

TENDER DOCUMENT

UTTARAKHAND HANDLOOM AND HANDICRAFT DEVELOPMENT COUNCIL

**Directorate of Industries, Uttarakhand
Industrial Area, Patel Nagar,
Dehradun.**

**Tel: 0135-2728227, 2520604 Fax: 0135-2728226
Email: uhhdc-ua@nic.in**

**PLACE WHERE OFFER IS TO BE SUBMITTED: Directorate of Industries,
Patel Nagar, Dehradun.**

Invitation of Offers for Event Managers/Interior Decorators for Uttarakhand
Pavilion in India International Trade Fair (IITF-2011)

Last Date/Time for receipt of offer: 17th October, 2011 at 5:00 P.M.

Time and date for Demonstration of the concept/layout plan/

Presentation: 19th October, 2011 at 2:00 P.M.

Time and date for opening financial offer after presentation

UTTARAKHAND HANDLOOM AND HANDICRAFT DEVELOPMENT COUNCIL

**Directorate of Industries, Uttarakhand
Patel Nagar, Dehradun.**

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**DIRECTORATE OF INDUSTRIES, UTTARAKHAND
PATEL NAGAR, DEHRADUN.**

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(A) General:

Uttarakhand is Participating in IITF-2011 (14th November to 27th November, 2011) held in Pragati Maidan, New Delhi. Uttarakhand State pavilion will be put up in the Mezzanine Floor of Hall no. 6, (over net 905 sq.mtr. bare space) and ramp between Hall No. 6 & hall No. 1 (Total area 400 sq.mt open bare space) in Pragati Maidan, new Delhi.

The theme for IITF-2011 is "**INDIAN HANDICRAFTS – THE MAGIC OF GIFTED HANDS**". These sectors/areas are to be prominently represented in the pavilion. Other important areas, like Tourism, Industries, Information, Power, Technology, Handicrafts and Handlooms are also to be highlighted.

The pavilion will be divided broadly into four main areas:

1. Reception and Information.
2. Main theme area including product display.
3. Entrance gate and exteriors/pathways.
4. Stalls of different Govt/Private organizations. These stalls will be used for display of various products and also as sales counter.

(B) Name of the work

1. Design and Installation of Uttarakhand Pavilion at IITF-2011, Mezzanine Floor, Hall No. 6 (Over net 905 sq.mtr. bare space) and the ramp between Hall no. 6 & Hall no. 1 (Total area 400 sq.mt open bare space) in Pragati Maidan, New Delhi.
2. Concept of Design and creating overall ambience, Such as: Entrance Gate/Reception Counters, VIP lounge/Officer lounge, Theme area and Barricade in front of the theme pavilion, Synthetic Carpeting of entire space and Potted Plants.
3. Lighting of the Pavilion/Theme area. Emergency lighting provision must be installed in the pavilion to guard against Power failure.
4. Two dioramas on the theme area.
5. Surveillance close circuit TV cameras may be installed at strategic locations as per safety requirements governed by ITPO.

Note: All works strictly adhering the guide lines issued by ITPO (Copy enclosed)

The Event Manager will provide the following services. No separate payment shall be made for these services.

(C) **Services:**

Management of the pavilion:-

1. The tendering firm will be responsible for the smooth conduct of overall affairs related to state pavilion and state Govt. functions in IITF-2011. The tendering firm will appoint their representative/staffs in pavilion during the period for attending any work/exigencies and to comply instructions from the pavilion officers. The representative/in charge appointed to the pavilion should be competent and capable of coordination with the ITPO, local authorities and officers of the state related to IITF activities.
 - **6 Girls Guide/ushers** will be appointed by the firm during the IITF-2011 in Uttarakhand Pavilion. These girls will be preferably from Uttarakhand and should be well versed with Uttarakhand's culture and history & Geography. These girls would be properly dressed and suitably trained.
 - **Housekeeping and cleanliness:** The event manager will be responsible for housekeeping and cleanliness in the pavilion and shall make necessary arrangements.
2. **Security Arrangements:** The tendering firm will be responsible for security arrangements round the clock security of the pavilion will be ensure through ITPO approved security agencies of exhibits and stall. Licensed by local police authorities as per guide lines/rules and regulation by the ITPO. Event manager are required to apply before hand in prescribed form to ITPO.
3. **Fire Safety Arrangements:** The tendering firm will responsible for fire arrangements of exhibits and stall. Licensed by local police authorities as per guide lines/rules and regulation by the ITPO. Event manager are required to apply before hand in prescribed form to ITPO.
4. The Event Manager will setup an Office Equipped with One telephone with fax/internet facilities and one computer/printer along with a multipurpose operator who can handle these equipments and also can type in Hindi/English will be arranged by the firm.
5. The event manager will make necessary arrangements for the conduct of Uttarakhand day function at Lal Chowk Theatre. The actual payment for additional arrangements/requirements including backdrops etc. Will be made to the firm for which they will take prior approval of the competent authority.

