

**UTTARAKHAND HANDLOOM AND HANDICRAFT  
DEVELOPMENT COUNCIL  
DIRECTORATE OF INDUSTRIES, UTTARAKHAND  
PATEL NAGAR, DEHRADUN.  
Tel: 0135-2728227, 2520604, Fax: 0135-2728226  
website :- [www.doiuk.org](http://www.doiuk.org), email :- [mpr@doiuk.org](mailto:mpr@doiuk.org)**

**Short Term E-Procurement Notice**

**Tender Inviting Offers From Event Manager For Uttarakhand Pavilion  
in 5<sup>th</sup> Global Exhibition on Services-2019**

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Uttarakhand is participating in **5<sup>th</sup> Global Exhibition on Services-2019**. Uttarakhand State Pavilion will be put up in 100 sq.mtrs(Raw space) at Palace Ground, Bengluru (Karnataka) from **26<sup>th</sup> to 28<sup>th</sup> November, 2019**. E-Tenders are invited from reputed and experienced Event Managers for planning and execution of Uttarakhand Pavilion.

E-Tender document and other details can be obtained from E-Procurement portal [www.uktenders.gov.in](http://www.uktenders.gov.in).

|  |                                |
|--|--------------------------------|
| <b>Last date for receipt/uploading of E-Tender</b> | Dt. 19.11.2019 upto 05:00 p.m. |
| <b>Opening of Technical bid</b>                    | Dt. 20.11.2019 at 11:30 a.m.   |
| <b>Presentation/opening of financial bid</b>       | Dt. 20.11.2019 at 01:00 p.m.   |

UHHDC reserve the right to accept or reject any tender or all the offers without assigning any reason. The tender is also available at [www.doiuk.org](http://www.doiuk.org).

**Member Secretary,  
UHHDC.**

## E-Tender Notice

Uttarakhand is participating in **5<sup>th</sup> Global Exhibition on Services-2019** from **26<sup>th</sup> to 28<sup>th</sup> November, 2019 in Palace Ground, Bengluru(Karnataka)**. Uttarakhand State Pavilion will be put up at Palace Ground, Bengluru(Karnataka). Design and Installation of Uttarakhand Pavilion at Palace Ground, Bengluru(Karnataka) in 100 sq.mtrs(Raw space) in Hall No. 1 at stall no. 252 (6 x 16 sqmtr.).

E-Tender is invited from reputed and experienced Event Managers for planning, execution and interior decoration/design of Uttarakhand Pavilion.

|   |  |
|---|--|
| Last date for receipt/uploading of E-Tender | Dt. 19.11.2019 upto 05:00 p.m.                   |
| Opening of Technical bid                    | Dt. 20.11.2019 at 11:30 a.m.                     |
| Presentation                                | Dt. 20.11.2019 at 01:00 p.m.                     |
| Opening of Financial bid                    | After completion of Technical bid & Presentation |

2. For submission of proposal online, the applicant 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. E-Tender Fee should be enclosed along-with “Technical Offer”**.
4. Earnest money **Rs. 45,000.00 (Rs. Forty Five Thousand only)** shall be submitted in the form of Demand Draft in favour of **UHHDC(Fair & Exhibition) payable at Dehradun. Earnest money should be enclosed along-with “Technical Offer”**.
5. The bidders are required to submit bid documents online. The bidder shall also upload the scanned copy of DD's for Tender Fee, Earnest Money and other documents mentioned in the E-Tender Document online.
6. The firms will be required to make Concept/Presentation before the committee. Concept/Presentation is the part of the Technical Bid.
7. The firms are advised to go carefully through the E-Tender documents 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 documents shall not be acceptable and such offers may be ignored.
8. A hard copy of the E-Tender submitted online along-with the DDs of E-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. **20.11.2019 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 E-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

**E-TENDER DOCUMENT**

**(A) General:**

Uttarakhand is participating in **5<sup>th</sup> Global Exhibition on Services-2019** to be organized at Palace Ground, Bengluru(Karnataka) from **26<sup>th</sup> to 28<sup>th</sup> November, 2019**. Uttarakhand State Pavilion will be put at Palace Ground, Bengluru(Karnataka) in 100 sq.mtrs.(Raw space) in Hall No. 1 at stall no. 252 (6 x 16 sqmtr.). E-Tenders are invited from reputed and experienced Event Managers for planning and execution of Uttarakhand Pavilion.

