

Uttarakhand Handloom & Handicraft Development Council



उत्तराखण्ड हथकरघा एवं हस्तशिल्प विकास परिषद
उद्योग निदेशालय, उत्तराखण्ड
औद्योगिक आस्थान, पटेलनगर, देहरादून।
दूरभाष नं.-0135-2728272, 2520604 व फैक्स-2728226
Website: www.doiuk.org , email :-mpr@doiuk.org



E-TENDER NOTICE

Uttarakhand Handloom & Handicraft Development Council is organizing an “**Exhibition**” at Rural Haat, IT Park, Dehradun from 04th December, 2019 to 08th December 2019. E-Tenders are invited from the reputed and experienced Event Managers for planning and execution of the above said event.

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. 25.11.2019 upto 5:00 p.m.
Opening of Technical bid	Dt. 26.10.2019 at 11:30 a.m.
Presentation/Opening of Financial bid	Dt. 26.10.2019 at 12:30 p.m.

UHHDC reserves 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.

**Chief Executive Officer,
UHHDC**

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1. For submission of proposal online, the applicant is required to have Digital Signature Certificate (DSC) from one of the authorized certifying authorities.
2. E-Tender fee Rs. 2,000/- (Rs. Two thousand Only) shall be submitted in the form of demand draft in favour of **UHHDC (Assistance to UHHDC) payable at Dehradun. E-Tender fee should be enclosed along with “Technical Bid”**.
3. Earnest money Rs. 20,000/- (Rs. Twenty thousand only) shall be submitted in form of Demand Draft/Bank Guarantee in favour of **UHHDC (Assistance to UHHDC) payable at Dehradun. Earnest money should be enclosed along with “Technical Bid”**.
4. 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 E-Tender Document online.
5. The firms will be required to make Concept/Design/Layout Presentation before the committee. Concept/Design/Layout is the part of the Technical Bid.
6. 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.
7. For the convenience of the tenderers, it is proposed to arrange a meeting with UHHDC/Directorate of Industries officers on **21st November, 2019 at 10:30 a.m. at the Rural Haat, IT Park, Dehradun & they may obtain the details of the works and also seek clarifications, if any, in that meeting.**
8. A hard copy of the tender submitted online along with 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 **26 November, 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 E-Tender Document. For further details please log on to www.uktenders.gov.in.
11. If any clarification regarding uploading of E-tender, please contact: **E-Tender Cell Toll free no. 0120-4200462, 4001002.**

**Chief Executive Officer,
UHHDC**

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

E-TENDER DOCUMENT

(A) General :

Rural Haat, Dehradun has been established by the MSME Department, Govt. of Uttarakhand and UHHDC is assigned to develop it as a place to facilitate the artisans, weavers, cooperative societies, SHGs, institutions etc. related to handloom and handicraft sector.

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(B) Theme Of Exhibition:

The theme of the Exhibition should reflect the Handloom & Handicraft of Uttarakhand.

Name Of The Work :

1. Providing Pagoda stalls in open space.
2. Providing complete design/ theme/concept/layout of the event and decoration of build-up space at ground floor, Himadri emporium at first floor and pagodas (in open area).
3. Providing a temporary stage and a pandaal for the inaugural ceremony including sofa set and chairs.
4. Overall branding of the event as per the theme including front wall, building wall, entrance gate and boundary of the building.
5. Erection , maintenance and dismantling of exhibition after the completion of the event.
6. Two wooden counters(Tables) along with two racks with square pipe having three shelves and two chairs shall also be provided in the stall (Both build-up space as well as pagoda stalls).
7. Providing appropriate wooden counter(tables), racks and chairs in Himadri Emporium at first floor.
8. Emergency lighting provision must be installed in the exhibition to guard against power failure.
9. Two LCD projectors on the exhibition.
10. Surveillance close circuit TV cameras must be installed at strategic locations as per safety requirements.
11. Synthetic carpeting and potted plants.

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

(ii) Layout plan of Rural Haat is attached with the E-Tender document.

(C) **Services:**

- The applicant firm will be responsible for the smooth conduct of overall affairs related to the exhibition. The tendering firm will appoint their representative/staff in the exhibition during the period for attending any work/exigencies and to comply instructions from the officers.
- The event manager will be responsible for house-keeping and cleanliness in the exhibition 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 for inaugural ceremony and whole event to the officials/staff.
- Providing proper flower decoration, bouquets, lamps etc. during the event (specially on inaugural ceremony).
- The Event management firm will be responsible for the fire arrangements of exhibits and stalls.
- Two microphones with two loudspeaker and a podium (PA) systems in the fair area and main stage with operators.
- Power plug switch shall be installed in every stall.
- Four Hoardings minimum size 20×10 Feet on prominent places of city will be set up by the firm. The layout and design will be approved by the UHHDC.
- Insurance of Handloom and Handicraft products include loss of fire, Burglary, damage cost, natural disaster, indirectly any type of violence and any other sequence of the loss.

(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 separately.

