

## **INVITATION FOR TENDER**

<b>Subject:</b> As per Design, Erection, Maintenance & Management of Jharkhand Pavilion in IITF 2019 (India International Trade Fair 2019), 14 <sup>th</sup> -27 <sup>th</sup> November, 2019 at Pragati Maidan, New Delhi.	<b>Ref: DOI</b>	
	<b>Bid Submission upto</b>  <b>14/10/2019 at 03.00 PM</b>	<b>Bid Opening Date</b>  <b>14/10/2019 at 03.30 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 Director of Industries, Government of 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.*

*Director of Industries  
Jharkhand*

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# INSTRUCTIONS TO THE TENDERERS

The India International Trade Fair 2019 is scheduled to be held from **14<sup>th</sup> November to 27<sup>th</sup> November 2019** at Pragati Maidan, New Delhi. **Hall No.-12A**. 286.5 sq.mtr. space is earmarked for Jharkhand State Pavilion. State government departments, other government organizations/ institutions in the state, public sector undertakings, private industrial houses, etc. will put up their stalls. Separate stalls for Jharcraft and Khadi as per direction is to be made for display & sale of exhibits.

## **1. Name of work:**

As per design approved by department, overall erection and fabrication, of Stall, Theme area, and other works like ie. Maintenance and Management of Jharkhand Pavilion at **Hall No.-12A** (286.5 sqm. space) has been earmarked for Jharkhand State Pavilion for IITF-2019, 14<sup>th</sup>-27<sup>th</sup> November, 2019 at Pragati Maidan, New Delhi.

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

From 27.09.2019 and onwards on all working days during office hours after paying Bank Draft of ` **10,000/-**(Rs. ten Thousand Only) (Non-refundable) in favor of **Director of Industries, Jharkhand** Payable at **Ranchi**. Processing fee will be submitted at the time of bidding, mode will be offline. The tender documents can be downloaded from the websites: <https://jharkhandtenders.gov.in> [www.jharkhandindustry.gov.in](http://www.jharkhandindustry.gov.in)

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

Last Date of receipt of Tender : **14.10.2019** at **3.00 PM**  
Date of opening of Tender : **14.10.2019** at **3.30 PM**

Place : **Office of the Director Industries**  
**3<sup>rd</sup> Floor, Nepal House**  
**Doranda, Ranchi-834002**

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

## **2. ELIGIBILITY CONDITION**

- i) The Firm should have an average turnover of Rs. 2.5 Crore & above for the last three financial years (from FY 2016 -17) for all types of work . Audited Balance Sheet of Last three years to be attached**
- ii) Tenderer should have erected, fabricated and maintained minimum three similar type of work in last financial year. In each financial year the total value of work should not be less than Rs. 2.5 Crores. There should be minimum 4 works (each should not be less than 25 lakhs) and 6 works (each should not be less than 10 lakhs)**
- iii) The Firm must have worked with more than three State or Central Government Department/Organization and PSU.**
- iv) Consortium/Joint venture shall not be considered.**
- v) Bidder should have valid ISO 9001 certification.**
- vi) The Firm must have EPF & ESI registration and concerned document with last 6 month's payment challan to be attached.**
- vii) The Firm should submit ITR of last three years.**
- viii) The Bidder should have valid PAN, GST registration , concerned documents should be attached.**

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

**3.1 Tender shall be prepared and required to submit soft copies of their bids electronically through [www.jharkhandtenders.gov.in](http://www.jharkhandtenders.gov.in) and hard copy should reach 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 within the due date**

### **(a).Envelope 1 (Superscripted "Envelope 1:EMD")**

**It will contain only earnest money deposit in the form of crossed bank draft of Rs. 1,00,000/- (rupees one lakh only) (Refundable) of any Nationalized Bank in favour of "Director of Industries, Jharkhand" payable at Ranchi & tender fee of 10,000/-(rupees ten thousand only) nonrefundable. (Jharkhand Procurement Policy 2014 will be applicable) The details of**

**the Demand Draft/Banker's Cheque, physically sent must tally with the details available in the scanned copy and data entered during bid submission time otherwise the uploaded bid will be rejected.**

