

Tender Fee Rs. 2000/-

TENDER DOCUMENT

Tender Notice/UHHDC/Exhi/2011-12

**UTTARANCHAL HANDLOOM AND
HANDICRAFT DEVELOPEMENT COUNCIL**

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

Tel: 0135-2728227, 2728272, 2520604
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***Sub:- National Handloom Expo
21 December, 2011 to 10 January, 2012***

Place: Parade Ground. Dehradun

Last Date/time for receipt of offer 08-12-2011 at 01:00 PM

Time and date for demonstration of the concept/layout plan/
presentation : **08-12-2011** at 02:00 PM

Place and date for demonstration/opening of offers:

UTTARANCHAL HANDLOOM AND HANDICRAFT DEVELOPEMENT COUNCIL

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

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(A) GENERAL

**Name of work: National Handloom Expo, Parade Ground, Dehradun Dt.
21 December 2011 to 10 January 2012**

Erection, maintenance and de-erection of 70 stalls of size 12 x 6 sq, mtrs,(4 nos). 6X6 sq. mtrs (10 nos),6X3 sq, mtrs (16 nos),3X3 sq, mtrs (40 nos) each. The stall shall be made up of Octonorm systems with basic structure made of 3 mm ply laminated finish on both sides of approved shade and colour, scratch and stain free in mat finish, fixed on self supporting metal frame work. The height of panel shall not be more than 8 feet and the facia in have been provided with computerized viny cut letters.

- 1- Providing a temporary platform in raised form with proper water label made up 18 mm block board covered with ribbed type non-woven carpet for the entire area of the plate form
- 2- Two wooden counters made with 18 mm water proof block board of size 6X2 each along with two racks made with square pipe having three shelves each shall also be provided as per ratio of 3X3 sq meter scale.
- 3- A theme pavilion shall have to be constructed of size 3000 sft. as per the specification attached
- 4- The main gate and two emergency gate as per the approved design made up ply panels at work etc.
- 5- Boundary wall of height 7.5 feet for the entire area with C.G.I. sheets supported on wooden chambers for security purposes.
- 6- 25 Flags poles near the entrance.
- 7- The office block, V.I.P. lounge near the entrance in structure and octonorm system along with window furniture etc.
- 8- The non-woven carpet at open space.
- 9- Public utility system having 2 ladies and 2 gents toilets shall be provided.
- 10- Food plaza (over approx 100 sq.mtr. in built up area)
- 11- Stage (size 130X18 ft) of 4 ft height and Separate Pandal of 60X90 ft with sitting capacity of 200 persons shall be constructed at the venue for Inaugural ceremony and cultural programs.

(B) ELECTRICAL WORKS

- 1 The temporary structure of fair stalls, office block and entire fare ground area completed with required wiring, poles, main panels properly illuminated.
- 2- One stand by generator 62 KVA each along with diesel and necessary wiring during exhibition.
- 3- The entire fair area shall be decorated with 100 white/coloured bulbs/ 30-40 mantel high lights, 100 halogens. The fare ground shall be properly illuminated with halogen lights and decorated lights.

- 4- The P.A. systems in the fair area and main stage with operators.
- 5- 25 fire extinguishers of CO2 and DCP type at the fair site, or as prescribe by the fire Department.
- 6- The electric charges in fair will be paid by the contractor and all necessary electric connection/documentation completed by the contractor for electric connection with the help of UHHDC before 21 Dec, 2010 (Date of start of the fair)
- 7- **Clearance from Concerning Department fire safety and electrical safety will be obtained by the contractor. Suitable coverage will be made for Fire prevention and safety.**

(C) SERVICES

The Firm will act as event manager and shall be fully responsible for the smooth conduct of fair. The firm must possess experiences of the managing such events. The agency shall provide the following services trained man power and equipment during entire fair:

- 1 Providing public utility system having one Ladies and two Gents Toilets shall be provided, cleaning the entire fair area and toilets.
- 2 Proper security and watch and ward staff.
- 3 The portable drinking water to the visitors, refreshment for the office staff during fair duration.
- 4 The flowers decoration, bouquets, lamps etc. during the inauguration function and fair.
- 5 Four hoardings minimum size 20 x 10 feet on prominent places will be put by the Firm. The layout and design will be approved by the UHHDC.
- 6- The stay arrangement of participants will be arranged/facilitated by the firm.
- 7- Insurance of approx. Rs 200.00 lakhs of Handloom Product Include loss of fire, Burglary, Damage cost, expense of What's over nature directly or indirectly caused by, resulting from or in connection with any act of terrorism regardless of any other cause of event contributing concurrently of in any other sequence to the loss.

