



# **Shillong Municipal Board**

Expression of Interest (EOI)

Planning, Designing, Supplying, Installation, Maintenance of Street  
Signage at  
different Locations of Shillong City



**Office Of The**  
**SHILLONG MUNICIPAL BOARD**  
Bishop Cotton Road, Shillong-793001, Meghalaya  
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No: SMB/PW/171/2015-16/41

Dated, Shillong the 27<sup>th</sup> July 2015:

**Invitation for Expression of Interest (EOI)**

Shillong Municipal Board invites Expression of Interest (EoI) from manufacturers/authorized dealers/competent/reputed/experienced organizations/agencies for installation of Street Signage in different locations of the Shillong Municipal Board (SMB) area.

Detailed notice and application format for EoI can be obtained from the office of the undersigned on payment of Rs. 1000/- only. The same can also be downloaded from the website of Shillong Municipal Board [www.smb.gov.in](http://www.smb.gov.in) from 29<sup>th</sup> July 2015. A non-refundable processing fee paid in the form of demand draft/Banker's cheque of Rs 1000.00 (Rupees One Thousand) only payable at Shillong drawn in any nationalized/scheduled bank in favour of the Chief Executive Officer, Shillong Municipal Board needs to be submitted along with the of EoI in case it is downloaded from the website.

EoI complete in all respects should be submitted to the Chief Executive Officer, Shillong Municipal Board, Shillong, Meghalaya on or before 18<sup>th</sup> August 2015 up to 2 PM in prescribed format. The application must be submitted with the requisite fee, EoI received without the prescribed fees will be summarily rejected. In the event of any date indicated above is a declared holiday, the next working day shall become operative for the respective event mentioned herein.

A pre bid Conference will be held at the office of the Chief Executive Officer on 11<sup>th</sup> August 2015 at 3 PM. All interested bidders are hereby requested to attend the pre bid conference.

-sd-

**(Shri. E. Kharmalki)**  
**Chief Executive Officer**  
**Shillong Municipal Board**

**Memo No:** SMB/PW/171/2015-16/41-A

Dated, Shillong the 27<sup>th</sup> July 2015

**Copy to: -**

1. The Joint Secretary to the Govt. of Meghalaya, Urban Affairs Department
2. The Director Urban Affairs, Meghalaya
3. Financial Adviser, Shillong Municipal Board
4. Accountant, Shillong Municipal Board.

**Chief Executive Officer**  
**Shillong Municipal Board**

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## SECTION -1

### 1. DEFINITION

**“Signage”** is basically a Street signboard frame structure mounted atop a single steel pole or column. The signboard needs to be placed at the junctions of road and specific locations in such a manner so that people can identify the street from signage itself. Its effectiveness is enhanced by the fact that this Street signboard can be seen even from long distances.

**"Applicant"** shall mean a company or a lead member of Joint venture submitting the EoI. Any reference to the Applicant includes company/Joint venture, Member of a Joint venture including its successors, executors and permitted assigns and the Lead member of the Joint venture jointly and severally, as the context may require";

**"Company"** shall mean a body incorporated in India under the Companies Act, 1956; **"Lead Member"** .There shall be only one lead member, who is either technically or financially competent to execute the project of ‘Installation of Signage in different locations of the Shillong Municipal Board area.’

**"Shortlisted Applicant"** shall mean the applicant selected pursuant to this EoI,

**"Chartered Accountant"** shall mean a person practicing in India or a firm whereof all the partners practicing in India as a Chartered Accountant(s) within the meaning of the Chartered Accountants Act, 1949;

**"Competent Authority"** shall mean a person or group of persons nominated by the Chief Executive Officer, Shillong Municipal Board for the mentioned purpose herein.

### 2. BACKGROUND

The present Street Signage systems of the city are of most conventional type usually limited to some Streets and depiction of the direction only. Hence it is difficult to locate any locality or street by name for the city dwellers and especially for the people coming from outside the city and state. Therefore the Shillong Municipal Board had proposed to install signage indicating the name of the Street/Road or Lane, so as to enable people to locate addresses easily. It is also desired that the whole street signage system is to be modernized and upgraded with new facility with innovative approach.

