

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

E-Procurement Notice

**Tender Inviting Offers From Event Manager For Uttarakhand Pavilion
in 15th Pravasi Bhartiya Divas Convention-2019**

Uttarakhand is participating in **15th Pravasi Bhartiya Divas Convention-2019** from **21st to 23rd January, 2019 in Varanasi(U.P.)**. Uttarakhand State Pavilion will be put up in PBD on 54 sq.mtrs(Built-up space) in the **Hanger-B (Stall no. 47 to 49 and 52 to 54)** at Varanasi (U.P.). 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**.

Last date for receipt/uploading of E-Tender	Dt. 11.01.2019 upto 05:00 p.m.
Opening of Technical bid	Dt. 14.01.2019 at 11:30 a.m.
Presentation/opening of financial bid	Dt. 14.01.2019 at 12:30 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**.

**Member Secretary,
UHHDC.**

E-Tender Notice

Uttarakhand is participating in **15th Pravasi Bhartiya Divas Convention-2019** from 21st to 23rd January, 2019 in Varanasi(U.P.). Uttarakhand State Pavilion will be put up in PBD on 54 sq.mtrs(Built-up space) in the **Hanger-B (Stall no. 47 to 49 and 52 to 54)** at Varanasi (U.P.). Design and Installation of Uttarakhand Pavilion at PBD on 54 sq.mtrs.(Built-up space).

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. 11.01.2019 upto 05:00 p.m.
Opening of Technical bid	Dt. 14.01.2019 at 11:30 a.m.
Presentation	Dt. 14.01.2019 at 12:30 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. 25,000.00 (Rs. Twenty 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. **14.01.2019 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**.

**Member Secretary,
UHHDC.**

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E-TENDER DOCUMENT

(A) General:

Uttarakhand is Participating in **15th Pravasi Bhartiya Divas Convention-2019** to be organized at Varanasi from 21st to 23rd January, 2019. Uttarakhand State pavilion will be put up in Varanasi on 54 sq.mtrs.(Built-up space) in **Hanger-B (Stall no. 47 to 49 and 52 to 54)**.

The sectors/areas where the State Govt. has taken initiatives towards the Investment of Policy in various sectors/areas in Uttarakhand to be highlighted through suitable Panels and other Publicity methods like **Pharmaceuticals, Sericulture, Renewable Energy, Tourism & Aromatic, Biotechnology, Information & Technology, Horticulture & Floriculture, Department of Horticulture & Food Processing, Wellness & Ayush, Automobile & Film Shooting**.

Re-innovation and Reconstruction of Kedarnath temple and Development of New Kedarnath Temple Complex is to be highlighted. Projecting the on-going works and the projections of the temple & temple town, once the re-innovations are completed.

➤ **The State Pavilion**

The Pavilion will be divided broadly into following areas:

1. Reception/Information & Sitting.
2. Stalls of different Govt. organizations. These stalls will be used to showcase the progress made by state, highlight specific schemes and initiatives launched by the State Govt.

(B) Name of the work:

1. Design and Installation of **Uttarakhand Pavilion** at **15th Pravasi Bhartiya Divas Convention-2019** in Varanasi(UP) on 54 sq.mtrs.(Built-up space).
2. Concept of Design and creating overall ambience such as: Reception/Information & Sitting, Synthetic Carpeting on 54 sq.mtrs. and Potted Plants.
3. Erection, maintenance and dismantling of pavilion after the completion of an event.
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 3 sq.mtrs. per stall (i.e. for each 9 sq.mtrs.).

5. Lighting of the Pavilion. Emergency lighting provision must be installed in the pavilion to guard against Power failure.
6. Two LCD Projector on the Pavilion.
7. Surveillance close circuit TV cameras may be installed at strategic locations as per safety requirements.

Note: (i) Event Manager will provide the following services. Prices to be quoted shall include cost of all these services.

(ii) Layout Plan of Uttarakhand Pavilion is available on website www.pbdindia.gov.in. UK State Pavilion will be put up in Hanger-B (Stall no. 47 to 49 and 52 to 54). Layout plant enclosed.

(iii) UK State Pavilion will be put up in 54 sq.mtrs. (Built-up space), but we need required customized UK Pavilion in this area.

