

## **INVITATION FOR TENDER**

<b>Subject:</b>	<b>Ref: DOI</b>	
<b>1.</b> Design, Erection, Maintenance & Management of ' <b>Dept. of Information Technology &amp; governance</b> ' Stall in IITF 2016 (India International Trade Fair 2016), 14 <sup>th</sup> -27 <sup>th</sup> November, 2016 at Pragati Maidan, New Delhi. Stall Size : ( 18 Sq.Mtr)	<b>Bid Receiving</b>	<b>Bid Opening Date</b>
	<b>Last Date</b>	
<b>2.</b> Design, Erection, Maintenance & Management of ' <b>Dept. of Information Technology &amp; governance</b> ' Stall in IIMTF (India International Mega Trade Fair, 2016-17) ,10 <sup>th</sup> -20 <sup>th</sup> February, 2017 at Morabadi Ground, Ranchi. Stall Size : (3 Mtr.X 3 Mtr) = 9 Sq.Mtr	<b>31.10.2015</b> <b>At</b> <b>03.00 PM</b>	<b>31.10.2015</b> <b>At</b> <b>05.00 PM</b>

***Please submit your offer for the job as specified below. Your offer should be submitted in sealed cover as specified in this tender specification, and addressed to the Chief Executive Officer, JAPIT, Dhurwa Goal Chakkar, Ranchi-834004, Jharkhand, Ranchi, with our reference number and due date super-scribed on the cover and on the understanding that you have read through the Terms and Conditions of this invitation and the enclosures and undertake to abide by them.***

**Sd/-**  
**Officer on Special Duty**  
**JAPIT**

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<b>The tender documents consist of the following sections:-</b>	Page no.
INSTRUCTIONS TO THE TENDERERS	2-8
GENERAL TERMS & CONDITIONS OF THE CONTRACT	11
SCOPE OF DESIGN / WORK	12-13
RESPONSIBILITIES OF THE ERECTION & MAINTENING AGENCY	14
LETTER OF AUTHORISATION FOR ATTENDING BID OPENING	15
BILL OF QUANTITY (FOR THE WORK MENTIONED IN SL.NO. 1-2	16

## **INSTRUCTIONS TO THE TENDERERS**

This tender allows bidders for two kind of work.

- a. One is for India International Trade Fair 2016 which is scheduled to be held from **14<sup>th</sup> November to 27<sup>th</sup> November 2016** at Pragati Maidan, New Delhi. It is earmarked for Stall for Dept. of Information Technology & eGovernance.
- a) Another work is to prepare a stall for Dept. of Information Technology & eGovernance for IIMTF (India International Mega Trade Fair, 2016-17) which is scheduled to be held from 10<sup>th</sup> February to 20<sup>th</sup> February, 2017 at Morabadi Ground, Ranchi.

Details of work to be done is as follows:-

### **1. Work to be done:**

- b) Preparation of layout plan, design and conceptualization, erection, construction augmentation of the entire stall structure to be made of kailwood timber frame, plywood cladding, platform making with block boards sheets etc, panels design, artwork and printing on vinyl/frontlite/translight. All through plastic emulsion paint finish of appropriate colour, electrical fitting and fixture through carpeting reception table, chair and other necessary furniture. Maintenance of the stall during the entire exhibition period, flower bouquet, visitor's book, LED TV with DVD carbowl and toffee packet. This work is for **Dept. of Information Technology & eGovernance** in IITF 2016 (India International Trade Fair 2016), 14<sup>th</sup>-27<sup>th</sup> November, 2016 at Pragati Maidan, New Delhi.
- c) Second work with same level as specified on 1.(a) has to be done for '**Dept. of Information Technology & eGovernance**' Stall in IIMTF (India International Mega Trade Fair, 2016-17) ,10<sup>th</sup>-20<sup>th</sup> February, 2017 at Morabadi Ground, Ranchi.