Street Signage is considered as one of the alternatives to the old system as it would need proportionately smaller ground area for creation or high-quality signboard to identify and locate the street or major land marks. Shillong Municipal Board is going to select eligible bidders through a transparent two stage bidding process for the above mentioned service.

## 2. INSTRUCTIONS TO APPLICANTS

### 2.1 SUBMISSION OF EOI AND SHORTLISTING CRITERIA

- A) The interested parties may submit their typed/printed EoI application as per the formats given. SMB shall evaluate the response and shortlist the parties on the basis of Minimum Eligibility conditions mentioned in the Section-I of this EoI. SMB reserves the right to shortlist only a fixed number of parties based on merit in case applicants are large in number. The merit shall be decided on the basis of capacity and capability of the Applicant to carry out innovative ideas in products/appliances relevant to Signage.
- B) **A pre Bid conference will be held in the office of the Chief Executive Officer, Shillong Municipal Board on 11<sup>th</sup> August at 3 pM**
- C) Complete EoI document should be enclosed in an envelope super scribing "EoI for installation of Signage in different locations of the Shillong Municipal Board Area ".
- D) **EoI complete in all respects should be submitted on or before 18<sup>th</sup> August 2015 up to 2 PM at the Office of Shillong Municipal Board in prescribed format. EoIs will be opened on same day at 3.30 PM in presence of authorized representatives of applicants EoI received without the prescribed fees will be rejected.**

2.2 Only shortlisted parties would be invited to submit Technical and Financial Bid. SMB may shortlist a limited number of applicants for the next stage i.e., for invitation to submit Technical and Financial Bid. This short listing will be based on the fulfillment of Minimum eligibility conditions and willingness of the applicant for installation of Signage in different locations of the Shillong Municipal Board Area as per laid down specifications and requirements in Section-II of this EoI.

2.3 Wherever information has been sought in specified format, the applicants shall fill in the details as per the prescribed formats and shall refrain from referring to any other document for providing as required in the prescribed format.

2.4 The applicant will have to give a presentation about his organizational structure; past experiences in the relevant field (Street Signboard), technical specification of his product and a conceptual report how it visualizes the introduction of its product in the Shillong City. The date for such presentation will be announced in due course,

2.5 In the event of any date indicated above is a declared Holiday, the next working day shall become operative for the respective purpose mentioned herein.

2.6 All correspondence and documents relating to the Expression of Interest between the applicant and SMB shall be written in the English language only.

### 3. CLARIFICATION ON EOI DOCUMENT

Applicant requiring any clarification of the EoI Documents may contact in writing or by Fax/E-Mail to-  
Chief Executive Officer  
Shillong Municipal Board  
Bishop Cotton Road, Shillong  
Meghalaya-, India  
Tel/Fax:  
Telephone:  
E Mail:

Verbal clarifications and information given by the SMB or its employees or its Representatives shall not be in any way entertained.

#### **4. AMENDMENT**

Any Amendment or changes in the EoI document shall be uploaded on website of SMB and/or published in local and national news papers on any date before the last date of submission of EoI.

Applicant shall be responsible for all the costs associated with the preparation of response to EoI and participation in discussions and attending meetings etc. SMB shall not be responsible in any way for such costs, regardless of the conduct and outcome of the bidding/short listing process.

SMB reserves the right to accept or reject any or all EOI and to annual the selection process at any time without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reason thereof.

#### **5. MINIMUM ELIGIBILITY CONDITIONS:**

Applicants can apply either individually or in Joint venture by pooling resources on technology and financing or any other aspect of the project. In case of Joint venture an Agreement between Lead member and partners should be enclosed as per the Format 4; however, the eligibility criteria can only be combined but not totaled.

