



TENDER DOCUMENT
(PART –I :TECHNICAL BID)

NAME OF WORK : DESIGN & DECORATION OF BOTH INTERIOR AND EXTERIOR OF ASSAM PAVILION AT PRAGATIMAIDAN, NEW DELHI INCLUDING THEME PAVILION FOR INDIA INTERNATIONAL TRADE FAIR (I.I.T.F.) 2018.

GOVERNMENT OF ASSAM
OFFICE OF THE COMMISSIONER OF INDUSTRIES & COMMERCE, UDYOG BHAWAN,
BAMUNIMAIDAN, GUWAHATI - 781021

Cost of Tender Document : Rs.500.00

GOVERNMENT OF ASSAM
OFFICE OF THE COMMISSIONER OF INDUSTRIES & COMMERCE, UDYOG BHAWAN,
BAMUNIMAIDAN, GUWAHATI - 781021

- Bid Document for the work : DESIGN & DECORATION OF BOTH INTERIOR AND EXTERIOR OF ASSAM PAVILION AT PRAGATIMAIDAN, NEW DELHI INCLUDING THEME PAVILION FOR INDIA INTERNATIONAL TRADE FAIR (I.I.T.F.) 2018.
- Download of Tender through Website : <http://assamtenders.gov.in>
- Online Bid Preparation : From 10.00 hours of **12-09-2018** up to 14.00 hours of **28-09-2018**
- Last date and time of Manual submission of hard copy of cost of Bid Document, cost of Bid Security separately as mentioned in the IFB & self signed documents uploaded along with copy of Bid Document : Up to **14.00** hours of **28-09-2018**
- Date & time of opening of Technical Bid : At **15.00** hours of **28-09-2018**
- Date & time of opening of Financial Bid : **TO BE NOTIFIED LATER ON**
- Place of opening of Bid : Office of the Commissioner of Industries & Commerce, Assam
Udyog Bhawan, Bamunimaidan,
Guwahati – 21
- Officer inviting bid : Commissioner of Industries & Commerce, Assam
Udyog Bhawan, Bamunimaidan,
Guwahati – 21



GOVERNMENT OF ASSAM

OFFICE OF THE COMMISSIONER OF INDUSTRIES & COMMERCE,
UDYOG BHAWAN, BAMUNIMAIDAN, GUWAHATI-781021

No. CI&C(V)293/2018/3

Dated Guwahati the 10th September,2018

E-PROCUREMENT NOTICE / NOTICE INVITING TENDER FOR I.I.T.F. 2018

Commissioner of Industries & Commerce ,Assam invites bid from experienced Designers / Decorators / Contractors / Firms in two bid system for the job of temporary **Design & Decoration** of both interior and exterior of Assam Pavilion at Pragati Maidan, New Delhi including Theme Pavilion for India International Trade Fair 2018 to be held from 14th to 27th November, 2018. Theme for this year IITF is "**Rural Enterprises in India**".

Maximum tendered amount should not exceed Rs. 30,00,000/- (Rupees Thirty Lakh). There must be adequate reflection of the cultural ethos& heritage of Assam and the theme for this year I.I.T.F.in the façade design.

The contractor/bidder must be registered with Electronic Tendering System (ETS) of the Govt. of Assam (website : <http://assamtenders.gov.in>). Details of bids can be viewed in the portal www.assamtenders.gov.in from **12.09.2018 to 28.09.2018**.

Contractors/ Bidders have to down load the bidding document from the ETS using their own ID (Digital Signature Certificate). Bid document not procured (downloaded) through the ETS, not using the contractor's own user ID will be considered invalid and summarily rejected. Contractors submitting bids online have to submit copy of the documents of technical bid manually along with cost of Bid document Rs.500.00 (Rupees Five Hundred) only (non-refundable) in the form of bank draft and Bid security Rs. 50,000.00 (Rupees Fifty thousand) only separately in original manually before expiry of date & time of online bid submission as mentioned in the tender schedule. Bid will be rejected/ cancelled if Financial Bid submitted off line/ hard copy.

