



TENDER DOCUMENT

NAME OF WORK : DESIGN & DECORATION OF BOTH INTERIOR AND EXTERIOR OF THE STALL OF INDUSTRIES & COMMERCE DEPARTMENT TO REFLECT THE EASE OF DOING BUSINESS AND ADVANTAGE ASSAM AT SARUSOJAI, GUWAHATI DURING ADVANTAGE ASSAM : GLOBAL INVESTORS SUMMIT TO BE HELD ON 3RD & 4TH FEBRUARY,2018

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

NAME OF WORK : DESIGN & DECORATION OF BOTH INTERIOR AND EXTERIOR OF THE STALL OF INDUSTRIES & COMMERCE DEPARTMENT TO REFLECT THE EASE OF DOING BUSINESS AND ADVANTAGE ASSAM AT SARUSOJAI, GUWAHATI DURING ADVANTAGE ASSAM : GLOBAL INVESTORS SUMMIT TO BE HELD ON 3RD & 4TH FEBRUARY,2018

Date & time of receipt of tender : 8th January,2018 up to 2.00 P.M.
Date & time of opening of tender : 8th January,2018 at 3.00 P.M.

NAME & ADDRESS OF THE TENDERER :

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

No. CI&C(V)333 /2017/2/10761

Dated Guwahati the 29th December,2017

E-PROCUREMENT NOTICE / NOTICE INVITING TENDER FOR DESIGN & DECORATION OF INDUSTRIES & COMMERCE DEPARTMENT STALL TO REFLECT THE EASE OF DOING BUSINESS AND ADVANTAGE ASSAM IN ADVANTAGE ASSAM: GLOBAL INVESTOR SUMMIT

Sealed Tenders are invited from experienced Designers / Decorators / Contractors / Firms in two bid system for the job of temporary **Design & Decoration** of both interior and exterior of THE STALL OF INDUSTRIES & COMMERCE DEPARTMENT TO REFLECT THE EASE OF DOING BUSINESS AND ADVANTAGE ASSAM AT SARUSOJAI, GUWAHATI DURING ADVANTAGE ASSAM : GLOBAL INVESTORS SUMMIT TO BE HELD ON 3RD & 4TH FEBRUARY,2018.

Maximum tendered amount should not exceed Rs. 15,00,000/- (Rupees Fifteen Lakh). There must be adequate reflection of the Ease of Doing Business in Assam and Potential for Industrial Development of Assam in the Design.

The contractor/bidder must be registered with Electronic Tendering System (ETS) of the Govt. of Assam (website : <http://assamtenders.gov.in>). Bidders have to necessarily upload the bidding documents through the ETS using their own ID (Digital Signature Certificate). Bidders submitting bids online have to submit Bid security Rs. 20,000.00 (Rupees Twenty thousand) only in original & hard copy of the uploaded documents manually before expiry of date & time of online bid submission as mentioned in the tender schedule.

On line bid preparation and last date and time of manual submission of hard copy of Bid Security in original as mentioned in the tender document and self signed documents uploaded from 10.00 hours of 01-01-2018 up to 14.00 hours of 08.01.2018. Date and time of opening of bid is at 15.00 hours of 08.01.2018.

The bid/tender will be available through the link <http://assamtenders.gov.in> from 10.00 hours of 01-01-2018 up to 14.00 hours of 08.01.2018. Date and time of opening of bid is at 15.00 hours of 08.01.2018.

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 THE STALL OF INDUSTRIES & COMMERCE DEPARTMENT TO REFLECT THE EASE OF DOING BUSINESS AND ADVANTAGE ASSAM AT SARUSOJAI, GUWAHATI DURING ADVANTAGE ASSAM : GLOBAL INVESTORS SUMMIT TO BE HELD ON 3RD & 4TH FEBRUARY,2018

1. ASSIGNMENT:

DESIGN & DECORATION OF BOTH INTERIOR AND EXTERIOR OF THE STALL OF INDUSTRIES & COMMERCE DEPARTMENT TO REFLECT THE EASE OF DOING BUSINESS AND ADVANTAGE ASSAM AT SARUSOJAI, GUWAHATI DURING ADVANTAGE ASSAM : GLOBAL INVESTORS SUMMIT TO BE HELD ON 3RD & 4TH FEBRUARY,2018.

2. SCOPE OF THE WORK :

- a. *Erection and decoration of Stall of Industries & Commerce Department to reflect the ease of doing business and Advantage Assam at Sarusojai, Guwahati during Advantage Assam : Global Investors Summit to be held on 3RD & 4TH FEBRUARY,2018 in 1000 sq.ft. covered area , Front & Side fascia, as per approved design and specification . There must also be adequate reflection of the Ease of Doing Business in Assam and Potential for Industrial Development in the State.*
- b. The available space of the interior shall be designed reflecting locational advantage as well as the other unique strength of the state. The design shall be imaginative and original, making the best use of available space.