### **Date from which Tender Documents will be available:**

Tender would be available from **17.10.2016** and onwards on all working days during office hours. Participants need to file the tender after paying Bank Draft of ` **5,000/-**(Rs. Five Thousand Only) (Non-refundable) in favour of **the Chief Executive Officer, JAPIT, Jharkhand, Ranchi** Payable at **Ranchi**. The tender documents can also be downloaded from either of the websites: **japit.jharkhand.gov.in** or **www.jharkhand.gov.in**.

*Tender Document Fee will be paid by the tenderer at the time of submitting the Bid if document is downloaded from website.*

Date of receipt of Tender : 31.10.2016 at 3.00 PM.

Date of opening of Tender : 31.10.2016 at 3.30PM.

**Note: No Tender Document will be accepted without The Tender Document Fee.**

## **2. ELIGIBILITY CONDITION**

Tenderer should have designed, erected and maintained minimum three similar type of works in last three financial years (i.e. w.e.f. 01.04.2013). In each three financial years the total value of the work executed should not be less than Rs. 50.00 Lakh (**rupees Fifty Lakhs**). Bidders should produce documentary proof of having designed and erected the pavilions of similar nature.

## **3. SUBMISSION OF TENDERS:**

**3.1 Tender shall be prepared and submitted in one SEALED ENVELOPE containing three individually sealed envelopes inside. All envelopes shall be surely sealed and shall have superscription on the cover indicating name and reference number of the tender and envelope number.**

**(a). Envelope 1 (Superscripted “Envelope 1:EMD”)**

It will contain only earnest money deposit in the form of crossed bank draft of ₹ 50,000/- (rupees one Fifty Thousand only) (Refundable) of any Nationalized

Bank in favour of *the Chief Executive Officer, JAPIT*, payable at Ranchi.

**(b). Envelope 2 (Superscripted “Envelope 2: TECHNICAL BID”)**

Documents mentioned in clause 3.2 below in serial order.

**(c). Envelope 3 (Superscripted “Envelope 3: Financial Bid”) THE PRICE BID**

**3.2 The ENVELOPE 2 (Technical Bid) shall contain the following documents and documents establishing the bidder’s eligibility as**

**per the terms and conditions of the bid document:**

- 1) Letter of authorization for attending bid opening.
- 2) **Technical proposal.** (Design details along with print outs, electronic presentations, CD's, pen drive etc.) The bidder should furnish a detailed work plan which should include a Overall design and fabrication of stalls, design of theme area, layout plan/ design/ conceptualization, including outside and inside fascia, model/ photograph. This must be given in the form of a presentation/ audio-visual, in a CD or pen drive. The presentation should clearly explain the overall concept, in alignment with the theme.
- 3) **Implementation plan.**
- 4) Management plan.
- 5) Last three years' financial statement, balance sheet/ Profit & Loss account for years 2012-2013, 2013-2014 and 2014-15 along with ITR Computation Sheet on Income Tax of the relevant year.
- 6) Registration, if any with I.T.P.O. etc.
- 7) The firm's general experience in the field of assignment.
- 8) A list of their clients and at least 5 references of organizations for whom they have done a similar type of job in the last 3 years, and the order values thereof. Please note that only those agencies will be considered who have executed minimum three works of similar nature in the previous three financial years, with a value of ` 50.00 Lakhs (rupees Fifty Lakhs) in each financial year. Agencies who have executed similar jobs in IITF or other exhibitions of I.T.P.O., EEPCINDIA in one or more states will be given preference.
- 9) Only those firms who have minimum **03 (three) years** experience of executing such work may apply. A document in support of such experience is required.
- 10) Number and value of such projects handled in the last **03 (three) years.**
- 11) The number of personnel proposed for the assignment, their names (including name of the Team Leader), qualification, experience and competence.
- 12) Infrastructural facilities available at New Delhi/Ranchi with address proof and detail.