(For example, if the Joint venture of X and Y is applying for this EoI then turnover of either "X" or "Y" shall be considered under turnover requirement mentioned in "Minimum Eligibility Conditions")

The Applicant should be:

- 5.1 A Registered Company/Firm/ Corporation in India in the related fields.
- 5.2 The Applicant should have valid CST/Sate VAT/TIN registration certificate
- 5.3 Average annual Turnover of the Company/Firm Corporation in the last three financial years should be minimum Rs. 25 Lakhs (Rupees Twenty Five Lakhs).  
(A summarized sheet of turnover (for above) certified by registered CA should be compulsorily enclosed)
- 5.4 Financial strength of the Joint venture members should not be interlinked or combined and cannot be used to fulfill Annual turnover requirement.
- 5.5 The applicant should have demonstrated capacity and capability to carry out innovations in Planning, Designing, Supplying, Installation, and Maintenance. For this a list of products/appliances designed, innovated, installed and maintained must invariably be furnished with full technical specification.
- 5.6 The merit shall be decided on the basis of capacity and capability of the applicant to carry out innovations in designing and development of Signage and in similar field /products/appliances.

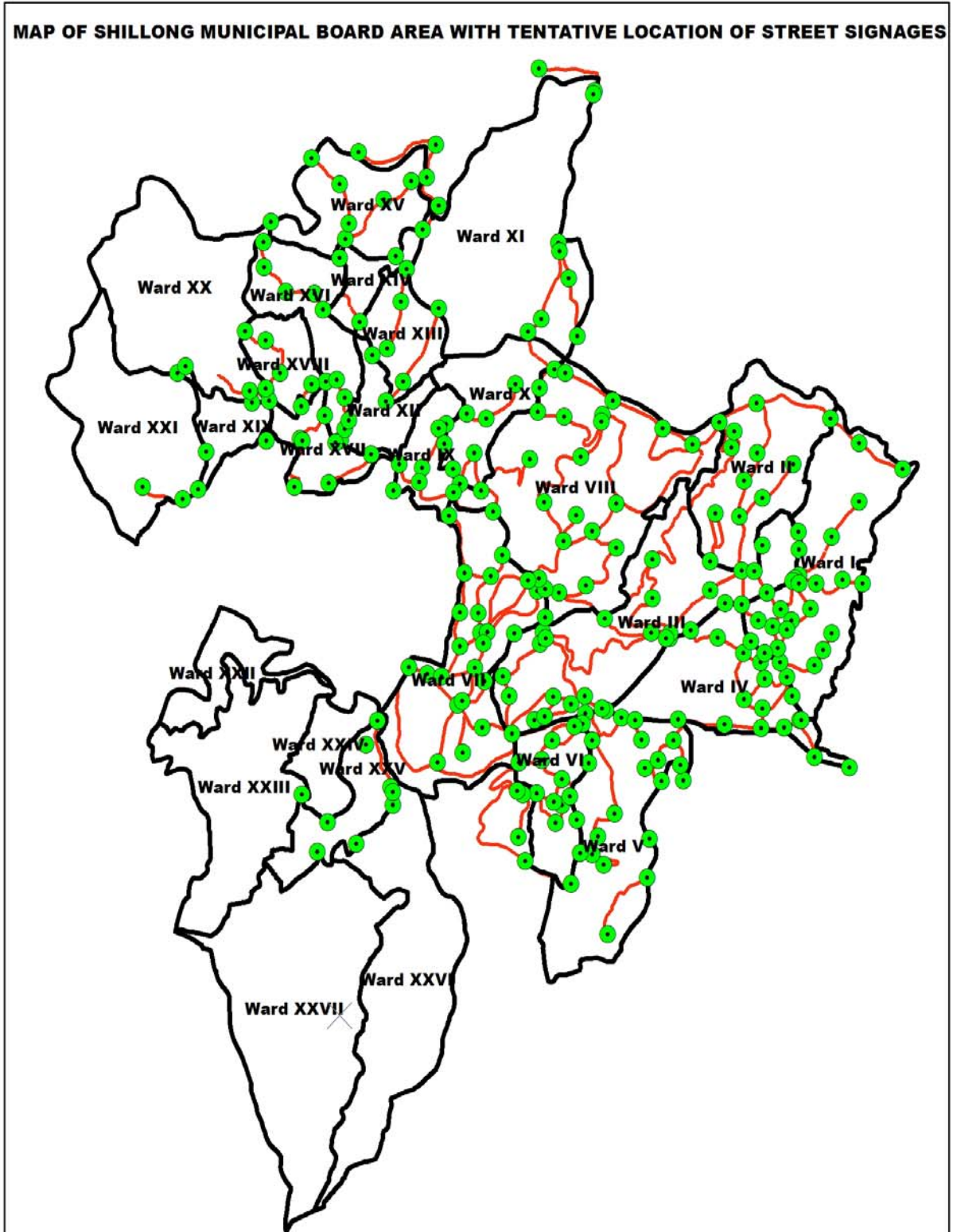
#### **6. PROCESS OF EVALUATION/SELECTION:**