(D) JOB

Since this is turnkey job, the agency will be required to arrange/organize all the material equipments and man power on its own to complete the job in all respect.

It will also be responsibility of the agency to obtain requisite water and electrical connection on its own.

The charges thereof shall be paid by Department only. The actual charges thereof shall be paid by Department only and no advance will be paid by the department for this purpose.

- 1- **Electric Connection/Charge.**
- 2- **Water connection/Charge.**
- 3- **Stay arrangement of Handlooms artisans.**

No charge will be paid by department of water tanker and diseal.

Note:

The “A”, “B” and “C” are part of the work. No extra payment will be made to the Contractor for above works/services.

3- T.D.S.

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

4- (A) EARNEST MONEY

5-

The tenders shall be accompanied by earnest money Rs. 10,000/- (Ten 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 months.

(B) SECURITY MONEY

The successful tenderer will deposit a Security money 3% of total cost of the Project in the form of Draft/pay order pledge in the favour of **UHHDC**, Dehradun.

5- TENDERS

The tender will be accepted in following two parts:

Part-I

The envelop subscribes bid shall essentially contain the following documents:

1. Latest income tax clearance certificates.
2. Layout plan of the fair.
3. Experience certificate, performance certificate done in various organization.
4. Uttarakhand Trade tax and Service tax registration Number.
5. The tenderers should attach at least 3 certificates National/State level Exhibition works in Uttarakhand.
6. The minimum turn over during the last 3 year Rs. 100.00 lac per annum with proof.

Part-II (The Price-Bid)

The Price bid have to be placed in a separate sealed envelope marked “**price bid**”. The price bid will be opened only of those tenderers whose pre-qualification bid is found in order.

6- LOCATION

Parade Ground, Dehradun.

7- INSTALLATION:

The successful Tenderer will install /operate the entire events infrastructure work at the above location.

TERMS AND CONDITIONS

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 informations documents attached with tender.
 - (i) Full description of work along with concept and /coloured layout plan.
 - (ii) Technical capabilities of the firm, registration details and past Experience in similar works.
 - iii) List of works done in Uttarakhand and other places in last 3 years.
 - (iv) Copy of trade tax and income tax registration certificates.
 - (v) Name of the organization where the quoted work has been implemented and feedback from the organization regarding satisfactory working of the exhibition /conference should also be enclosed.

NOTE:

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

- 1- 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 tender, failing which this shall be considered as net price and no cutting and over writing and flued are allowed.
- 2- First Technical bid shall be opened and eligibility of the tender 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.
- 3- Successful tendering firm will have to submit security of 3 % of total cost of the Project in shape of security money pledge in the name of. **UHHDC, Dehradun.**
- 4- The rate/unit must not under any circumstances be altered and the rates must be entered in words as well as in figures.
- 5- The successful Tendered shall not assign or sublet his contract or any part of the work to any other agency.
- 6- No advance payment shall be made. Payment shall be due and payable by the only when the exhibition work completed to the satisfaction of the UHHDC. In case the quality of the material and the work is found to be inferior, the **UHHDC, Dehradun** will have all the rights to impose penalties max 3% of total cost of the Project or such tenders will not be eligible to bid in future events.
- 7- Estimated cost may increase or decrease. Accordingly cost of B.O Q may vary.
- 8- No representation will be accepted after opening of financial offer.

- 9- 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.
- 10- UTTARKHAND HANDLOOM AND HANDICRAFT DEVELOPMENT COUNCIL RESERVES THE RIGHT TO ACCEPT OR REJECT ANY TENDER EITHER IN PARTIAL OR FULL WITHOUT ASSIGNING ANY REASON THERE OFF.
- 11- The parties will have to make presentation/demonstration of concept and lay out plan of the work as per specification before the technical committee on the due date.
- 12 All the construction/ erection works are to done by the Event Manager as per standard recommendations as prescribed in the guide lines issued by the Ministry of Home affairs vide letter no. VI 23014/156/2006-US dated 17-07-06. These are to be adhered strictly in order to avoid any unto words incident.
- 13- In case of any dispute the matter will be referred to the Principle Secretary Industries, Uttarakhand and his decision will be asiding to both parties.
- 14- For legal remedies District court Dehradun shall be the sole Jurisdiction.

