

BID DOCUMENT

FOR

DESIGN, FABRICATION, SUPERVISION AND DISPLAY

OF

WEST BENGAL INDUSTRIAL DEVELOPMENT

CORPORATION LTD PAVILION

FOR

GLOBAL EXHIBITION ON SERVICES

EXHIBITION VENUE AND DATE

**15 – 18 May 2018 at the Bombay Exhibition
Centre, Mumbai.**

Tender No-

WBIDC/CC/E&S/GES-1

Dates

- **Pre Bid Meeting-19/4/2018 at 3pm**
- **Bid Submission Last Date – on 27/4/2018 at 12 noon**

Contact- Mr Abir Kar Roy,OSD Corporate
Communication 033 -225503783/ 22553700

Invitation for Proposal

1.1 Sealed proposals are invited by West Bengal Industrial Development Corporation Limited (WBIDC) from reputed exhibition fabricating agencies for design, fabrication, decoration, printing, paneling , supervision and display of the Pavilion at GES Exhibition -2018 to be held at Bombay Exhibition Centre, Mumbai from 15 – 18 May 2018.

1.2 Organization Brief

A detail on the activities and objectives of the department 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 Department by **12 noon on 27.4.2018**. The technical bids would be opened in presence of the representatives of the Bidders who wish to be present at **4 pm on 27.4.2018**. The financial bids would be opened in presence of the representatives of the Bidders who wish to be present at **12 pm on 3.4.2018**.



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 03 similar exhibition works (out of which two exhibition work should be in Kolkata) in the last 3 financial years.(Submission of work orders/letters relating to eligibility criteria must).
- (iii) Agency also should have an exhibition turnover of not less than Rs 40 lakhs (forty lakh) in a financial year during the mentioned period (to be substantiated with documents, especially work orders and balance sheet).
- (iv) 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 exclusive 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 180 sq.mt of bare exhibition space inside a hall (taxes as applicable should be excluded). All tendering norms for bidding must be complied in full

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 Pavilion at **GES 2018**



The contents of the packet are described below.

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

- i) "Envelope 1 - Signed Tender Document.
- ii) "Envelope 2 -Design of pavilion" (only one option to be placed)
- iii) " Envelope 3 -financial bid for design, fabrication, supervision and display"
(rate should be all inclusive)

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
- 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 (must be in scale) Designs not in scale will be not accepted. The pavilion shall have space for 14 small stalls/counters, seating lounge, backdrop and others

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 180 sq.mt area (Dimension- 9 m x 6 m)- three sides open.

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-Business Synergy Centre of WBIDC. Each sealed cover shall be marked "**GES EXHIBITION 2018**". 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 12 noon **of 27.4.2018**. 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 Technical Bids shall be opened on **the same day at 4 pm** in presence of such representatives of the bidders who wish to be present. The financial bids would be opened in presence of the representatives of the Bidders who wish to be present at **12 pm on 3.4.2018**.



3. Evaluation of tender

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

Stage I

Design -**50 MARKS**

Stage II

Financial bid -50 marks – (to be filled up as per format at Page 10) After quality evaluation, the financial proposal would be evaluated as under 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 on the entire scope of work as lump sum.

- I. Stall Area: Design, fabrication, Decoration, Printing, Paneling & supervision shall be for 180 sqmt bare space
- II. The pavilion shall have space for seating lounge, backdrop and others for WBIDC.
- III. 14 small seating counters with common branding having a glass table and 4 chairs each.
- IV. The floor of the Stall should be six inches raised with hard wooden platform.
- V. Display of panels - (all lit)
- VI. Display of at backdrop
- VII. Adequate stall lightings
- VIII. Arrangement 02 Hostesses in blue saris seated at the reception.
- IX. Creation of pantry with tea/coffee vending machine and a mini fridge (vending supplies to be given by the fabricator.
- X. Reception desk for hostess (should have locker facility)
- XI. Seating lounge for VIPs and guests (minimum six persons) Leather sofas with centre and side tables
- XII. Provision of laptop with internet facility
- XIII. Daily floral decorations



- XIV. Product Display Podium, if needed
- XV. Daily maintenance / cleaning of the stall
- XVI. Additional Electrical Fittings (if required) as per design
- XVII. Carpeting of the entire floor area-BLUE
- XVIII. Cost of electricity demand and consumption charges.
- XIX. 42 inches plasma TV/ LCD with DVD players at least 02 no.
- XX. Catalogue stand at least 02 nos.
- XXI. Power Charges shall be separate and shall be settled by selected agency.

Note: 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 and video photography of the stall and visits to stalls by officials

6. Mode of payment- Upon submission of Invoice on completion of work.

7. Rules for designing:

- 1) All design should be created in conformity with the rules laid down by the organizer of the Fair (CII)
- 2) The pavilion shall have space for 10 mini stalls/counters along with seating area and backdrop.
- 3) The design should be as per the layout plan showing space.

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

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)	

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

Finance Bid
Format

Financial Bid for Tender No-	
Name of Company	
Details	Amount to be Quoted as Lumpsum(excluding taxes)
	AMT IN INR
Total Before Tax	
Sub Total	
Taxes	
Total after tax	

Total In Words(excluding taxes)