Insurance:

The Event Manager will also ensure that proper comprehensive insurance cover is obtained as per ITPO advice. The cost of the insurance will be borne by UHHDC.

(D) **Terms and Condition:**

1. The tendering firms are required to submit their offer in two parts in duplicate. The first part will be named as "**TECHNICAL OFFER**" and the second part will be called as "**FINANCIAL OFFER**". The technical offer and the financial offer are to

be kept in separate sealed covers and these two covers will be kept in a single envelop "**TECHNICAL OFFER**" and "**FINANCIAL OFFER**" must be written on the cover of respective envelop.

2. The technical offer should have the following information's/documents:-
 - i. Full description of work along with concept of design and creating overall ambience/layout plan.
 - ii. Technical capabilities of the firm, the manpower available, the manpower proposed to be deputed in the pavilion during the event along with their qualification/experience.
 - iii. Proof of having successfully executed State Pavilions at IITF and other important assignments.
 - iv. List of works done in National/International levels, Uttarakhand State level during the last 3 years.
 - v. Copy of latest trade tax and income tax clearance certificates.
 - vi. Name of the organization where the quoted work had been implemented and feedback from the organization regarding satisfactory working of the exhibition/conference should also be enclosed.
3. 70% of weight-age will be given to the Technical bid, presentation/concept plan and 30% to the financial bid.
 - i. Technical Score (T)
 - 50% marks for Concept Plan/Design/Layout Plan & Presentation
 - 15% marks for Theme Area design and concept.
 - 15% marks for Man Power & Services.
 - 20% marks for Previous Similar Experiences.

The bidder will have to score minimum 70% marks to be eligible for inclusion in the next stage, i.e. financial bids will be opened for those firms only securing minimum 70% in the Technical Bid.

Note: The certificates/documentary proof in respect of the above must be enclosed along with the Tender.

4. The rate to be quoted in financial offer will be F.O.R. destination if rates quoted are Inclusive/Exclusive of Service Tax/Trade Tax must be specified by the tenderers, failing which this shall be considered as net price.
5. **First Technical bid shall be opened and eligibility of the tenderer shall be ascertained. Those tenderer who do not qualify in the technical bid, their Tender shall be rejected and their price bid shall not be opened.**
6. The tendering firms, whose technical bid is found to be in order, shall be asked to make a presentation of their concept plan/model and other details including previous experiences and assignment under taken before the committee constituted for selection.
7. Successful tendering firm will have to submit 5% performance security of the financial bid in shape of security money pledge in the name of UHHDC, Dehradun.

8. **Financial Bid:** Financial Bids of only those tenderers will be opened who are found to be technically qualified and suitable by the committee. The minimum financial bid will be 70% marks (F) as per following formula:-

$$F = \frac{T \times 70 + F \times 30}{100}$$

The committee will negotiate the final price with firm securing highest marks.

The rate/unit must not under any circumstances be altered and the rates must be entered in words as well as in figures. The tenderer must mention all the items/works and additional facility/services they will offer in their financial bids. No cutting, over writing & fluid will allowed such tender shall be rejected.

9. Payment shall be due and payable by the UHHDC, Dehradun only when on the exhibition work completed to the satisfaction of the Member Secretary, UHHDC. IN case the quality of the material and the work is found to be inferior, the UHHDC will have all the rights to impose penalties or such tenders will not be eligible to bid future events.
10. Estimated cost may increase or decrease. Accordingly cost of B.O.Q. may vary.
11. No representation will be accepted after opening of financial offer.
12. All documents/information's which are required to be submitted by the tendering firm against the tender enquiry in the quotation to be submitted at the time of submitting the tender.
13. UTTARAKHAND HANDLOOM AND HANDICRAFT DEVELOPMENT COUNCIL, DEHRADUN RESERVES THE RIGHT TO ACCEPT OR REJECT THE TENDER EITHER IN PARTIAL OR FULL WITHOUT ASSIGNING ANY REASON THERE OFF.
14. The parties will have to make presentation/demonstration of concept and lay out our plan/projection of the work as per specification before the technical committee on the due date.
15. In case of dispute matter, will be referred to the Principal Secretary Industries, Uttarakhand and his decision will be acceptable to both parties.
16. For legal remedies District Court, Dehradun shall be the sole Jurisdiction.
17. The bidders are advised to read carefully the details of works/services to be provided and in case of any doubts it should be cleared before submitting bids.

TDS:

The tax deduction at source will be applicable as per rules prevailing at the time of making the payment.

Earnest Money:

The tender shall be accompanied by earnest money for Rs. 60,000.00 (Rs. Sixty Thousand Only) in the form of draft/pay order in the favour of UHHDC, Dehradun. The earnest money shall be accepted only if valid from minimum period of six month.

**Authorized Signatory of the Firm
With Name and Address**

**Member Secretary,
UHHDC, Dehradun.**