

Tender Cost Rs. 1000/-

**TENDER DOCUMENT**

**Directorate of Industries, Uttarakhand  
Industrial Area, Patel Nagar,  
Dehradun.**

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

**PLACE WHERE OFFER  
IS TO BE SUBMITTED:**

**Directorate of Industries, Uttarakhand  
Patel Nagar, Dehradun.**

Invitation of Offers for Event Manager for Tableau for Republic Day-2018  
at Parade Ground, Dehradun

**Last Date/time for receipt of offer : 20.01.2018 at 11:00 a.m.**

**Opening of Technical Offer/Bid : 20.01.2018 at 12:00 p.m.**

**Time and date for Demonstration of the concept/layout plan/**

**Presentation: 20.01.2018 at 3:00 p.m.**

**Time and date for opening financial offer after presentation**

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**Directorate of Industries, Uttarakhand  
Patel Nagar, Dehradun.**

**Directorate of Industries, Uttarakhand,**  
**Patel Nagar, Industrial Area, Dehradun.**

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**(A) General:**

Tableau of Micro, Small & Medium Enterprises on **Republic Day-2018(26<sup>th</sup> January, 2018)** at Dehradun is to be executed on turnkey basis.

**The Theme for Tableau of the Republic Day-2018 is “MSME’s : Engine of Economic Growth and Employment Generation” (MSME’s आर्थिक विकास एवं रोजगार सृजन का इंजन). Tableau will showcase the importance of MSME sectors.**

The Event Managers jobs will be as under :-

**(B) Work Profile: Design and Installation of tableau for MSME’s.**

**1. Superstructure:**

- (i) Wooden Platform.
- (ii) Carpeting and Wooden podiums to display the products.
- (iii) Scanning, Planning and output of visuals in Flex/Vinyl and mounting on sun board.
- (iv) The firm will provide complete concept plan, design and details of the works.

The Event Mangers will be responsible for the overall smooth conduct and supervision of the Tableau. He will be responsible for all arrangements as per the guidance of the Officers.

**Note: The Trailer/Vehicle will be provided by the department.(C) Terms and Conditions:**

**(C) SUBMISSION OF BIDS**

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 financial offer are to be kept in separate covers and these two covers will be kept in a single envelope “**Technical offer**” and “**Financial Offer**”, must be returned on the cover of respective envelope.

**(1) “Technical Bid” will contain following documents :**

- (i) Tender Fee Rs. 1,000/- (Rs. One Thousand only) in the form of Demand draft.
- (ii) Earnest money Rs. 12,000/- (Rs. Twelve Thousand only) in the form of Demand Draft / Bank Guarantee.

- (iii) Copy of PAN/GST/Registration Details (**The firm should be registered as an exhibitor/event management firm**).
- (iv) Profile of the agency/firm/party.
- (v) Technical capabilities of the firm, registration details and past experience of similar works.
- (vi) Full description of work along with concept of design and creating over all ambience/layout plan.
- (vii) List of similar work done in national/international levels, especially in the context of Uttarakhand.
- (viii) Name of the organization where the various work have been implemented and feed-back from the organization regarding satisfactory working should also be enclosed.
- (ix) The minimum turnover in the head of event management during the last 2 years should be Rs. 50.00 lakhs per annum with proof (**Balance Sheet/CA Certificate should be attached**).

**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 in front of the committee which will form part of the Technical Bid.**

70 marks will be given to the technical bid, presentation/concept plan & 30 marks to the financial bid.

**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.

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 will form part of the technical bid.**

- (i) First technical bid shall be open 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.

(ii) 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, failing which this shall be considered as net price.

(2) “Financial Bid” shall be submitted in the “BOQ” format online. 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.

(E) Payment shall be due and payable by the Director of Industries, Dehradun only when on the completion of any task completed to the satisfaction of the Director of Industries. In case the quality of the material and the work is found to be inferior, the Director of Industries, Dehradun will have all the rights to impose penalties of such tenders will not be eligible to bid in future events.

(F) No representation will be accepted after opening of the offer.

(G) 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.

**(H) The Director of Industries, Dehradun reserves the right to accept or reject any tender either in partial or full without assigning any reason there off.**

(I) The Director of Industries, Dehradun reserves the right to accept a tender by the tenderer, giving a price preference and other relaxations, as admissible under the policy of Govt. of Uttarakhand.

(J) In case of dispute matter will be referred to the Principal Secretary (MSME's), Government of Uttarakhand and his decision will be a binding to both parties.

(K) For legal remedies District Court, Dehradun shall be the sole Jurisdiction.

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

**Director of Industries  
Uttarakhand, Dehradun.**