**Evaluation of Technical Bid:-**

- |   |                            |
|---|----------------------------|
| a) Conceptualization  | - 20 Pts                   |
| b) Layout of Pavilion   | - 20 Pts                   |
| c) Design of Pavilion   | - 20 Pts                   |
| d) Past experience of Stall in IITF/IIMTF for tates<br>in last 5 years. | -20 Pts ( 2 pts per state) |
| e) Award in previous IITF/IIMTF<br>Gold-3 ,Silver-2 ,Bronze-1           | -20 Pts                    |
- Minimum 50 marks should be scored for opening of financial bid.

***The above mentioned documents have to arrange in sequence with Index.***

### **3.3 FINANCIAL BID**

The tenderer should submit unit rates, quantity and total cost with respect to each item in the scope of work (both in figures as well as in words). Item wise, sub-total and grand total of prices are to be very clearly indicated. Government of Jharkhand has the right to check the prices given in the tender forms and correct material error if any. In the event of any discrepancy between the unit price and the total price, the unit price shall prevail.

### **3.4 TIME OF RECEIPT AND OPENING OF TENDER:**

Tenders will be received not later than **03.00 PM on 31.10.2016** Tenders received later will be rejected even if they are dispatched before the fixed date. The tender shall be opened on same day at **03.30 PM**. in the presence of representatives of the agencies before the tender committee in the Office of the Director Industries, Nepal House, Doranda, Ranchi. The submission of design prints/ model shall also be duly noted for both work mentioned in tender documents.

### **3.5 PRESENTATIONS**

The agencies will have to make presentation for both works separately from 04.00 PM onwards on the date of opening of the tender or as decided by the Tender Committee at the time of opening the Tender.

### **3.6 MODIFICATIONS:**

Tenderers must confirm to such information as included conditions,

specifications, etc. provided in this document.

No modification shall be allowed by the tenderer, otherwise he must very clearly give full details on which points his offer does not meet the conditions, terms, specifications etc.

### **3.7 RECEIPT OF SAMPLES, DRAWINGS ETC.**

Models/conceptual drawings etc must be submitted on the date of the receipt of tenders. Required models, if any, may be returned to their owner if they claim them within four weeks from the date of opening of the tenders. The selected design including all the documents/ model & engineering details submitted by the Tenderer shall be the sole property of Government of Jharkhand.

### **4. BASIS AND INTERPRETATION OF SIGNING THE TENDER FORM.**

The signing of the Tender Form by the tenderer shall be deemed an acceptance of all stipulations and provisions of these conditions and associated documents as an integral part of the contract. No provision in these general conditions shall be rendered inapplicable except only so far as these provisions are not consistent with provisions contained in any particular specifications, and technical conditions, in which case the latter shall be effective provision.

### **5. PERIOD OF VALIDITY OF TENDER:**

The tenderer agrees that tender once dispatched/submitted shall remain irrevocable and open for acceptance for a period of 120 days from the date of opening of tenders. If any tenderer withdraws his tender before the said period or makes any modifications in the terms and conditions of the tender, which are not acceptable to the Government of Jharkhand, the Government of Jharkhand shall without prejudice to any other right or remedy be at liberty to forfeit the tender deposit absolutely.

### **6. ACCEPTANCE OF TENDER:**

The acceptance of tender will vest with *the Chief Executive Officer, JAPIT , Ranchi* who does not bind himself to accept the lowest tender

and reserves to himself the authority to reject any or all of the tenders received, without assigning any reason. Tenders in which any of the prescribed conditions are not fulfilled or incomplete in any respect are liable to be rejected.

The Government of Jharkhand does not bind itself to accept the lowest or any tender and reserves to itself the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at the rates quoted.

\* **Unsealed tenders are also liable to be rejected.**

## **7. TENDER DEPOSIT:**

7.1 The tenderer shall submit tender along with **EMD of Rs.. 50,000/- (rupees Fifty Thousandy) (Refundable)** in the form of demand draft of any Nationalized Bank in favour of “***the Chief Executive Officer, JAPIT, Ranchi***” payable at **Ranchi**

7.2 If the successful tenderer to whom the contract is awarded, refuses or neglects to sign or fails to furnish the performance bond, his tender deposit shall be forfeited.