The bidder will submit the EOI document along with the physical design (Physical model) of the street signage of various types. SMB will shortlist the bidders depending on the design of the Street signage and other technical criteria. After short listing of the design SMB will ask the bidders to submit the financial quote based on the selected design. The bidder quoting the lowest financial bid will be the winning bid.

## SECTION-II

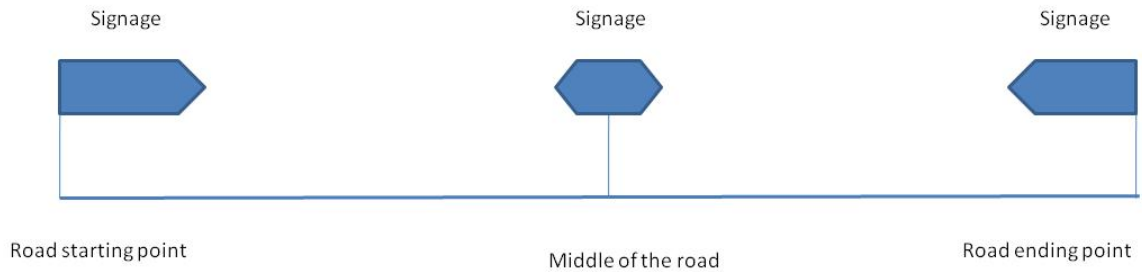
### 1. SCOPE OF WORK

Shillong Municipal Board has identified around 250 locations within the Shillong Municipal Board area where street signage are required. The tentative locations of the street signage is shown in the map below

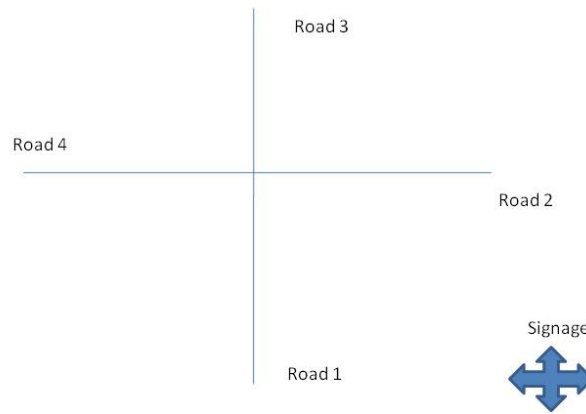


There are basically two types of signage

1. For a particular road stretch as shown in the figure below



2. For junctions which may be two arm, three arm, four arm or five arm etc as shown in the figure below



The bidders have to plan the locations for putting the signage particularly in the junctions. The bidders have to maintain the signage for one year initially.

The street signage has to be minimum of 10 ft high from the ground.



### **SECTION-III**

#### **1. TECHNICAL SPECIFICATIONS**

- 1.1 All technical specifications of the signage structure will be based upon the relevant code of practice.
- 1.2 For all items or components, not covered by the present version of such Indian standards, the party will produce sufficient technical information so as to enable the owner to have a technical evaluation through competent agencies.