1. The technical offer should have the following information's/documents:
 - (i) E-Tender Fee Rs. 2,000/- (Rs. Two thousand only) in the form of Demand draft.
 - (ii) Earnest money Rs. 20,000/- (Rs. Twenty 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) Full description of work along with concept and layout plan.
 - (vi) Technical capability of the firm needs to be attached in executing work of similar nature i.e. fabrication and event management of exhibitions and trade fairs. Appreciation letter issued by government/semi government departments for similar work needs to be attached.
 - (vii) Certificates shall be attached by the tenderers at least 6 Exhibition of state level exhibitions work done in last three years in any part of India.
 - (viii) **The minimum turnover in the head of event management during the last 3 years should be Rs. 50 lakhs per annum by the certified CA and also balance sheet for the same should be attached.**

- (ix) The total maximum points for evaluation of Technical Proposal are 100 marks. This score shall be based on an assessment of the Technical Proposal of the Bidder.

S. No.	Evaluation Criteria	Max points	Supporting Documents
1	<p>Previous Similiar Experience</p> <p>(Exhibitions/State/National Level Handloom Expo/Conference/Seminars/ Conclave or any combination of the same related to fields of infrastructure sectors).</p> <p>20 marks for two events and Additional 02 marks for each event subject to a maximum of 30 marks.</p>	30	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	Key personnel to be deployed including designer (List to be provided).	20	List of key personnel to be provided.
3	<p>Complete design/ theme/concept/layout of the event and decoration of build-up space at ground floor, Himadri emporium at first floor and pagodas (in open area).</p> <p>(i) Layout of the sitting arrangement: Technical specification and picture of items (Chair, Sofa, Carpet, Floral decor, entry arch, sound system and type of materials to be used).</p> <p>(ii) Overall branding by Flex/Hoarding (Interior & Exterior) or any other material.</p> <p>(iii) Beautification of total exhibition area.</p>	50	
Total marks		100	

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.

(E) Financial Proposal:

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

- (i) 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.
- (ii) 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.

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.

(F) 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(St) shall be out of 100.
- (iv) The Financial Proposal shall be evaluated using the following methodology:
- The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposal, and F is the Financial Proposal (in INR) under consideration.
 - Proposals will finally be ranked in accordance with their combined of technical (St) and financial (Sf) score:

$$S = St \times Tw + Sf \times Fw;$$

Where S is the combined score, and Tw and Fw are weights assigned to Technical and Financial Proposal that will be 70% and 30% respectively.

(G) Selection

The Applicant scoring the highest total score shall be declared as the “**Selected Agency**”.

Terms & Conditions:

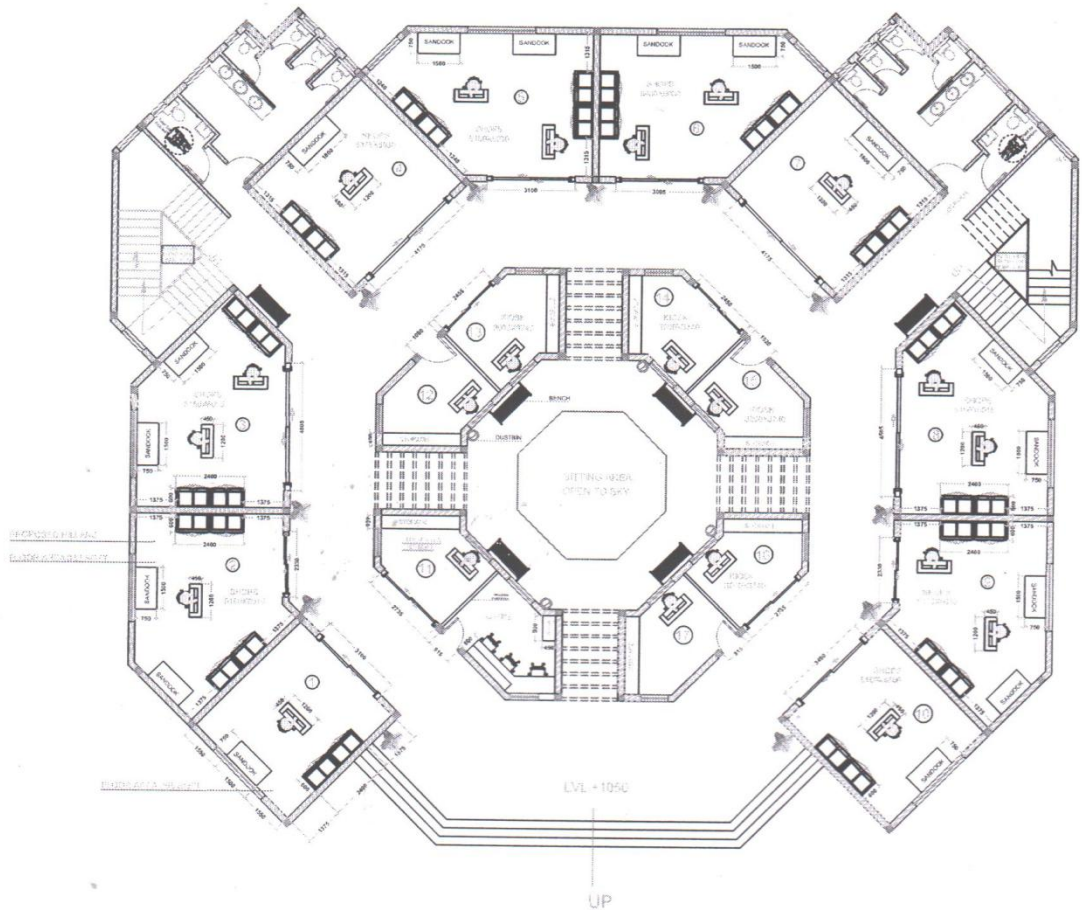
1. Successful tendering firm will have to submit 10% performance security of the financial bid in shape of security money in the form of DD/Bank Guarantee pledged in the name of **UHHDC(Assistance to UHHDC), Dehradun**.
2. The rate to be quoted in financial offer will be F.O.R. destination if rates quoted 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 tax deduction at source will be applicable as per rules prevailing at the time of making the payment.
14. 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.

