

BID DOCUMENT

FOR

DESIGN,FABRICATION,SUPERVISION AND DISPLAY

OF

COMMERCE & INDUSTRIES PAVILION

AT

MATI UTSAV-2014

VENUE

LAL BABA ASHRAM GROUND, PANAGARH

14TH FEBRUARY TO 20TH FEBRUARY 2014

31.01.2014

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-2014 to be held at Lal Baba Ashram Ground, Panagarh from 14th to 20th February 2014.

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 download *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 Division by **06.02.2014 up to 1400 hrs** and to be opened in presence of the representatives of the Bidders who wish to be present on **06.02.2014 at 1600 hrs.**

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 04 similar exhibition work (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 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 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 500 sq.ft bare exhibition space . (25' frontage x 20'width)

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 for Mati Utsav 2014.**

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 (only one option)
- 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 three years (2010-11, 2011-12, 2012-13)
- Copies of IT return for last three years (2010-11, 2011-12, 2012-13)
- The Tender Document- The original Tender Document shall be duly signed and stamped 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 and stamped.

Envelope 2 should contain the following

The design of stall – only one 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 500 sq.ft. bare space at Mati Utsav 2014 .

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 Division of WBIDC . Each sealed cover shall be marked " **Mati Utsav 2014**. 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 06.02.2014 **up to 1400 hrs**.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 **06.02.2014 at 1600 hrs** 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. Design not to scale will not be accepted for evaluation.

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.

1. Stall Area: Design, fabrication, Decoration, Printing, Paneling & supervision shall be for 500 sq.ft bare space at Mati Utsav at Lal Baba Ashram ground, Panagarh from 14th to 20th February 2014.
2. Display of 10 nos of backlit panels of size 5'x2.5'
3. Display of 2 nos of backdrop of 4mtrs x 8'
4. Panels are to be designed , printed and installed by the agency
5. Entire floor arEA of 500 sq.ft to be raised 6 inches with good quality platform
6. Store and pantry area with coffee vending machine with service person.
7. Reception area 01 with two nos of bar stools. The table should have lockable drawer.
8. Arrangement of not less than 02 Hostesses
9. Daily floral arrangement on reception table
10. Fascia on two open sides of the pavilion
11. Provision of one 42 inches LED TV for running promotional films to be run by laptop
12. Provision of separate laptop with internet connection for reception
13. Daily maintenance / cleaning of Stall

14. Additional Electrical Fittings (wherever required)
15. Carpeting of the entire Floor area (Blue / Grey carpet)
16. Waste Bin – 04 nos
17. Cost of electricity demand and consumption charges to be borne by the agency
18. Stand by generator should be available during the period of the event to take the load of the entire pavilion.
19. Catalogue stand : 03 nos.
20. All necessary permission/ Clearances from local authorities as required including clearance from Fire Department to be taken by the agency
21. Arrangement of Fire fighting system in the pavilion (fire extinguisher – A, B, C class of fire)
22. It may be noted that fabrication will have to make use of modern / space saving and modular systems alongwith a rustic look. The stall should have a mix of plywood/ modular system/glass/brass materials. Usage of fire retardant materials for making the pavilion.
23. The entire pavilion should be covered with a rooftop.
24. Minor addition and alteration may have to be done depending upon requirement of the pavilion without any extra cost.
25. Arrangement of still photography of the stall and visits to stalls by officials
26. Glass fishbowl for dropping of business cards 01 no.
27. Visitors Book
28. Low height flower plants with clean flower pots: 15 nos.
29. Low height flower plants with clean flower pots : 15 nos.
30. Arrangement of packaged drinking water : 6 ltrs per day

5. Successful bidder must deposit **Earnest Money amounting to Rs. 1 Lakh (One Lakh) 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 Industrial India Trade 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 three years

Experience of last 2 years 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 be authenticated by necessary documents.

Signature with official stamp