#### **2. REQUIREMENTS**

- 2.1 The concept note on installation of Signage is to be submitted along with physical model of street signage relevant to Shillong city
- 2.2 The product/structure should be designed for the specific climatic and environmental conditions of the region to ensure full durability and safety throughout its designed life,
- 2.3 In the design of the structure, the relevant BIS/other standards relating to seismic forces must be followed as the city of Shillong falls in the seismic zone-V.
- 2.4 The structural design should consider all other loads including sever most expected wind load.
- 2.5 Protection against any type of mischief should be made.
- 2.6 Structural Certificate from structural engineer/ firm over the proposed design will be necessary before installation of the structure.
- 2.7 SMB will add/supplement any specification/requirement if it is found it necessary in due course.

**3. FORMATS FOR SUBMITTING EoI**

Covering Letter (On the bidder letter head):

FROM: - (Full name and address of the Organization)

.....  
.....  
.....

To:

The Chief Executive Officer  
Shillong Municipal Board  
Bishop Cotton Road, Shillong

**Sub: - Planning, Designing, Supplying, Installation, Maintenance of street Signage at different locations of Shillong City**

Ref: EOI No:

Sir,

We hereby submit our “Expression of Interest” in full compliance with terms & conditions of the above referred EOI. A blank copy of the EOI, duly signed on each page is also submitted as a proof of our acceptance of all specifications as well as terms & Conditions. We have submitted the requisite amount of “EOI Processing fees” in the form of Demand Draft.

(Signature of Applicant)

With Seal

#### 4. GENERAL PARTICULARS OF APPLICANT

1	Name of the Firm	
2	Postal Address	
3	Telephone, Telex, Fax No.	
4	E-mail	
5	Web Site	
6	Name, designation and Mobile Phone of the authorized person	
7	Name and address of the Joint venture/Joint venture partners, if any	
8	Have the contractor/firm ever been debarred by any Govt. Dept.	

## 5. FORMAT FOR JOINT VENTURE AGREEMENT

(To be on non-judicial stamp paper of appropriate value as per Stamp Act relevant to place of execution)

THIS Joint venture Agreement (“Agreement”) executed on this.....day of .....2011 between M/s [insert name of Lead Member].....a Company incorporated under the laws of and having its Registered Office at ..... (hereinafter called the “Member-1”, which expression shall include its successors, executors and permitted assigns) and..... A Company incorporated under the laws of and having its Registered Office at (hereinafter called the “Member-2”, which expression shall include its successors, executors and permitted assigns), which expression shall include its successors, executors and permitted assigns), for the purpose of submitting response to EoI, and execution of Tender (in case shortlisted), against E.O.I dated issued by “SMB”, a section -25 Company incorporated under the [Company’s Act, 1956,”.

WHEREAS, each Member individually shall be referred to as the “Member- and both the Members shall be collectively referred to as the “Members” in this Agreement.

WHEREAS, the SMB has invited response to EoI vide. Its E.O.I dated .....

WHEREAS the E.O.I stipulates that in case response to E.O.I is being submitted by a Joint venture, the Members of the Joint venture will have to submit a legally enforceable Joint venture Agreement in a format specified by “SMB” wherein the Joint venture Members have to commit that in case of default by lead member to fulfill the obligations as per the technical specification decided by “SMB” then the penalty imposed on Lead member shall be transferred to the other member as well,

### **NOW THEREFORE, THIS AGREEMENT WITNESS AS UNDER:**

In consideration of the above premises and agreements all the Members in this Joint venture do hereby mutually agree as follows:

