

Tender Fee Rs. 2000/-

TENDER DOCUMENT

Tender Notice No. 01 /UHHDC/Exhi/2011-12

**UTTARAKHAND HANDLOOM AND
HANDICRAFT DEVELOPEMENT COUNCIL**

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

Tel: 0135-2728227, 2728272, 2520604
Fax: 0135-2728226

***Sub: - Special Handloom Expo
14-10- 2011 to 27-10- 2011***

Place: Dev Singh Ground. Pithoragarh

Last Date Sales of Tender: 26-9-2011 at 5:00 PM

Last Date/time for receipt of offer 27-09-2011 at 11:00 AM

Time and date for opening Technical offer: **27-09-2011** at 11:30 AM

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

Presentation: **27-09-2011** at 12:00 Noon

Place and date for demonstration/opening of offers:

**UTTARAKHAND HANDLOOM AND
HANDICRAFT DEVELOPEMENT COUNCIL
DIRECTORATE OF INDUSTRIES,
UTTARAKHAND, PATEL NAGAR, DEHRADUN**

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COUNCIL**

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

TENDER DOCUMENT

(A) GENERAL

**Name of work: Special Handloom Expo, Dev Singh Ground. Pithoragarh
Dt. 14-10-2011 to 27-10-2011 (Install of Canopy Stall)**

Providing and fixing of Canopy Stalls on Octonorm Systems on hire basis as per details given below:

Erection, maintenance and de-erection of 45 stalls of size 3 x 3 sq. mtrs 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- Each Stall shall have Two Tables; Two Chairs.
- 3- The main gate and two emergency gate as per the approved design made up ply panels at work etc.
- 4- Boundary wall of height 7.5 feet for the entire area with C.G.I. sheets supported on wooden chambers for security purposes.
- 5- 25 Flags poles near the entrance.
- 6- The office block, V.I.P. lounge near the entrance in structure and octonorm system along with window furniture etc.
- 7- The non-woven carpet at open space.

(B) ELECTRICAL WORKS

- 8- The temporary structure of fair stalls, office block and entire fair ground area completed with required wiring, poles, main panels properly illuminated.
- 9- One stand of generators 62 KVA each along with diesel and necessary wiring during exhibition.
- 10- The entire fair area shall be decorated with 100 white/coloured bulbs/30-40 mantel high lights, 100 halogens. The fairground shall be properly illuminated with halogen lights and decorated lights.
- 11- The P.A. systems in the fair area and main stage with operators.
- 12- 25 extinguishers of CO2 and DCP type at the fair site, or as prescribe by the fire Department.

Clearance form 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 One 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- Insurance of approx Rs 100.00 Lakh 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 actual charges thereof shall be paid by Department only after completion of the work and no advance will be paid to Event Manager for the above work.

- 1- Electric Connection/Charge.
- 2- Water connection/Charge.

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

Note:

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| <p>The "A", "B" and "C" are part of the work. No extra payment will be made to the Contractor for above works/services.</p> |
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3- T.D.S.

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

3- (A) EARNEST MONEY

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.

4- TENDERS

The tender will be accepted in following two parts:

Part-I

The envelop subscribes bid shall essentially contain the following documents:

1. Copy of PAN & TAN No.
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 certificate of at least 2 Exhibition works in Uttarakhand.
6. The minimum annual turnover of the party Rs. 75.00 Lakh per annum during last 3 years 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.

5- LOCATION

Dev Singh Ground. Pithoragarh

6- 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.
 - (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 the 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 feed back 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.

- 3- 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 and No Cutting and over writing and flued are allowed.

- 4- 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.
- 5- 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.**
- 6- The rate/unit must not under any circumstances be altered and the rates must be entered in words as well as in figures.
- 7- The successful Tenderer shall not assign or sublet his contract or any part there of to any other agency.
- 8- 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.
- 9- Estimated cost may increase or decrease. Accordingly cost of B.O Q may vary.
- 10- No representation will be accepted after opening of financial offer.
- 11- 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.
- 12- **UTTARAKHAND 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.**
- 13- 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.
- 14- 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 dt. 17-07-06. These are to be adhered strictly in order to avoid any unto words incident.
- 15- 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.
- 16- For legal remedies District court Dehradun shall be the sole Jurisdiction.

Terms and Conditions accepted

Seal of Firm

**Chief Executive Officer,
U H H D C, Dehradun.**