Drawings, illustration and other data necessary for preparing the concept may be collected from the concerned agency / organization / department etc.

- c. Arrangement of plasma TV at the main entrance and for playing VCDs / LED T.V. inside the stall during the summit period.
- d. Providing, installation & maintenance of LED Screen of size 10' x 16' in front side and two LED Curved Screen on top of the front fascia for the entire Summit period and providing required experienced manpower for operation of the system.
- e. Adequate Lighting arrangement inside and outside the stall as per direction of the Stall in-charge
- f. Providing Blowups, Flex, Glow Sign, Bromide printing, Photographs, Models based on Ease of Doing Business in Assam and Potential for Industrial Development in the State.
- g. Adequate number of Fresh Flower Tubs should be placed during the summit period in the front and inside the Stall.
- h. Provide Bamboo Tile Flooring in the entire Stall.
- i. Dismantling and removal of all temporary display items erected / installed by the contractor, followed by thorough cleaning of the stall.
- j. Fire Extinguishers to be provided as per norms or as per requirement.
- k. Glow sign of Industries & Commerce Department in English and Assamese to be provided.

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. 12.00 Lakh and above. OR
 - (b) At least two similar Works of Rs. 7.50 Lakh and above OR .
 - (c) At least three similar Works of Rs. 6.00 Lakh and above .
- iv) Similar works means design & decoration of Stall at any National / International level Event.
- 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 :

The sealed envelope marked as “:Technical Bid” would consist of :

- i) **Bid Security** of Rs. 20,000/- (Rupees Twenty 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 30th January 2018).
- v) Details of **similar nature of job executed** in National / International Level event 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. 12.00 Lakh and above. OR
 - b. At least two similar Works of Rs. 7.50 Lakh and above OR .
 - c. At least three similar Works of Rs. 6.00 Lakh and above .
- vi) Details of **Award(s)** won, if any.
- vii) Copies of Audited **Balance Sheet** of the firm / tenderer for the last 3 (three) years.
- viii) List of **manpower** associated with the Organisation / Tenderer.
- ix) Copy of **PAN Card** and **GST Registration Certificate** of the firm / tenderer.

- x) 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 Selection Committee on the date to be intimated in due course.
- xi) 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.
- xii) **Affidavit** as per prescribed format duly sworn in before the NOTARY.
- xiii) Copy of the Tender Document duly **signed & stamped** by the Tenderer in all pages.

PART – II : FINANCIAL BID

Financial Bid shall comprise of :

- (i) Form of Bid
- (ii) Priced Bill of Quantities.

1. PREPARATION OF THE BID/ TENDER:

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

2. ADDRESSED TO :

The Sealed envelope super scribing "TENDER FOR STALL OF INDUSTRIES & COMMERCE DEPARTMENT TO REFLECT THE EASE OF DOING BUSINESS AND ADVANTAGE ASSAM IN ADVANTAGE ASSAM : GLOBAL INVESTORS SUMMIT" shall be addressed to the :

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

3. 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 on the date & time to be intimated in due course.
- iii. After the presentation , the Selection Committee 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 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)	Past experience and proven track record in Similar Events of National / International Level	5
(ii)	National & State Award (evaluation will be done on Percentile method)	5
(iii)	Concept and Design	80
(iv)	Financial soundness and organisational strength	10

- 4. i. The Selection Committee 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.

5. 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.