**(b). Envelope 2 (Superscripted "Envelope 2: TECHNICAL BID")**

**Documents mentioned in ELIGIBILITY CONDITION as in clause 2.0 and Evaluation of Technical Bid as in clause 3.2.**

**(Details mentioned in 2.2)**

**(c). Envelope 3: Financial Bid") through online and submit the hard copy.**

**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 facia, 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 2016-2017, 2017-2018 and 2018-19 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 for five years.
- 8) A list of their clients and at least 5 references of State/GoI/PSU 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 as mentioned in clause 2. 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 **05 (five) 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 **05 (five) 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 with address proof and detail.

**Evaluation of Technical Bid:-**

- a) Conceptualization - 20 Pts
- b) Layout & Design of Pavilion - 30 Pts
- c) Past experience of Pavilion in IITF/ National and International exhibitions for State Government , Central Government and PSUs in last 5 years. -25 Pts (5 pts per Stall)
- d) Award in previous Exhibitions in IITF/ National and International exhibitions for State Government, -25 Pts  
Central Government in last 5 years.  
Gold-3 Points, Silver-2 points, Bronze-1 points  
Minimum 60 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, subtotal 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 14.10.2019**, 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, 3<sup>rd</sup> Floor, 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 on the concept and design of the stall

from 4.00 PM onwards on the date of opening of the tender and 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 90 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 Director of Industries Jharkhand 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 tender fee of Rs. 10,000/- (rupees ten thousand only) non-refundable and **EMD of Rs.. 1,00,000/- (rupees one lakh only) (Refundable)** in the form of demand draft of any Nationalized Bank in favour of “**Director of Industries, Jharkhand, Ranchi**” payable at **Ranchi**

(EMD & Tender fee is waived off for Micro and Small Enterprises as per Jharkhand Procurement Policy 2014. A Photocopies of the valid “Micro and Small Enterprises” Registration Certificate is to be enclosed in order to claim the exemption of EMD.

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.

**7.2** 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.

**7.3** Any tender without Tender Fee/ 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 pavilion. 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:**

GST 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 Organisation 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 area allotted by ITPO is 286.5 sqm. ( Measurement of the pavilion 18.5 x 15.5 sq meters and two sides open) in Hall No.-12A which has been earmarked for Jharkhand State Pavilion at Pragati Maidan, New Delhi. Each stall should be 2x2 sq. meters or as per requirement. The tenderers are required to visit and inspect the site before submitting their designs.**
2. The contractor has to quote the charges/rates for each item for the complete exhibition duration i.e., 14<sup>th</sup>–27<sup>th</sup> November, 2019. If the exhibition period extends 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/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 order, the contractor has to repair/replace and maintain the same immediately without any extra cost claim from Government of Jharkhand.
5. The contractor has to depute **one electrician and one helper** during the working hours of exhibition, failing which the **penalty of 1%** of agreement amount will be recovered from his final bill.
6. 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.
7. 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.
8. 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.
9. The contractor has to obtain Electrical and Water Connection from ITPO/Official Agency and to maintain the same for the duration of exhibition. Payment in this regard will be borne by the contractor.
10. Site shall be cleared within the period of dismantlement date announced by ITPO.

11. Contractor shall be responsible for watch and ward of all exhibits/ existing ITPO fittings and any loss due to damage/theft has to be made good by him at his own cost.
12. All Insurance, as required by the ITPO and necessary status clearance will have to be obtained by the agency at its own cost.
13. Nothing extra will be paid for installation period, dismantling period or the extension period, if the exhibition is extended by ITPO as per their notifications.
14. The work has to be completed on or before 12.11.2019 to the satisfaction of Government of Jharkhand. In case of delay, the penalty @2% of agreement amount per day will be imposed.
15. Government of Jharkhand reserves the right to increase, decrease or modify the items included in the agreement.
16. New and high standards modular systems and materials should only be used.
17. If required, help to be extended by the agency for fixing translites /murals and other decorative/display panels.