On line bid preparation and last date and time of manual submission of hard copy of cost of Bid Document and Bid Security separately in original as mentioned in the tender document and self signed documents uploaded from 10.00 hours of **12.09.2018** up to 14.00 hours of **28.09.2017**. Date and time of opening of bid is at 15.00 hours of **28.09.2018**.

The bid/tender will be available through the link <http://assamtenders.gov.in> from 10.00 hours of **12.09.2018** up to 14.00 hours of **28.09.2018**.

Sd/-

Commissioner of Industries & Commerce, Assam,
Udyog Bhawan, Bamunimaidan, Guwahati -781021

SCOPE OF WORK AND TERMS & CONDITIONS FOR SUBMISSION OF TENDER FOR DESIGN & DECORATION OF BOTH INTERIOR AND EXTERIOR OF ASSAM PAVILION AT PRAGATIMAIDAN, NEW DELHI INCLUDING THEME PAVILION FOR I.I.T.F. 2018.

1. ASSIGNMENT:

Detailed **Design and Decoration** of both interior and exterior of Assam Pavilion including Theme Pavilion in side Assam Pavilion at Pragati maidan, New Delhi for India International Trade Fair 2018.

2. SCOPE OF THE WORK :

2 (Two) side open Space measuring 209 SqM { 11 M X 19 M } (approx) has been allotted for Assam Pavilion in IITF,2018. The Assam Pavilion will consist of a Theme Pavilion, Display Area, Reception, VIP Sitting, Pantry etc.

- a. *Erection and decoration of Assam Pavilion in 209 Sq.M.(approx) covered area , Front & side fascia, as per approved design and specification for I.I.T.F. 2018.*
- b. Design & Decoration of the Theme Pavilion. **Theme for I.I.T.F. 2018** is "**Rural Enterprises in India**". There must also be adequate reflection of the cultural ethos & heritage along with the Theme.
- c. Apart from the Theme Pavilion the other available space of the interior shall be designed reflecting Theme of IITF 2018 as well as the other unique strength of the state. The design shall be imaginative and original, making the best use of available space of the entire Assam Pavilion.
- d. The pavilion shall reflect the given Theme of IITF 2018 ie, "**Rural Enterprises in India**", cultural heritage, bio diversity, unique strength of the State by providing 2D & 3D models depicting handicrafts of Assam & any other models related with Theme and heritage of Assam.
- e. Maintenance of Electrical System, if any, including placement of Electrician during the entire Fair period as per direction of the Pavilion Director.
- f. Installation and operation of Inverter of adequate capacity for catering the following needs :
 - (i) P.A. System
 - (ii) C.C.TV with recording system.
 - (iii) Emergency lighting in the following areas:
 - (a) Corridor
 - (b) Exit sign/Fire Exit Sign etc.
- g. Arrangement of plasma TV along with LCD projector at the main entrance and for playing VCDs / LCD T.V. inside Assam Pavilion depicting ethnic dances, tourist spots, historical monuments, industrial development of Assam and theme of the IITF -2018 etc. during the exhibition period.
- h. Providing, installation & maintenance of LED Screen of size 10' x 16' in front side for the entire exhibition period and providing one experienced manpower for operation of the system.