The sectors/areas where the State Govt. has taken initiatives towards the deliverance of various services are to be highlighted in the State Pavilion. Other important areas like Tourism, Industries, Skill Development, Entertainment(Film Shooting), Wellness and Health/Ayush, Education, Handicrafts and Handlooms are also to be highlighted.

Projecting the on-going works and the projections of the Uttarakhand Pavilion, once the re-innovations are completed.

➤ **The State Pavilion**

The Pavilion will be divided broadly into following areas:

1. Reception and Information.
2. Main theme area including product display.
3. Entrance gates and exteriors/pathways.
4. Stalls of different Govt. organizations. These stalls will be used for display of various products, publicity materials etc. and also as sales counter.

**Note: Layout plan of Uttarakhand pavilion (Hall no. 1-Stall no. 252, Size 6 x 16 sq.mtrs.) attached.**

**(B) Name of the work:**

1. Design and Installation of Uttarakhand Pavilion in 5<sup>th</sup> Global Exhibition on Services at Palace Ground, Benglure(Karnataka) in 100 sq.mtrs.(Raw space).
2. Concept of Design and creating overall ambience such as: Entrance Gate/Reception counters/VIP lounge/Officer lounge, Synthetic Carpeting on 100 sq.mtrs.(Raw space) and Potted Plants.

3. Erection, maintenance and De-erection of 10 stalls of size 3 x 2 sq.mtrs. and one stall size of 10 x 4 sq.mtrs. in the Uttarakhand Pavilion.
4. Two wooden counters (Tables) along-with 2 racks with square pipe having three shelves and two chairs shall also be provided as per ratio of each 3 x 2 sq.mtrs. per stall (i.e. for each 6 sq.mtrs.).
5. Lighting of the Pavilion. Emergency lighting provision must be installed in the pavilion to guard against Power failure.
6. One 3D Diaromas on the theme area.
7. **Insurance:** The Event Manager will also ensure that proper comprehensive insurance cover is obtained as per rules.

**(C) Submission of bids:**

E-Tender 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. E-Tender fee & Earnest Money 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 various such events.
  - v. List of works done in National/State level exhibition in the last 3 years.
  - vi. Copy of GST No. & Income tax registration certificate.
  - vii. Profile of the agency/firm/party.
  - viii. The minimum turnover in the head of Event Management during the last 3 years should be Rs. 50.00 lakhs per annum with supporting documents **i.e. Balance Sheet with CA certificate should be attached.**
  - ix. 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.
  - x. List/No. of staffs proposed to be dedicatedly appointed in the Pavilion.
- 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. 45,000.00 (Rs. Forty Five 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.**





### **Terms & Conditions:**

1. 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 Guarantee pledged in the name of **UHHDC(Fair & Exhibition), Dehradun.**
2. 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 tenderer, this shall be considered as net price and no cutting and over writing, flued and any type of condition will not allowed.
3. The successful Tendered shall not assign or sublet his contract or any part of the work to any other agency.
4. No advance payment shall be made. Payment shall be due and payable when the exhibition work completed with 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 10% of total cost of the Project or such tenders will not be eligible to bid in future events.
5. Estimated cost may increase or decrease. Accordingly cost of B.O.Q may vary.
6. No other representation will be accepted after opening of financial tender .
7. All documents/information's which are required to be submitted by the tendering firm against the tender enquiry to be submitted at the time of submitting the tender.
8. **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.**
9. 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.
10. All the construction/erection works are to be 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.
11. In case of any dispute the matter will be referred to the Principle Secretary, MSME, Uttarakhand and his decision will be asiding to both parties.
12. For legal remedies District court Dehradun shall be the sole Jurisdiction.
13. 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.
14. The tax deduction at source will be applicable as per rules prevailing at the time of making the payment.

