

**Bid Document**  
**for Design, Fabrication, Supervision and Display**  
**of WBIDC Pavilion**  
**at India ASEAN Business Fair and Business Conclave at**  
**Pragati Maidan, New Delhi**  
**2<sup>nd</sup> March 2011 to 6<sup>th</sup> March 2011**

## **Invitation for Proposal**

1.1 Sealed proposals are invited by the West Bengal Industrial Development Corporation Limited (WBIDC) from reputed exhibition fabricating agencies for organizing i.e. design, fabrication, decoration, printing, paneling , supervision and display of WBIDC Pavilion at India ASEAN Business Fair and Business Conclave at Pragati Maidan, New Delhi on and from 2<sup>nd</sup> March 2011 to 6<sup>th</sup> March 2011. The objective of this fair is to highlight capabilities and opportunities, across sectors to the businesses from India and ASEAN FOR ENHANCING Investment and Bilateral Trade.

### *1.2 Organization Brief*

A detail on the activities and objectives of concerned industries is available with the Corporate Communication Department of the Corporation.

1.3 Only the parties having experience in designing & fabrication may collect the Documents and submit their bid.

1.4 Bidders must furnish full data and information as required in this document.

1.5 Award of work against the bid is at the sole discretion of West Bengal Industrial Development Corporation.

1.6 Sealed proposal shall have to be submitted to Corporate Communication Department by 2 p.m. upto 18<sup>th</sup> February 2011, to be opened on 18<sup>th</sup> February 2011 at 2.30 p.m. in presence of the representatives of the Bidders who wish to be present.

1.7 WBIDC reserves the right to accept or reject any or all quotations without assigning any reasons thereof and is not bound to award work to the lowest Bidder.

1.8 Any form of canvassing shall be deemed as reason for disqualification.

## 2 . Instructions to Bidders

### 2.1 Eligibility and Qualification of the bidder

Agencies applying for the bid must have (i) an office in Kolkata (ii) designed, fabricated and supervised at least 04 similar exhibition works (out of which two exhibition work should be in Kolkata or Mumbai or Delhi) in the last 4 financial years.(Submission of work orders/letters relating to eligibility criteria must). Agency also should have an exhibition turnover of not less than 20 lakh (twenty lakh) in a financial year during the mentioned period (to be substantiated with documents, especially work orders). The agency preferably have executed similar work similar area for the pavilions/stalls in large Industrial exhibitions in the last four years.

### 2.2 Rates and Quotes

The rates quoted shall be inclusive of all taxes and duties as applicable as per the law. The quoted rates shall be firm and shall not be subject to any change whatsoever. Agencies should quote in lump sum for 36 sq.mtr. built up space (constructed booth) having business discussion area.

### 2.3 Contents

The proposal shall be submitted in ONE large sealed packet, named and duly marked as “Strictly Confidential- Bid for Designing, Fabrication, supervision and display of WBIDC Pavilion at India Asean Business Fair and Business Conclave..

The contents of the packet are described below.

There will be three (03) sealed envelopes duly marked as follows: -

- i) " Envelope 1 “
- ii) "Envelope 2 -Design of pavilion
- iv) " Envelope 3 -financial bid for design, fabrication, supervision and display

Envelope 1 should contain the following: -

- Authorization of the person signing the Tender
- Proof of bidder's qualification to participate in tender in terms of clause 2.1.

- Copies of Service Tax registration certificate and Trade license
- Balance sheet for last three years
- Copies of IT return for last three years
- The Tender Document- The original Tender Document shall be duly signed on all pages.
- Agency details
  - i. Name of the person duly authorized to clarify, negotiate and finalize the tender along with telephone, e-mail and fax numbers.
  - ii. No. of years in this field
  - iii. Past experience of exhibition stall fabrication supported by photographs and work orders/letters.( attached annexure must be filled for quality evaluation)

NB:

Signing of proposal: Persons tendering shall submit their proposals duly signed on all pages. Signature will indicate acceptance of the contents of the papers. Corrections and alterations, if any, are to be signed.

Envelope 2 should contain the following

The design of stall – not more than two option

Envelope 3 should contain the following:-

The lump sum price (inclusive of all taxes and duties as applicable) for design, Fabrication, Decoration, Printing, Paneling & supervision and display of pavilion for 36 sq.mtr. built up space (constructed booth under shell scheme) at Pragati Maidan , Delhi.

2.4 Bidders should put all the above 3 envelopes in a common sealed envelope addressed to " The Managing Director, West Bengal Industrial Development Corporation Ltd., 'PROTITI' 23, Abanindranath Thakur Sarani , Kolkata- 700017" and submit to the Corporate Communications Department of WBIDC . Each sealed cover shall be marked " India Asean Business Fair 2011". If the envelopes are not sealed and marked as instructed, WBIDC will assume no responsibility for the misplacement or premature opening of the bid. A tender opened prematurely due to this sub'-clause may be rejected and returned to the bidder.

## 2.5 Time of submission

The proposal must reach the office of the WBIDC by 2 pm upto 18<sup>th</sup> February 2011. WBIDC may, at its own, sole discretion, extend the deadline for submission of proposal by issuing an amendment in accordance in which case all rights and obligations of WBIDC and the bidders, previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.6 Opening of proposal : The proposals shall be opened on 18<sup>th</sup> February 2011 at 2: 30 pm in presence of such representatives of the bidders who wish to be present.

## 3. **Evaluation Of Proposal**

The bids will be evaluated on the basis/ parameters given below: -

### Stage I

The design bid i.e. envelope 2 (two) of those bidders who have submitted all documents in envelope I (one) under clause 2.3 and satisfy the eligibility and qualification criteria as stated in clauses 2.1 of the Document, will be opened.