- i. Adequate Lighting arrangement inside and outside the Pavilion as per direction of the Pavilion Director.
- j. Providing Blowups, Flex, Glow Sign, Bromide printing, Photographs, Models based on Theme of IITF-2018, as well as reflecting richness of cultural heritage, religious tourism, bio-diversity, wild life, handloom and handicrafts and other industrial products unique to Assam
- k. Obtaining necessary approvals / NOC from ITPO, Delhi Fire Service, Electricity Authority and Delhi Police for I.I.T.F. 2018.
- l. Adequate number of Fresh Flower Tubs should be placed in the entire length of the front and inside the Pavilion. Further, fresh Flower Pots for VIP Lounge, Reception Counters and Office Room etc. are to be provided daily for entire fair period. The Flower pots are to be replaced regularly as per advice of the Pavilion Director.
- m. Drinking Water System/ facility should be provided in at least 4 (four) locations.
- n. Wall to wall carpeting (new & good quality) inside and front of the Pavilion and passages / ramps etc. As regards colour and quality of carpet, prior approval of the Pavilion Director to be obtained.
- o. Cleaning the exhibition areas/ office/ corridors/ sides & front of the Pavilion building in every two hours from 8.00 A.M. to 8.00 P.M. during the entire period of exhibition.
- p. Dismantling and removal of all temporary display items erected / installed by the contractor, followed by thorough cleaning of the Pavilion after the fair without damaging the permanent structure.
- q. Fire Extinguishers to be provided as per norms or as per requirement of Delhi Fire Service.
- r. 'No Smoking' sign board / 'Fire Exit' sign board to be provided as per direction of Pavilion Director
- s. Glow sign of ASSAM in English, Hindi and Assamese to be provided.
- t. P.A. system with amplifier to be provided in Assam Pavilion.

3. Eligibility :

- i) The Tenderer must be financially sound enough to execute the job.
- ii) The Tenderer must have first hand knowledge and experience in execution of similar nature of job in National / International Level.
- iii) The Tenderer must have single handedly executed similar nature of job in National / International Level during last 7 years as shown below :
 - (a) At least one similar Work of Rs. 24.00 Lakh and above. OR
 - (b) At least two similar Works of Rs. 15.00 Lakh and above OR .

- (c) At least three similar Works of Rs. 12.00 Lakh and above .
- iv) Similar works means design & decoration of Pavilion at any National / International level Fair.
- v) The Tenderer must not be Black Listed by any Government Department / Agency.

4. DOCUMENTS COMPRISING THE BID :

Tender will be in two parts viz. Part – I : Technical Bid and Part – II : Financial Bid.

PART - I :

TECHNICAL BID SHALL COMPRISE OF THE FOLLOWING DOCUMENTS :

- i) **Bid Security** of Rs. 50,000/- (Rupees Fifty Thousand) only in the form of Demand Draft / Fixed Deposit Receipt / Banker's Cheque / Bank Guarantee valid atleast for 60 days beyond the date of submission of Tender duly pledged / drawn in favour of "Commissioner of Industries & Commerce, Assam" and payable at "SBI. New Guwahati".
- ii) Detailed **Concept Paper** on the Design.
- iii) **Specification sheet** indicating basic materials and specifications of all the items of exterior & interior façade.
- iv) An "**Action Calendar**" for completion of the work (must be completed on or before 10th November 2018).
- v) Details of **similar nature of job executed** in National / International Level Fair in last seven years along with Work Orders and Completion Certificates duly issued by the respective authority(es).
 - a. At least one similar Work of Rs. 24.00 Lakh and above. OR
 - b. At least two similar Works of Rs. 15.00 Lakh and above OR .
 - c. At least three similar Works of Rs. 12.00 Lakh and above .
- vi) Copies of Audited **Balance Sheet** of the firm / tenderer for the last 3 (three) years.
- vii) List of **manpower** associated with the Organisation / Tenderer.
- viii) Copy of **PAN** Card and **GST** Registration Certificate of the firm / tenderer.
- ix) Design shall be submitted both **Hard Copy (A3 size)** and **Soft Copy** . Soft Copy shall be in Power Point format, which will be the format of the presentation to be made by the technically qualified bidder before the Assam Pavilion Committee on the date to be intimated in due course.
- x) List of **major clients** for similar activity in regular course of business and also testimonials in support of similar assignments with nature of responsibilities which have been executed in the past 3 years.
- xi) **Affidavit** as per prescribed format duly sworn in before the NOTARY in non-judicial stamp paper of Rs.100.00 (Rupees Hundred) only.

- xii) Copy of the Tender Document duly **signed & stamped** by the Tenderer in all pages.