1. We, the Members of the Joint venture and Members to the Agreement do hereby unequivocally agree that Member-1 (M/s .....), shall act as the Lead Member as defined in the EoI for self and agent for and on behalf of Member-2.....
2. The Lead Member is hereby authorized by the Members of the Joint venture and Members to the Agreement to bind the Joint venture and receive instructions for and on their behalf.
3. The Lead Member shall be liable and responsible for ensuring the individual and collective commitment of each of the Members of the Joint venture in discharging all of their respective obligations. Each Member further undertakes to be individually liable.  
For the performance of its part of the obligations without in any way limiting the scope of collective liability envisaged in this Agreement.
4. In case of any breach of any commitment by any of the Joint venture Members, the Lead Member shall be liable for the consequences thereof.
5. This Agreement shall be construed and interpreted in accordance with the Laws of India and courts at.....alone shall have the exclusive jurisdiction in all matters relating thereto and arising there under.
6. It is hereby further agreed that in case of being shortlisted, the Members do hereby agree that they shall abide by the terms & conditions of the tender to be floated by SMB.
7. It is further expressly agreed that the Agreement shall be irrevocable and shall form an integral part of the EoI & the Tender to be submitted to SMB and shall remain valid until the expiration of the same.
8. The Lead Member is authorized and shall be fully responsible for the accuracy and veracity of the representations and information submitted by the Members respectively from time to time in the

response to E.O.I and the Tender.

9. It is hereby expressly understood between the Members that no Member at any given point of time, may assign or delegate its rights, duties or obligations under this agreement without the explicit permission of SMB.

10. This Agreement.

- a) Has been duly executed and delivered on behalf of each Member hereto and constitutes the legal, valid, binding and enforceable obligation of each such Member;
- b) Sets forth the entire. Understanding of the Members hereto with respect to the subject matter hereof; and
- c) May not be amended or modified except in writing signed by each of the Members and with prior written consent of SMB.

IN WITNESS WHEREOF, the Members have, through their authorized representatives, executed these present on the Day. Month and Year first mentioned above.

For M/s \_\_\_\_\_ [Member 1]

\_\_\_\_\_

(Signature, Name & Designation of the person authorized vide Board Resolution Dated .....)

Witnesses:

1) Signature \_\_\_\_\_ 2) Signature \_\_\_\_\_

Name:

Name:

Address:

Address:

For M/s \_\_\_\_\_ [Member 2]

\_\_\_\_\_

(Signature, Name & Designation or the person authorized vide Board Resolution Dated ..... ) Witnesses:

1) Signature \_\_\_\_\_ 2) Signature \_\_\_\_\_

Name: \_\_\_\_\_

Name:

Address: \_\_\_\_\_

Address:

## 7. CHECKLIST OF ANNEXURES

SL. No.	ANNEXURES	Particulars	*Documents enclosed (yes/no) & Flag number
1	I	Business Profile/Company Profile	
2	II	Legal status of the applicant (attach copies of original document defining the legal status)	
3	III	Name of Organization	
4	IV	Demand Draft of 1,000.00 in favour of “Chief Executive Officer, Shillong Municipal Board”	
6	V	Annual turnover of the Company with Balance sheet.	
7	VI	CA certificate for certifying the Annual turnover requirement.	
8	VII	The Applicant should have valid CST/VAT/TIN registration certificate.	
9	VIII	Letter of authorization for the person representing his firm, that he is authorized to discuss on all the technical and commercial matters.	
10	IX	Covering Letter on Applicant’s letter head as per Format-1	✓
11	X	General particulars of Applicant submitting the EOI as per Format-2	
12	XI	Concept note on Installation of Signage at different locations of the Shillong Municipal Board Area. Details of technical specifications and conceptual drawings.	
13	XII	Past experience and achievement in Planning, Designing, manufacturing, installation, testing, marketing and maintenance in similar field	
15	XIII	Joint venture Agreement as per Format-4 if applicable	
16		Physical model of the street signage	

\*Please flag the annexure and write flag number in the box.

(Signature of Applicant)

With Seal

## **DISCLAIMER**

All information contained in this, Expression of Interest (EoI) subsequently provided/clarified are in good interest and faith. This is not an agreement and is not an offer or invitation to enter into an agreement of any kind with any applicant.

Each applicant should conduct its own investigation and analysis & should check the accuracy, reliability and completeness of the information in this Expression of Interest. Applicants should make their own independent investigation in relation to any additional information that may be required.

Applicant should make their own due diligence of facilities while preparing this.