

## E-Tender Notice

Uttarakhand is participating in **IITF-2019**. Uttarakhand State Pavilion will be put up in the Hall 12-12A, Pragati Maidan, New Delhi (14<sup>th</sup> to 27<sup>th</sup> November, 2019). Design and Installation of Uttarakhand Pavilion at IITF-2019 (12-12A in Pragati Maidan, New Delhi) (Total area 88 sq.mtr.).

E-tenders are invited from reputed and experienced Event Managers/Interior Decorators for planning and execution of Uttarakhand Pavilion in tune with this year's theme, i.e. **"EASE OF DOING BUSINESS"**.

Last date for receipt/uploading of E-Tender	Dt. 31.10.2019 upto 05:00 p.m
Opening of Technical bid	Dt. 01.11.2019 at 11:00 a.m.
Presentation	Dt. 01.11.2019 at 03:00 p.m.
Opening of Financial bid	After completion of Technical bid & Presentation

2. For submission of bids online, the bidder is required to have Digital Signature Certificate (DSC) from one of the authorized certifying authorities.
3. E-Tender fee Rs. 2,000.00 (Rs. Two Thousand only) shall be submitted in the form of Demand Draft in favour of **UHHDC (Fair & Exhibition) payable at Dehradun**.
4. Earnest money Rs. 18,000.00 (Rs. Eighteen Thousand only) shall be submitted in the form of Demand Draft in favour of **UHHDC (Fair & Exhibition) payable at Dehradun**.
5. The bidder are required to submit bid document online. The bidder shall also upload the scanned copy of DD's for Tender Fee, Earnest Money and other document mentioned in the Tender Document online.
6. The firms will be required to make Theme/Concept/Presentation before the committee. Theme/Concept/Presentation is the part of the Technical Bid.
7. The tenderers are advised to go carefully through the E-Tender Document and instructions available on website and ensured compliance before submitting their E-Tender. The conditions other than those mentioned in the E-Tender Notice and the E-Tender Document shall not be acceptable and such offers may be ignored.
8. A hard copy of the tender submitted online alongwith the DDs of Tender Fees & Earnest Money in original shall be submitted in a sealed envelope in the office of Uttarakhand Handloom & Handicraft Development Council, Directorate of

Industries, Uttarakhand, Patel Nagar, Dehradun upto Dt. 01.11.2019 at 10:30 a.m.

9. UHHDC reserve the right to accept or reject any tender or all the offers without assigning any reason.
10. All other conditions relevant to tender process can be seen in instruction to bidder given in Tender Document. For further details please log on to **[www.uktenders.gov.in](http://www.uktenders.gov.in)**.

**Member Secretary,  
UHHDC.**

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

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

Email:- mpr@doiuk.org

**TENDER DOCUMENT**

**(A) General:**

Uttarakhand is Participating in **IITF-2019 (14<sup>th</sup> to 27<sup>th</sup> November, 2019)** held in Pragati Maidan, New Delhi. Uttarakhand State pavilion will be put up in the 12-12A(Total area 88 sq.mtr.) in Pragati Maidan, New Delhi.

The theme for **IITF-2019** is **“EASE OF DOING BUSINESS”**. The Sectors/ Areas where the State Govt. has taken initiatives towards **EASE OF DOING BUSINESS** are to be highlighted in the State Pavilion. Other important areas like Tourism, Culture, Industries, Information, Agriculture, Skill Development, Handicrafts and Handlooms are also to be highlighted.

➤ **The State Pavilion**

The Pavillion will be divided broadly into four main areas:

1. Reception and Information.
2. Main theme area including product display.
3. Entrance gates 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-2019**, 12-12A (Total area 88 sq.mt) in Pragati Maidan, New Delhi.
2. Concept of Design and creating overall ambience such as: Entrance Gate/Reception Counters, Officer lounge, "Theme pavilion, Synthetic Carpeting 88 sq.mtr. 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. One **3D Diaromas** 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 guidelines issued by ITPO. The Event Manager will provide the following services. Prices to be quoted shall include cost of all 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-2019**. 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.
  - **Girls Guide/Ushers** will be appointed by the firm during the **IITF-2019** in **Uttarakhand Pavilion**. These girls will be preferably from Uttarakhand and should be well versed with Uttarakhand's Culture, 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.
  - **Flower Decoration :** Providing proper flower decoration on important days as decided by the pavilion director. Daily arrangement of **five fresh bouquets** for VIPs and flower pots in Officer's lounge, reception and pavilion/gates will also be done by the Event Manager. Changing the flower pots in Reception/Officer Lounge (daily).
  - **Transportation:** Providing one no. of suitable vehicle to the officials/staff in Delhi during the IITF-2019 **w.e.f. 12.11.2019 to 27.11.2019**.
2. **Security Arrangements:** The tendering firm will be responsible for the security arrangements as per requirement and ITPO norms/guidelines.
3. **Fire Safety Arrangements:** The tendering firm will responsible for fire arrangements of exhibits and stall. Licensed by local police authorities as per guidelines/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 Equipment 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. **Insurance** :- The Event Manager will also ensure that proper comprehensive insurance cover is obtained as per ITPO advice.

