

BID DOCUMENT

FOR

DESIGN, FABRICATION, SUPERVISION AND DISPLAY

OF

COMMERCE AND INDUSTRIES PAVILION

FOR

MATI UTSAV-2013

VENUE

LAL BABA ASHRAM GROUND, PANAGARH

09TH TO 15TH FEBRUARY -2013

Invitation for Proposal

1.1 Sealed proposals are invited by West Bengal Industrial Development Corporation Limited (WBIDC) on behalf of Commerce & Industries Deptt (C&I), GOWB from reputed exhibition fabricating agencies for design, fabrication, decoration, printing, paneling, supervision and display of Commerce & Industries Deptt Pavilion at Mati Utsav-2013 to be held at Lal Baba Ashram Ground, Panagarh from 09th to 15th February 2013.

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 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 The Document shall be marked to:

The Managing Director, West Bengal Industrial Development Corporation Limited, PROTITI, 23, Abanindranath Thakur Sarani, Kolkata- 700 017.

1.7 Sealed proposal shall have to be submitted to Corporate Communication Department by **2.30 pm up to 05.02.2013** and to be opened in presence of the representatives of the Bidders who wish to be present on **05.02.2013 at 4 pm.**

1.8 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.

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

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 02 similar exhibition works (out of which two exhibition work should be in Kolkata) in the last 2 financial years.(Submission of work orders/letters relating to eligibility criteria must). Agency also should have an exhibition turnover of not less than Rs 20 lakh (twenty lakh) in a financial year during the mentioned period (to be substantiated with documents, especially work orders). The agency preferably should have executed similar work with similar area for the pavilions/stalls in large Industrial exhibitions in the last 2 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 1000 Sq.ft and 500 sq.ft respectively in bare space open to sky.

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 C&I Pavilion at **Mati Utsav-2013**."

The contents of the packet are described below.

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

- i) "Envelope 1 -Bid Qualification and Fee"
- ii) "Envelope 2 -Design of pavilion"
- iii) "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 two years
- Copies of IT return for last two years
- The Tender Document- The original Tender Document shall be duly signed on all pages.
- Agency details
- Name of the person duly authorized to clarify, negotiate and finalize the tender along with telephone, e-mail and fax numbers.
- No. of years in this field
- 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 – only 01 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 1000 sq.ft/ 500 sq.ft area (Dimension- 40 ft x25 ft or 20 ft x 25 ft) at Mati Utsav 2013.

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 "**Mati Utsav- 2013**". 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 **2.30 pm, up to 05.02.2013**. 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. The proposals shall be opened on **05.02.2013 at 4 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 and quality appreciation of past fabricated work of pavilions) – not more than one option.

The presentation should comprise 3-D presentation on Hard copy and must be to scale. Designs without will not be considered for the bid.

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 1000 sq.ft or 500 sq.ft sqm at Mati Utsav-2013 at Lal Baba Ashram Ground, Panagarh. Stall area will be handed over to fabricator by the exhibition organizer on 06.02.2013. Work will have to be completed by 10 p.m. on 08.02.2012 positively.

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

iii) Seating Arrangement: common passage with decorating seating arrangement for not less than 05 persons (A separate C&I lounge also to be created for seating of VIPs with pantry facility. Tea/Coffee should be served in earthen pots only)

iv) Arrangement of not less than 3 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) Additional Electrical Fittings (if required)- as per design

x) Carpeting of the entire floor area

xi) 6 inches (or as found suitable) raised platform

xii) Cost of electricity demand and consumption charges.

xiii) 42 inches plasma TV/ LCD with DVD players at least 06 nos.

xiv) Catalogue stand at least 6 nos.

xv Reception tables with lockable drawers at least 4 nos

xvi) Should arrange to obtain all necessary permission/ clearances from local authorities as required including clearance from fire Department.

xvii) Arrangement of fire fighting system in the pavilion

xviii) 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 / brass material. Usage of fire retardant material for making the pavilion / enclave.

xix) Minor addition and alteration may have to be done depending upon requirement of the pavilion without any extra cost.

xx) Arrangement of still photography of the stall and visits to stalls by officials

5. Successful bidder must deposit **Earnest Money amounting to Rs. 1 lakh (Rupees One Lakh) only 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 EMD 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.
- 3) Soft Copy/open layer are to be provided at the time of submitting the bills.

7. Rules for designing:

- 1) All design should be created in conformity with the rules laid down by the organizer of the Fair.
- 2) The design should be as per the layout plan showing space of WBIDC (attached as per Annexure I).

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.

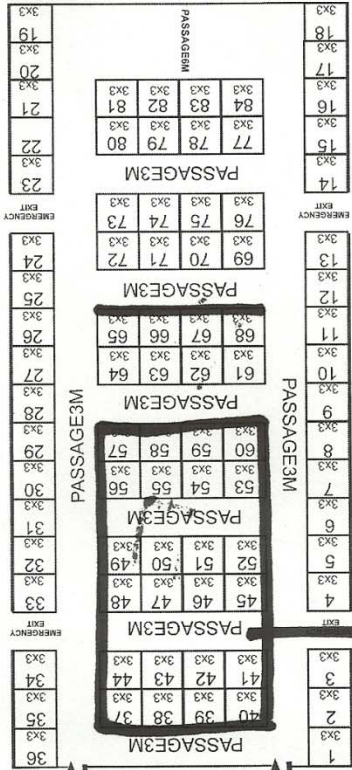
TECHNICAL DATA SHEET

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 two years

Experience of last 2years in designing, fabrication and supervision of stalls/pavilion	Year ending 31 st 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)
	2011								
	2012								

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

EXHIBITION HALL
(1440SQM) (24M X 60M)



C

29m x 12m

C4?

B