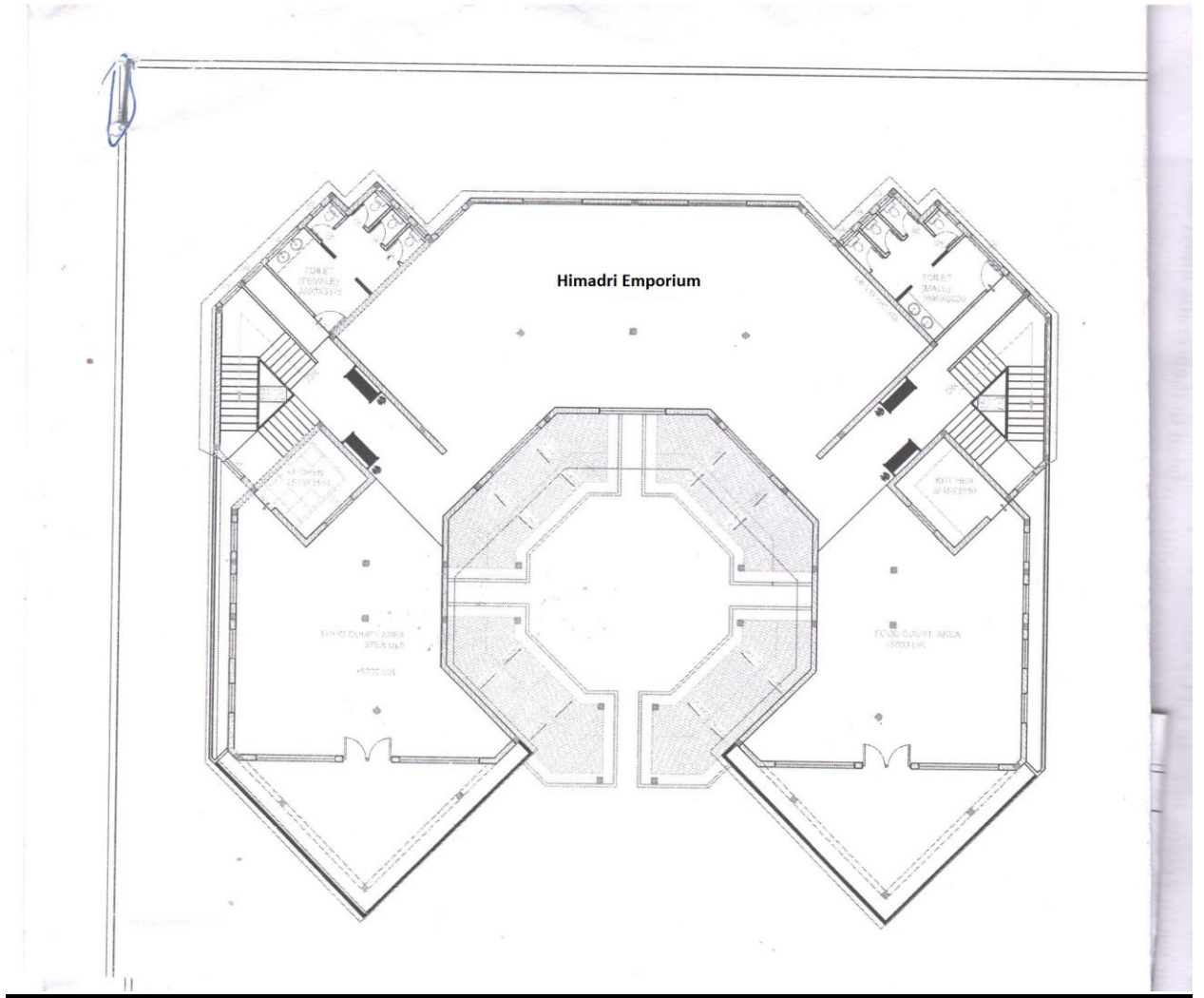
Terms and Conditions accepted

Seal of Firm

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



Ground Floor Layout of Rural Haat



First Floor layout of Rural Haat