Terms and Conditions accepted

Seal of Firm

**Chief Executive Officer,
UHHDC, Dehradun.**

THEME PAVILLION

1. The Handloom Theme pavilion of National Handloom Expo at parade Ground, Dehradun will be based in covered area of Approx 3,000 square feet in prominent place.
2. Theme Pavilion will be constructed and the entire design work will be executed by the contractor under the overall supervision of the UHHDC in accordance with the designs and layouts appended. It should be ensured that sufficient walking space would be provided with proper landscaping. The display work in the pavilion will also be executed by the Contractor for Handlooms and this would involve weaving of looms, designs, textures, fabrics, R&D work, decorative etc. The exhibits for display will be supplied by the office of the Weavers Service Center, Chamoli (Development Commissioner for Handlooms) Contractor for safe carriage to the Expo which will be returned to the Office of Development Commissioner for Handlooms intact on conclusion of the event.
3. The entire floor area of the Theme pavilion will be coir-matted and nature colour and the interior walls distempers/ oil-painted in off- white.
4. The structure is to be made from 4” ‘A’ class pipe pillars, 3” rafter and 2” purline covered with 8’ to 10’ long new GCI sheets. maximum/ minimum heights of roof on either side will be 16’/14’ respectively and is to have enough slope (Please refer to drawing-1) The roof should be water proof and should withstand wind, rain, storms etc. False ceiling should be properly fitted with the roof in the approved shape and design in off-white handloom cloth so as to maintain a uniform height of 13’ from the floor. There should be proper, gridding of 4’X4’ for false ceiling, lighting and display. The floor should be of block Board 1” thick at a height of 18” from display. The floor should be of block Board 1” thick at a height of 18” from ground with proper bracing’s not more than 2 apart, covered with approved natural coir-mat. The outer gap between the ground and the floor should, however, be covered with ply Steps at both Exit and Entrance should be provided to enable the visitors to the Expo to have an easy access.
5. Windows with appropriate design are to be provided at the front facia The facia will have “ **Theme pavilion**” written in English and the regional language along with the Handloom symbol. The entrance and exit gates.
6. Lighting and ventilating arrangements are to be in accordance with the required standards. Electrical light and fan-fittings are to be provided with necessary wiring or main line separately for fan, light, nigh-lamps, distribution and point-wiring including switch, main switch, etc. using ISI, standard wire and light fittings complete as may be approved by the Authority.
Constructions should take into consideration fire and security hazards. Requisite fire-fighting equipment, emergency light and adequate exhaust fans etc. should be installed in the pavilion.
7. The following materials is to provided by the contractor in the Theme pavilion:-
 - i) Decorative plants : 100 numbers

ii)	Emergency Light	:	6 numbers
iii)	Spot light	:	100 numbers
iv)	Halogen lights	:	4 numbers
v)	Exhaust Fans	:	2 numbers
vi)	Display Boards	:	20 numbers
vii)	Display rods/pipes(iron/ steel of 1/2" diameter and 10 length)	:	100 numbers
viii)	Wooden frames of various sizes for display of fabrics	:	24 in numbers

Chief Executive Officer,
Uttarkhand Handloom & Handicrafts Council

TENDER NOTICE

No /UHHDC/Exhi/11-12, Date: Nov., 2011

Uttarakhand Handloom and Handicraft Development Council, Dehradun invites sealed tenders from experienced and reputed contractors/firms for providing high class temporary structure in Aluminum pre-fab Tublar frame with fire retardent covering along with allied services on hire bases for organizing National Handloom Expo dated 21-12-2011 to 10-01-2012 at Parade Ground, Dehradun.

Note-the firm will also act as Event Manager.

The detailed tender document of the above work can be obtained (both hard and soft copy) from the address/e-mail given above on payment of Rs. 2000.00 (Two Thousand only) payable to UHHDC (Fair & Exhibitions), Dehradun or can be downloaded from Govt. of Uttarakhand website www.uk.gov.in/ www.doiuk.org.

Last date of the Submission of tender document 08-12-2011 at 1:00 P.M. and opening of tender/presentations will be 08-12-2011 at 2:00 P.M. The Uttarakhand Handloom and Handicraft Development Council, Dehradun reserves the right to reject any or all the tenders without assigning any reason thereof.

Chief Executive officer