7.3 The EMD (without any interest) of unsuccessful tenderer will be returned as soon as practicable after the award of contract to successful party or termination of the validity of the tender proposal, whichever comes first.

7.4 Any tender without EMD (Earnest Money Deposit) will be rejected.

## **8. PERFORMANCE GUARANTEE:**

The tenderer, whose tender is accepted, will be required to furnish performance guarantee by way of a bank guarantee as per format supplied by Government of Jharkhand within two days of the receipt of the award letter. Bank Guarantee is to be issued by a nationalized bank for the due fulfillment of his contract. The amount of performance guarantee will be equal to the 10% of contract value. The performance guarantee shall remain valid and shall not be released before end of the event and dismantling of the Stall. The Performance Guarantee will be discharged by Government of Jharkhand after completion of all the performance obligations under the contract.

**9. REPRESENTATION:**

9.1 On acceptance of the bid, the name(s) of the accredited representative(s) of the contractor who would be responsible for taking instructions from the competent authorities shall be intimated to the Government of Jharkhand.

9.2 Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.

**10.TAXES:**

Sales Tax, Excise duty or statutory taxes and other liabilities on any matter in respect of the contract shall be payable by the contractor and Government of Jharkhand will not entertain any claim what-so-ever. TDS implication will be as per law.

**11.IMPLEMENTATION PLAN:**

The tenderer shall submit an implementation plan to complete all the work in accordance with the scope of work. The implementation plan shall include a detailed implementation time schedule showing the time sequence and estimated duration of individual items.

**12.MANAGEMENT PLAN:**

The tenderer shall submit a chart of the Organization personals which he proposes to establish for the execution of the project covering both home and field work and including the name and **Curriculum Vitae of key personnel and the number of designer, engineers and technicians to be engaged in the project.**



## **GENERAL TERMS & CONDITIONS OF THE CONTRACT**

1. **The tenderers are required to visit and inspect the site before submitting their designs.**
  - a) One is for India International Trade Fair 2016 which is scheduled to be held from **14<sup>th</sup> November to 27<sup>th</sup> November 2016** at Pragati Maidan, New Delhi. It is earmarked for Stall for Dept. of Information Technology & eGovernance.
  - b) Another work is to prepare a stall for Dept. of Information Technology & eGovernance for IIMTF (India International Mega Trade Fair, 2016-17) which is scheduled to be held from 10<sup>th</sup> February to 20<sup>th</sup> February, 2017 at Morabadi Ground, Ranchi.
- 2 The contractor has to quote the charges/rates for each item for the complete both exhibition duration if period extended no extra charges will be paid to contractor on this account.
- 3 Electrical work, fire fighting work has to be carried out as per the specification/guidelines laid by ITPO/Delhi Police/ Ranchi local bye laws.
- 4 The contractor has to maintain the electrical system in working order. During the period of exhibition, if any bulb, fitting, wire, switch, board etc., goes out of the order, the contractor has to repair/replace and maintain the same immediately without any extra cost claim from JAPIT.
5. If any defect occurs during the period of exhibition the contractor has to rectify it the same day  
by putting more men on the job without any extra claim.
6. The contractor is totally responsible for damage to men and materials on account of any electrical fault or any reason. So he should take all precautions to avoid such faults.
7. All electrical wires and accessories used at site must be of high standard. If any defective material is noticed, contractor has to replace or repair the same immediately otherwise the same will be got done at once at his cost and risk without any notice keeping the emergency type of work in nature.
8. Site shall be cleared within the period of dismantlement date announced by

ITPO/BCCI.