### **Terms and Conditions accepted**

**Seal of Firm**

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

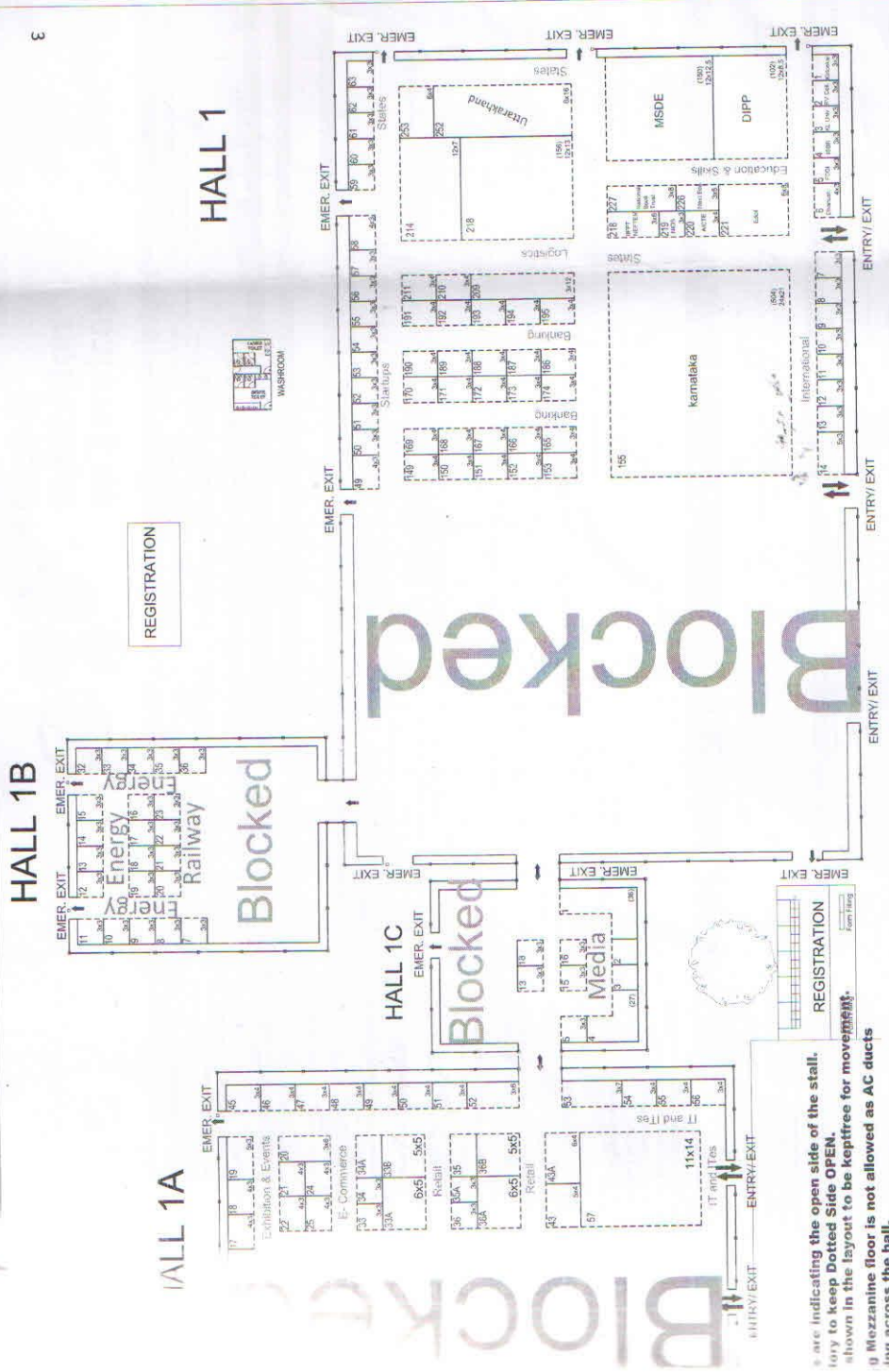
**Appendix I**

**Undertaking Total No. of employees in payroll of the Organization**

We undertake that there are.....number of employees in the payroll of the (name of the bidder) directly engaged in providing event management services as on 31<sup>st</sup> October, 2019. The incorrect information may lead to disqualification and black listing.

**Name & Signature of the HR Head of the bidder.**

**Name & Signature of the  
authorized signatory.**



are indicating the open side of the stall.  
 1. All stands size 4x3/ 3x4m, unless specified otherwise  
 2. Stands numbers shown are for reference only.  
 3. Stand no. given on this plan should not be used  
 4. Organisers reserves the right to change numbering/ alter the layout at any given time.  
 5. Mezzanine floor is not allowed as AC ducts running across the hall.

**Notes:**

Modified :-08/11/19

**JT PLAN**

1, 1A, 1B, 1C

Date :-31/10/19