### Stage II

The agency will have to make presentations before the evaluation Committee.

The evaluation of the bid proposals will be based on the following parameters

#### i. Presentation of design -60 marks

(The presentation would comprise design (soft copy and hard copy), presentation & visual impact with model/mock-up and quality appreciation of past fabricated work of pavilions) – not more than two option.

The presentation should comprise 3-D presentation.

Out of the 60 marks (as indicated against i above) a minimum of 42 marks will have to be obtained for an agency to qualify for opening of the financial bids. In the event of large number of qualified bidders (who obtained more than 42 marks) only the top five bidders will be accepted for opening of financial bids.

#### ii. Financial bid -40 marks

After quality evaluation, the financial proposal would be evaluated as under

$$\text{Score} = 100 \times A / B$$

Where A= Price of the lowest bidder

B= Price of the bidder being evaluated.

The total score will be calculated by adding the scores on i and ii above.

In case of a tie, the bidder with the higher score against quality evaluation (as stated in i above) shall be selected.

**4. The bidder should quote for stall design. Fabrication and supervision and display based on the following specification.**

i) Stall Area: Design, fabrication, Decoration, Printing Paneling & supervision shall be for 36 sq mtr. (Constructed booth under shell scheme) at India ASEAN Business Fair and Business Conclave at Pragati maidan, New Delhi. Stall area will be handed over to fabricator by the exhibition organizer after 12.0 hrs on 1<sup>st</sup> March 2011 and the total job should be completed by 2000 hrs on 1<sup>st</sup> March, 2011.

ii) Display of panels, backlit / front lit with Cromptolux spotlights. (*Panels will be designed & fabricated by the agency*)

iii) Seating Arrangement: decorating seating arrangement for not less than 4 persons

iv) Arrangement of not less than 2 Hostesses

v) Daily floral decorations

vi) Adequate provision of fixing of Backlit/ Front lit / acrylic Panels

vii) Product Display Podium wherever needed

viii) Daily maintenance / cleaning of the stall

ix) Cost of Security Guards

( x) Additional Electrical Fittings (if required)- as per design

xi) Carpeting of the entire floor area

- xii) 6/4 inches (or as found suitable) raised platform
- xiii) Cost of electricity demand and consumption charges to be borne by you initially which will be reimbursed after the completion of the event.
- xiv) 42 inches plasma TV/ LCD with DVD players at least 02 nos.
- xv) Small pantry with facility of a mini fridge and tea/coffee machines (to suit) with supplies
- xvi) Catalogue stand at least 2 nos.
- xvii) Reception tables with lockable drawers at least 2 nos
- xviii) Should arrange to obtain all necessary permission/ clearances from local authorities as required including clearance from fire Department.
- xix) Arrangement of fire fighting system in the pavilion
- xx) It may be noted that fabricators will have to make use of modern/space saving and modular systems for smart and sleek looks. The stalls should have a mix of plywood/modular system, glass / trass material. Usage of fire retardant material for making the pavilion / enclave.
- xxi) Minor addition and alteration may have to be done depending upon requirement of the pavilion without any extra cost.
- xxii) Arrangement of photographs

5. Successful bidder must deposit earnest money amounting to 20% of the offer price in form of pay order/demand draft in favour of West Bengal Industrial Development Corporation Ltd payable at Kolkata. No work order will be issued until earnest money is deposited.

6. Mode of payment :

- 1) 50 % as mobilizing advance of accepted bid price
- 2) Balance 50% after successful completion of the event and certified by WBIDC.

7. Rules for designing:

- 1) All design should be created in conformity with the rules laid down by the organizer of India ASEAN Business Fair. All rules and regulation of the organizer to be maintained.

8. Insurance

The agency shall be responsible for any injury to persons, animals, etc. and for any damages to the work structure and decorative works in the property which may arise from operation or neglect of himself or any of his subcontractors or of his or sub-Contractor's employees, and such injury or damage may arise from carelessness, accident or any other cause whatsoever connected with carrying out of this contract. This clause shall be held to include any damage to buildings, whether immediately adjacent to or otherwise, any damage to roads, streets, footpaths, etc., as well as any damage caused to the works forming the subject to this contract by any inclemency of weather. The agency shall indemnify the WBIDC and hold them harmless in respect of all and any expenses arising from any such injury or damage to persons or property as aforesaid and also in respect of any claim made in respect of injury and damage, under any acts of Government or otherwise, and also in respect of any award of compensation consequent upon such claims.

9. The Contractor shall comply with all the bye-laws and regulations of local and other statutory authorities having jurisdiction over the works and shall be responsible for the payment of all fees and other charges and the giving and receiving of all necessary notices, and inform the said compliance with bye-laws, payments made, notices issued and received.

**TECHNICAL DATA SHEET**

Name of the Bidder :
Address :
Head of the Organization:
Office in Kolkata
Date of incorporation of the organization:
Nature of Organization ( Proprietorship/Partnership/Pvt.Ltd/Limited)
Pan no
Turnover for last three years



Experience of last 4years in designing, fabrication and supervision of stalls/pavilion	Year ending 31 <sup>st</sup> March	Client company	Event	Venue & location	Area covered	Job value (in Rs)	Work order from client	Photo enclosed (yes/no)	Awards won(Documentary evidence to be submitted)
	2007								
	2008								
	2009								
	2010								

Note : Strictly follow the format using separate sheets, if necessary, for submission. All submissions are to authenticated by necessary documents.

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Signature with official stamp