6. GENERAL TERMS AND CONDITIONS OF TENDER :

- (1) The rates are to be quoted on item rate basis. It should be inclusive of all Taxes.
- (2) The rates are to be quoted both in words and figures.
- (3) The rates should be quoted after visiting the site and taking into account the site conditions.
- (4) 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.
- (5) Any cut marks / over writing are to be initialed failing which the tender(s) will be treated as cancelled.
- (6) All pages of the tender document are to be signed and stamped by the tenderer.
- (7) 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 .
- (8) No materials / machines will be issued to the contractor for execution of the works.
- (9) 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.
- (10) The tenderers are to submit Rs. 20,000.00 (Rupees Twenty 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.
- (11) The Selection Committee is not bound to allot the work to the lowest tenderer only.
- (12) In respect of the successful bidder, the **Bid Security** will be retained as **Performance Security** till completion of the work.
- (13) Bid Security of unsuccessful bidders will be released after the award of the work is finalized.
- (14) The Selection Committee 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 will be final and binding on the contractor. The Performance Security will be released only after release of final payment against the work.
- (18) For part work or for low volume of work , if any due to any circumstances, amount will be reduced proportionately by the Department.
- (19) The tenderer should be responsible for the work from the date of issue of the work order till completion of the Summit.
- (20) The tenderer are to submit copy of the PAN card and GST Registration Certificate along with the tender.
- (21) The tenderer should submit the action calendar for completion of work within the schedule time i.e. before 30-01-2018. The works must be completed with in 30th January,2018 and handed over to the Department.
- (22) The selected tenderer will be wholly responsible for cleanliness of the entire Stall (both inside and outside) all the time during the Summit period.
- (23) 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.
- (24) The execution of work should be carried out as per design approved by the Selection Committee and in consultation with the Commissioner of Industries & Commerce, Assam or his authorized representative. Any modification of the selected design if needed during execution of work , the tenderer has to comply the instructions accordingly.
- (25) An itemized schedule of quantities with rates and total cost shall be submitted with Financial Bid as per item no.1 of price bid.
- (26) The selected tenderer has to arrange the accommodation of his working staff by himself outside the pavilion premises.
- (27) The technically qualified tenderer will be required to make presentation of the design to the Selection Committee on the date to be notified later on through e-mail/phone.

AFFIDAVIT

I, Sri son / daughter of aged
.....Years, Address

do hereby solemnly declare and affirm that I will abide by all the terms & conditions mentioned in the Tender Documents for both interior and exterior of Stall of Industries & Commerce Department to reflect the ease of doing business and Advantage Assam at Sarusojai, Guwahati during Advantage Assam : Global Investors Summit to be held on 3rd & 4th FEBRUARY,2018.

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

Signature

FINANCIAL BID

DESIGN & DECORATION OF BOTH INTERIOR AND EXTERIOR OF THE STALL OF
INDUSTRIES & COMMERCE DEPARTMENT TO REFLECT THE EASE OF DOING
BUSINESS AND ADVANTAGE ASSAM AT SARUSOJAI, GUWAHATI DURING
ADVANTAGE ASSAM : GLOBAL INVESTORS SUMMIT TO BE HELD ON 3RD & 4TH
FEBRUARY,2018

FORM OF BID

Name _____ of _____ Work _____ :

To,

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

Sir,

I/We offer to execute the works describe above and remedy any defects therein in conformity with the conditions of Contract, specifications, Drawings, Bill of Quantities and Addendum for the sum(s) of Rs. (Rupees.....) only.

We undertake, if our Bid is accepted, to commence the Works as soon as in reasonably possible after the receipt of the notice to commence, and to complete the whole of the Works comprised in the Contract within the time stated in the document.

We agree to abide by this Bid for the period of **180** days from the date fixed for receiving the same, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Unless and until a formal Agreement is prepared and executed this Bid, together with your written acceptance thereof, shall constitute a binding contract between us.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ /2018
Signature _____ in the capacity of _____ duly
authorized to sign bids for and on behalf of _____
_____ (in block capitals or typed)

Address

Witness

Address

Occupation

B. O. Q

SL. NO.	ITEM OF WORKS	RATES (both in figure & word)
<p>Design & Decoration of both interior and exterior of Stall of Industries & Commerce Department to reflect the ease of doing business and Advantage Assam at Sarusojai, Guwahati during Advantage Assam : Global Investors Summit to be held on 3rd & 4th FEBRUARY,2018 .</p> <p>Component of Works :</p>		
1	Design, Erection & Decoration of both interior and exterior of Stall of Industries & Commerce Department to reflect the ease of doing business and Advantage Assam at Sarusojai, Guwahati during Advantage Assam : Global Investors Summit to be held on 3 RD & 4 TH FEBRUARY,2018 .	
2	Supplying, fitting and fixing bamboo wood tiles floor in the entire stall	
3	Inside and outside lighting of the Stall	
4	Maintenance of the Stall including electrical connection during Summit period with decoration/ display/ installation till the end of the Summit, erection of glow sign of Industries & Commerce Department in English, and Assamese	
5	Cleaning the Stall, sides & front of the Stall at least every two hours from 8.00 A.M. To 8.00 P.M. during the entire Summit period.	
6	Arrangement for plasma TV along with LCD projector at the main entrance and LCD TV inside the stall during the summit period	
7	Providing, installation & maintenance of LED Screen of size 10' x 16' in front side and two LED curved screen on top of the front fascia of the Stall for the entire exhibition period and providing required experienced manpower for operation of the system.	
8	Providing fire extinguisher including one supervisor for operation of fire fighting system as and when required.	
9	Placement and Replacement of fresh flower tubs in the front & inside and fresh Flower Pots in the stall.	
	Total =	

In words (Rupees)

Signature of the Contractor

Date & Seal

