" 3D LED Acrylic letters signage board named as NEW KALYAN MANDAP as per scope of work.	No.	01		
4	Supply of 24" 3D LED Acrylic letters signage board named as BIJU CONVENTION CENTRE as per scope of work.	No.	01		
5	Supply of 24" 3D LED Acrylic letters signage board named as 100 MILLION GUEST HOUSE as per scope of work.	No.	01		
6	Supply of timer controller Panel as per scope of work.	No.	4		
7	Supply, fabrication, installation & commissioning of complete structure for the LED letter board (for Sl. 3, 4 & 5) as per scope of work.	set	3		
8	Painting of existing supporting structure at Substation square as per scope of work (single structure for Sl. No.01 & 02)	set	1		
9	Installation, testing & commissioning charges of 3D LED Acrylic letters signage board.	No.	5		
10	AMC charges for 3 years after completion of 02 years Warranty period	Month	36		
	Grand Total :				

Signature of bidder

FORM – ‘A’
Organizational Structure of Applicant

1	Name & Address of the applicant with Telephone No./ email	
2	a) Year of Establishment b) Date of commencement of operations	
3	Legal status of the applicant (attach copies of original document defining the legal status) a) Proprietorship firm b) Partnership firm c) limited company or Corporation/ Joint venture/ Consortia d) Others (Please specify)	
4	Names of Directors & other executives involved in this project with designation and contact information.	
5	Applicant's annual turnover in the last three financial years in Indian Rupees.	
6	Brief write up about Applicant's business during last three financial years	
7	Any other information considered necessary but not included above	

We have attached:

- (1) Copies of last three years Annual Audit Reports or Auditor's certificate.
- (2) Brochures if available, of the Applicant

Signature

Designation

FORM – 'B'

Details of similar projects undertaken by Applicant in the last five years

Name	
Role and Responsibility in the project	
Location	
Description	
Time for which the project has been successfully in operation.	
Indicative Project cost in Indian Rupees	
Any other information considered necessary but not included above	

Signature

Designation

Note: Please use separate sheet for each Project.

FORM – 'C'

Suggestions and views of Applicant

Shutdown period (with detail justification)	
Assistance required from Paradip Port Authority	
Suggestions or views (Please attach additional sheet).	

Applicant may add any other detail considered to be important

Signature

Designation