**(D) Submission of bids:**

E-Tenders should be uploaded on the basis of two-bid system, "**Technical Bid and financial Bid**" in their respective format respectively.

1. The technical offer should have the following information's/documents:-
  - i. Tender fee Rs. 2,000/- & Earnest Money Rs. 18,000/- in the form of Demand Draft.
  - ii. Full description of work along with concept of design and creating overall ambience/layout plan.
  - iii. Technical capabilities of the firm, registration details and past experience in similar works.
  - iv. Proof of having executed State Pavilions at IITF.
  - v. List of works done in National/State level exhibition in the last 3 years.
  - vi. Copy of GST No. and PAN.
  - vii. The minimum turnover in the head of Event Management/Interior Decorator during the last 3 years should be Rs. 50.00 lakhs per annum by the certified Chartered Accountant and also Balance Sheet for the same should be **attached**.
  - viii. 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.
  - ix. List/No. of staffs proposed to be dedicatedly appointed in the Pavilion with Qualification & Experience.
2. 70 marks will be given to the Technical bid, Presentation/Concept plan and 30 marks to the financial bid.
  - i. **Technical Score (T):** Technical bid will be of total 70 marks(points)  
35 marks for Overall Concept Plan/Design/Layout Plan & Presentation  
10 marks for Theme Area Design & Concept.  
10 marks for Manpower & Services in Uttarakhand Pavillion-2019.  
15 marks for Previous Similar Experiences.

The bidder will have to score minimum 70% marks(**49 marks**) to be eligible for inclusion in the next stage, i.e. Financial bids will be opened for those firms only securing minimum 70% marks(**49 marks**) in the Technical Bid.

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

**The party will have to make Theme/Concept Presentation before the committee which will form part of the Technical Bid.**

3. **“Financial Bid”** shall be submitted in the **“BOQ”** format online.

The rate to be quoted in Financial offer will be F.O.R. destination if rates quoted are Inclusive/Exclusive of Tax must be specified by the tenderers, failing which this shall be considered as net price.

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. 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.

6. Successful tendering firm will have to submit 5% performance security of the financial bid in shape of security money in the form of DD/Bank Gaurantee pledged in the name of **UHHDC(Fair & Exhibition), Dehradun.**

7. **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 awarded 30 marks. The other will be awarded as per following formula:-

$$F = \frac{L1}{L2} \times 30, \frac{L1}{L3} \times 30, \frac{L1}{L4} \times 30 \dots \dots \dots$$

After the financial marks are obtained, Technical and Financial marks will be added up (**F + T**) and the bidder scoring highest aggregate marks will stand selected. The committee may 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.

8. 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.

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. UTTARANCHAL 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.
13. The parties will have to make presentation/demonstration of concept and layout plan/projection of the work as per specification before the technical committee on the due date.
14. In case of dispute, matter will be referred to the Principal Secretary, MSME, Govt. of Uttarakhand and his decision will be acceptable to both parties.
15. For legal remedies District Court, Dehradun shall be the sole Jurisdiction.
16. 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.

**Tender Fee :**

Tender fee of Rs. 2,000.00 payable to **UHHDC(Fair & Exhibition), Dehradun** through demand draft, should be enclosed along with "**Technical Offer**".

**Earnest Money:**

The tender shall be accompanied by earnest money for Rs. 18,000.00 (Rs. Eighteen Thousand Only) in the form of Draft/Pay Order in the favour of **UHHDC(Fair & Exhibition), Dehradun**. The earnest money shall be accepted only if valid from minimum period of three month.

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

**Member Secretary  
UHHDC, Dehradun.**