PART – II :

FINANCIAL BID AND SHALL COMPRISE :

- i) Priced Bill of Quantities

5. PREPARATION OF THE BID/ TENDER:

All documents relating to the bid shall be in English language.

6. ADDRESSED TO :

The Sealed envelope super scribing “TENDER FOR I.I.T.F. - 2018” shall be addressed to the :

Commissioner of Industries & Commerce, Assam,
Udyog Bhawan, Bamunimaidan, Guwahati -21,

7. BID / TENDER OPENING AND EVALUATION:

- i. The envelope marked as “**Technical Bid**” will be opened at the time of opening of Bids.
- ii. All the bidders, who qualify in the Technical Bid, will have to make **Power Point presentation** before the Selection Committee for Assam Pavilion on the date & time to be intimated in due course.
- iii. After the presentation , the Selection Committee for Assam Pavilion will select the best suitable design and the Financial Bid of the selected bidder will only be opened by the Committee.

iv. **Selection of bidder & procedure for selection :**

The bidder would be selected on the basis of ranking and evaluation of Technical Bids by the Selection Committee for Assam Pavilion, and Committee's decision would be final. The Committee will decide on the parameters to be used for determining the suitability and adequacy of the bids. The procedure for selection of the bidder shall be based on the following criteria for evaluation by the Committee :

<u>Criteria for technical evaluation</u>	<u>Weightage</u>
(i) Concept and Design	80
(ii) Financial soundness and organisational strength	20

- 8.i.** The Selection Committee for Assam Pavilion reserves the right to accept or reject any or all tenders without assigning any reason thereof.

- ii. Commissioner of Industries & Commerce, Assam takes no responsibility for delay, loss or non receipt of the offer, documents, letter etc. sent by post either way. Commissioner of Industries & Commerce, Assam shall not be responsible for the expenses or losses which may be incurred by the tenderer in preparation of this offer.

9. JURISDICTION OF COURT:

- i. All disputes arising out of the processing of offers and of the work order / letter of intent so made shall be subject to the jurisdiction of Gauhati High Court at Guwahati, Assam.

10. GENERAL TERMS AND CONDITIONS OF TENDER :

- (1) The rates are to be quoted both in words and figures.
- (2) The rates should be quoted after visiting the site and taking into account the site conditions.
- (3) Income Tax, G.S.T. and any other taxes as applicable under state and central Govt. norms will be deducted from the bills as applicable as per rules.
- (4) All pages of the tender document are to be signed and stamped by the tenderer.
- (5) If the last date of submission tender falls on holiday, bandh etc for any reason the subsequent working day will be the last date of submission of tender .
- (6) No materials / machines will be issued to the contractor for execution of the works.
- (7) The tenderer are to submit completion certificate of similar nature of works along with copy of work order from concerned departments as per Part-I, Para vi along with the tender.
- (8) The tenderers are to submit Rs. 50,000.00 (Rupees Fifty Thousand) only along with the tender as Bid Security in the form of Demand Draft / Fixed Deposit Receipt / Banker's Cheque / Bank Guarantee valid atleast for 60 days beyond the date of submission of Tender duly pledged / drawn in favour of "Commissioner of Industries & Commerce, Assam" and payable at "SBI, New Guwahati". Relaxation will be given to the tenderer as per prevailing Govt. norms on Bid Security subject to the submission of necessary documents with the tender.
- (9) The Selection Committee for Assam Pavilion is not bound to allot the work to the lowest tenderer only.
- (10) In respect of the successful bidder, the **Bid Security** will be retained as **Performance Security** till completion of the work.
- (11) Bid Security of unsuccessful bidders will be released after the award of the work is finalized.
- (12) The Selection Committee for Assam Pavilion reserves the right to accept or reject any or all tenders without assigning any reason thereof.