9. Contractor shall be responsible for watch and ward of all exhibits/ existing ITPO/BCCI fittings and any loss due to damage/theft has to be made good by him at his own cost.
10. All Insurance, as required by the ITPO/BCCI and necessary status clearance will have to be obtained by the agency at its own cost.
11. Nothing extra will be paid for installation period, dismantling period or the extension period, if the exhibition is extended by ITPO/BCCI as per their notifications.
12. The work has to be completed on or before 12.11.2016(IITF) and 7.02.2017(IIMTF) to the satisfaction of JAPIT. In case of delay, the penalty @2% of agreement amount per day will be imposed.
13. JAPIT reserves the right to increase, decrease or modify the items included in the agreement.
14. New modular systems should only be used.
15. If required, help to be extended by the agency for fixing translites /murals and other decorative/display panels.
- 18 **Payment Terms:**  
Payments will be made after successful completion of exhibition against raised binvoice.
19. **The charges should be inclusive of :-**
  - (i) Transportation of all material during erection and dismantling of Stall.
  - (ii) Clearing of site i.e., leaving the site in the same shape as given before commencement of erection work.
  - (iii) Insurance for materials and third party liability for workmen/ others as required for erecting/dismantling the Stall for the appropriate period.
  - (iv) Cleaning of the pavilion at least twice a day and ensuring proper overall upkeep and maintenance.
20. All charges should include any local Sales Tax, Other taxes/ levies etc. JAPIT shall not be responsible for any taxes/levies on this account.
21. The rate should be quoted in figures as well as in words. In case of any discrepancy between the rates quoted and the amount worked out, the rate quoted in words shall be taken as correct.

22. The successful bidder would be required to furnish a Performance Guarantee (P.G.) of 10% of the contract value in the form of Bank Guarantee any nationalized Bank.
- \*[as mentioned in 18 (a)]**
23. The bidders are required to submit their bids in sealed cover super-scribed with **“Bid for Information Technology & eGovernance for stall in IITF 2016 & IIMTF 2016-17”** as to reach the **Chief Executive Officer, JAPIT, Dhurwa Ranchi-834003** by the due date mentioned in the Tender letter/notice. Bids must be submitted to **Chief Executive Officer, JAPIT** or sent through Courier along with E.M.D. as specified in the N.I.T.
24. Jharkhand Agency for Promotion of Information Technology (JAPIT) reserves the right to blacklist the bidder for suitable period if he fails to honour his bid without sufficient grounds. Jharkhand Agency for Promotion of Information Technology (JAPIT) shall not bear any cost or expenses incurred by the bidders in connection with preparation or delivery of bids, participation in discussion etc., including travel, stay related expenses, etc. while visiting the Stall site. All such costs incurred by bidders prior to award of contract will be borne entirely by the bidders and no claims in this regard will be entertained.
25. In case of any dispute or differences, breach & violation relating to the terms of the Agreement, the said matter or dispute, difference shall be referred to the sole arbitration of JAPIT. The said Arbitrator shall act under the Provisions of the Arbitration and Conciliation Act, 1996 or any statutory modification thereof or any rules made there under.

## **SCOPE OF DESIGN / WORK**

The area allocated by ITPO/BCCI is has been earmarked for Dept. of Information Technology & eGovernance Stall at Pragati Maidan, New Delhi And IIMTF (India International Mega Trade Fair, 2016-17) at Morabadi Ground, Ranchi. The tenderers are required to visit and inspect the site before submitting their designs.

The emphasis in the project would be on having an extremely attractive facia and inner design highlighting properly the strengths and unique features of the state. The overall design shall be such as to attract to the pavilion the maximum number of people visiting the fair.

The individual items in the scope are as follows:-

1. Preparation of layout plan, design and conceptualization in line with the theme, “**Digital India** ”. design of stall, setting up of stalls, maintenance and dismantling. All artwork and processing.
  - a) Special theme for “**DIGITAL INDIA**”
  - b) Overall stall design.
  - c) Approved brand new synthetic floor carpeting as per our choice of shade.
  - d) Design, printing and putting up of hoardings.
  - e) Fabrication of stalls, made in modular Aluminum Octanorm System with glow sign Facia. Face panel should be of latest, state-of-art design.
  - f) Provision of infrastructure & furniture like folded tables with wooden top & glass top with molded polypropylene chairs etc.
  - g) Required electrical lights through out the stall and other light, plug point, fluorescent tubes and other electrical equipments as per requirement and our approval.
  - h) Pylons, platforms, partial platforms, back-wall panels, etc.
  - i) Adequate flowers/ plants pots inside the stall, etc.
  - k) Panels and general illumination according to proposed layout plan. Panel material should be approved by JAPIT or officer.
2. Making video film and photography in Jharkhand pavilion, including coverage of

“Jharkhand Day” celebration and VIP visits during the fair. Providing four sets of DVD/CDs and four sets of photographs (approx. 200 snaps) with album (7"x5").