(C) Services:

Management of the Pavilion:-

1. The applicant firm will be responsible for the smooth conduct of overall affairs related to State pavilion and State Govt. functions in **PBD**. 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 organizer, local authorities and officers of the state related to **PBD** activities.
 - **Three Girls Guide** will be appointed by the firm during the PBD in **Uttarakhand Pavilion**. These girls 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.
 - The drinking water facilities will be provided by the Event Manager for the visitors, participants and staff during the event.
 - Providing tea and snacks to the officials/staff during the event.
 - **Flower Decoration :** Providing proper flower decoration will also be done by the Event Manager during the event.
 - **Transportation:** Providing one no. of suitable vehicle to the officials/staff in Varanasi during the PBD w.e.f. **21.01.2019 to 23.01.2019**.

2. **Fire Safety Arrangements:** The Event Management firm will responsible for fire arrangements of exhibits and stalls.
3. The Event Manager will setup an Office Equipment with 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.

(D) 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 Rs. 2,000/- & Earnest Money Rs. 25,000.00 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, needs to be attached in executing work of similar nature i.e. fabrication and event management of exhibitions & trade fairs. Appreciation letter issued by Govt./Semi Govt. Department for similar work needs to be attached..
- 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./PAN/Registration Details **(The firm should be registered as an exhibitor/event management firm).**
- 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. 100.00 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.
- xi. Certificates shall be attached by the tenderers atleast 06 national/state level exhibitions/conference/seminars/conclave work done in last three 3 years in any part of the India.
- xii. The total maximum points for evaluation of technical proposal are 100 marks. These score shall be based on an assessment of the technical proposal of the bidder.

S. No.	Evaluation Criteria	Max points	Supporting Documents
1	<u>Previous Similiar Experience</u> (State/National Level Exhibitions/Conference /Seminars/Conclave or any combination of the same related to fields of infrastructure sectors). 15 marks for two events and Additional 01 marks for each events subject to a maximum of 20 marks.	20	Letter of Award/Agreement/ Work order duly certified by the authorized signatory of the bidding company. Work order should be (Min. value of Rs. 30 lacs) in each event.
2	No. of employees (50 to 75 – 20 marks, 76 to 100 – 25 marks, Above 100 – 30 marks).	30	An undertaking from the HR Head of the organization has to be submitted in the format provided in this Tender Document(Appendix-I)/Proof of no. of employees from the statutory records like EPF etc.
3	Concept plan for the event/Presentation and Layout for the event. (i) Technical specification and picture of items (Chair, Sofa, Carpet, Floral decor and type of materials to be used). (ii) Overall branding through Panels/Flex (Interior & Exterior) or any other publicity material.	50	-----
Total marks		100	

(E) Financial Proposal

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

1. First Technical bid shall be opened and eligibility of the tenderer shall be ascertained (**as front note***). Those tenderer who do not qualify in the technical bid, their Tender shall be rejected and their price bid shall not be opened.
2. The tendering firms whose technical bid is found to be in order, shall be asked to make a presentation of their concept/layout plan and other details including previous experiences and assignment under taken before the committee constituted for selection.

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

Note: * The bidder will have to score minimum 70% marks(70 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(70 marks) in the Technical Bid.

Methodology of Evaluation-Quality cum Cost based selection.

- (i) The combined final score shall be considered for award of the assignment. The assignment shall be awarded to the Agency scoring the highest final weighted score.
 - (ii) The weightage for the technical proposal and financial proposal in the combined final score will be 70% and 30% respectively.
 - (iii) The marking scheme for technical proposal will be as per details given in this Tender Document Technical Score(S_t) shall be out of 100.
 - (iv) The Financial Proposal shall be evaluated using the following methodology:
 - (1) The lowest Financial Proposal (F_m) will be given a financial score (S_f) of 100 points. The financial scores (S_f) of the other Financial Proposal, and F is the Financial Proposal (in INR) under consideration.
 - (v) Proposals will finally be ranked in accordance with their combined of technical (S_t) and financial (S_f) score:
$$S = S_t \times T_w + S_f \times F_w;$$

Where S is the combined score, and T_w and F_w are weights assigned to Technical and Financial Proposal that will be 70% and 30% respectively.
- (F) **Selection** :- The applicant scoring the highest total score shall be declared as the “Selected Agency”.

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 , 2018. 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.**