- (15) No price escalation or price enhancement will be considered for the works under any circumstances.
- (16) Penalty will be imposed on contractors doing sub- standard works or for time delays, if any, as deemed fit and proper by the Department.
- (17) Terms and conditions of the contract as supplied with the tender document along with the Agreement will be final and binding on the contractor. The Performance Security will be released only after release of final payment against the work.
- (18) Any other item of works carried out at site but not covered under this tender and the design shall be paid as per the rate mutually agreed upon between the Pavilion Director and the contractor.
- (19) For part work or for low volume of work , if any due to any circumstances, amount will be reduced proportionately by the Pavilion Director.
- (20) The tenderer should be responsible for the work from the date of issue of the work order till completion of the IITF -2018.
- (21) The tenderer are to submit copy of the PAN card and GST Registration Certificate along with the tender.
- (22) The tenderer should submit the action calendar for completion of work within the schedule time i.e. before 10-11-2018. The works must be completed within 10th November 2018 and handed over to the Pavilion Director.
- (23) The selected tenderer will be responsible for obtaining necessary approvals from ITPO, Delhi Fire service, Delhi Police and Electricity Authority. NOC to be obtained from the Delhi police before starting the fair.
- (24) The selected tenderer will be wholly responsible for cleanliness of the entire Assam Pavilion (both inside and outside) all the time during the Fair period.
- (25) All disputes arising out of the processing of offers and of work order/ letter of intent so made shall be subject to the jurisdiction of Gauhati High Court, Guwahati, Assam.
- (26) The execution of work should be carried out as per design approved by the Selection Committee for Assam Pavilion and in consultation with the Pavilion Director or his authorized representative.

Any modification of the selected design if needed during execution of work , the tenderer has to comply the instruction of Pavilion Director accordingly.

- (28) The selected tenderer has to arrange the accommodation of his working staff by himself out side the pavilion premises.
- (29) The technically qualified tenderer will be required to make presentation of the design to the Selection Committee for Assam Pavilion on the date to be notified later on.

AFFIDAVIT

I, Sri son / daughter of agedYears, Address do hereby solemnly declare and affirm that I will abide by all the terms & conditions mentioned in the Tender Documents for Design & Decoration of both interior and exterior of Assam Pavilion at Pragati Maidan, New Delhi including Theme Pavilion for India International Trade Fair- 2018.

I, Sri further declare that I / my firm have not been black listed by any Government Department / Agency.

Signature

B.O.Q.

SL. NO.	ITEM	RATES (both in figure & word)
1	Design & Decoration of Both Interior and Exterior of Assam Pavilion Pragatimaidan, New Delhi including Theme Pavilion for India International Trade Fair (I.I.T.F.)2018	

	<p>Component of Works:</p> <ul style="list-style-type: none"> i. Design, Erection & Decoration of both interior and exterior facade of Assam Pavilion including Theme Pavilion with specification of every item separately for IITF 2018. ii. Inside and outside lighting of the Pavilion iii. Maintenance of the Pavilion including electrical connection during fair period with decoration/ display/ installation till the end of the fair, erection of glow sign of ASSAM in English, Hindi and Assamese iv. Wall to wall carpeting inside the Pavilion including front side of Assam Pavilion and passages/ramps v. Cleaning the exhibition areas, office, corridors, sides & front of the Pavilion at least every two hours from 8.00 A.M. To 8.00 P.M. during the entire days of exhibition. vi. Arrangement for high resolution plasma TV along with LCD projector at the main entrance and LCD TV inside Assam Pavilion during the exhibition period vii. Providing, installation & maintenance of LED Screen of size 10' x 16' in front side of pavilion for the entire exhibition period and providing one experienced manpower for operation of the system. viii. Providing fire extinguisher and obtaining NOC from Electricity authority, Fire Service and Delhi Police, Providing experienced manpower including one supervisor for operation of fire fighting system as and when required. ix. Supplying, fitting and fixing bamboo wood tiles in theme pavilion area in side Assam Pavilion x. Placement and Replacement of fresh flower tubs in the front & inside and fresh Flower Pots for VIP Lounge, Reception Counters and Office Room . xi. P.A. system with amplifier in the Assam Pavilion 	
	Total =	

In words (Rupees

.....)