3. Dismantling of the entire setup within 2 days of the date of closure of the fair.
4. Any other work required at the Stall for the IITF 2016 & IIMTF 2016-17 as per the Jharkhand Agency for Promotion of Information Technology (JAPIT) assigned authority.

Sd/-  
Officer on Special Duty  
JAPIT

## **RESPONSIBILITIES OF THE ERECTION & MAINTENINING AGENCY**

1. All bye-laws to be ascertained by the agency.
2. Taking over & handing over the possession of the site from ITPO, New Delhi and BCCI.
3. Arrangement for all the required approvals from ITPO/BCCI and other agencies and all liaison work.
4. The fabrication & erection of the stall, to conform to the approved design.
5. All graphics, art work, Theme panel of the pavilion & signages etc. to be designed by the agency as per the design concept of pavilion and got approved by the competent authority, before arranging/fixing etc.
6. All translites, posters etc. will have to be prepared by the Agencies.
7. The models/other display materials are to be suitably arranged in the stall, as per the layout and made operational by the agency well in advance to the opening of the exhibition.
8. To arrange the electricity & power connection, as per the requirements.
9. Cleaning of the Pavilion twice a day.
10. Furniture and counters should be of very good quality. Every participant should have lockable counter according to the area.
11. Coordinating with the ITPO/BCCI authorities and remaining in constant touch with them to collect and provide necessary informations from and to the Department of Information Technology & eGovernance /JAPIT stall.
12. Any other work for smooth functioning of stall.

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING MEETING.**

To,  
The Chief Executive Officer  
JAPIT  
Near Dhurwa Goal Chakkar,  
Engineering Hostel No-1, Dhurwa, Ranchi-834002  
(Phones 0651-2401040)

Subject : Authorization for attending bid opening meeting on **31.10.2016 at 03.30 PM** in the tender of Design, Erection, Maintenance & Management of **Dept. of Information Technology & governance'** Stall for IITF 2016 at Pragati Maidan, New Delhi and IIMTF 2016-2017 at Morabadi Maidan, Ranchi.

Following persons are hereby authorized to attend the bid opening meeting for the tender mentioned above on behalf of \_\_\_\_\_  
\_\_\_\_\_ (Bidder) in order of preference given below.

Serial	Name	Signature Specimen
I		
II		
Alternate Representative		

**Signature of bidder or  
Officer authorized to sign the  
BID Documents on behalf of  
the bidder.**

*Note: Maximum of two representatives will be permitted to attend bid opening.  
Alternate representative will be permitted when regular representatives are not able to attend.*

**Bill of Quantity (for the Work mentioned in Sl.No. 1 to 2 :**

SI No.	Item Description	Quantity	Rate	Amount
1	2	3	4	5
1.	<b><u>Exhibition Structure:</u></b> Design, Erection, Maintenance & Management of ' <b>Dept. of Information Technology &amp; governance/JAPIT</b> ' Stall in IITF 2016 (India International Trade Fair 2016), 14 <sup>th</sup> -27 <sup>th</sup> November, 2016 at Pragati Maidan, New Delhi.  Stall Size : 18 Sq.Mtr.	1 No.		
2	<b><u>Exhibition Structure:</u></b> Design, Erection, Maintenance & Management of ' <b>Dept. of Information Technology &amp; governance</b> ' Stall for IIMTF (India International Mega Trade Fair, 2016-17) ,10 <sup>th</sup> -20 <sup>th</sup> February, 2017 at Morabadi Ground, Ranchi.  Stall Size : 3M X 3M (9 Sq.Mtr.)	2 Nos.		

**Signature of Tenderer/ Representative**