**18 Payment Terms:**

Payments of the project cost to the selected agency will be made as follows

- (a) 50% payment on handing over the commissioned pavilion.
  - (b) Balance 50% on conclusion of exhibition after extension if any and after getting clearance certificate from the Organizer. The final payment will be given to the contractor after scrutinizing the work done as mentioned in the work order. If the work done was not found according to work order, the payment will be deducted item wise in proportional rate.
19. Timely erection and dismantling of stand during the breakdown period as prescribed by the ITPO shall be done by the agency itself & rental charges as quoted are deemed to be inclusive of the same. Any penalty levied by the ITPO for not removing the stand within the scheduled time shall be borne by the agency and for this delay/penalty; Government of Jharkhand shall not be responsible in any matter what-so-ever.

**20 The charges should be inclusive of :-**

- (i) Transportation of all material during erection and dismantling of pavilion.
- (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 pavilion for the appropriate period.

- (iv) Any temporary electric connections/D.G. Set of capacity as per requirement including power/fuel consumption.
  - (v) Cleaning of the pavilion at least twice a day and ensuring proper overall upkeep and maintenance.
21. All charges should include any GST, other taxes/ levies etc. Government of Jharkhand shall not be responsible for any taxes/levies on this account.
  22. 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.
  23. The contractor shall be responsible for the submission of performance bond and signing of undertaking guaranteeing adherence to all the rules and tenderers are required to comply with this regulation as required by the ITPO/ Delhi Police.
  24. The bidders are required to submit their bids in sealed cover super-scribed with **“Bid for Government of Jharkhand Pavilion in IITF 2019”** as to reach the **Director of Industries, Nepal House, Doranda, Ranchi-834002** by the due date mentioned in the Tender letter/notice. Bids must be submitted to Director of Industries or sent through Courier along with E.M.D. as specified in the N.I.T.
  25. Government of Jharkhand reserves the right to blacklist the bidder for suitable period if he fails to honour his bid without sufficient grounds.
  26. The Directorate of Industries 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

pavilion site or the directorate office at Ranchi. 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.

- 27.** 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 Secretary Industries, Government of Jharkhand or any other person appointed by him. The award of the arbitrator shall be final and binding on both the parties. 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 is 286.5 sqm. (**Hall No.-12A**) has been earmarked for Jharkhand State Pavilion at Pragati Maidan, New Delhi. 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 facade and inner design highlighting properly the strengths and unique features of the state. **The venue should have bamboo flavor in all respect of arrangement and material used must be of real Bamboo.** 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, **“Ease of Doing Business”** Design of pavilion, setting up of stalls, maintenance and dismantling. All artwork and processing.
  - a) Fascia.
  - b) Overall pavilion design.
  - c) Theme Pavilion/ Air Conditioned V.I.P. Lounge (with toilet) Fabrication.
  - d) Approved white PVC floor as per our choice of shade.
  - e) Providing two reception areas **using real Bamboo** (with two adequately trained receptionists).
  - f) Design, printing and putting up of hoardings, digital on backlit media, translites etc in the pavilion. There should be enough general posters/large collages etc. for the decoration including provision for Signage in strategic locations.
  - g) Fabrication of stalls, made in modular Aluminum Octanorm System with glow sign Fascia. Face panel should be of latest, state-of-art design with real Bamboo.
  - h) Provision of infrastructure & furniture like folded tables with wooden top & glass top with lockable cabinet, **bamboo** chairs, almirah/ **Bamboo sofa with cushion** etc.
  - i) Required sufficient electrical lights throughout the pavilion eg. Halogen white metal light and other light, plug point, fluorescent tubes and other electrical equipment's as per requirement and our approval.
  - j) Pylons, platforms, partial platforms, back-wall panels, etc.

- k) Construction and furnishing of Air conditioned VIP Lounge for minimum 10 persons/ office and providing computer with internet and operator, telephone, fax, stationary etc.
  - l) Provision of small pantry for tea, coffee, cold drinks etc. with 2(two) pantry boys.
  - m) Adequate flowers/ plants pots inside the pavilion, etc.
  - n) Panels and general illumination according to proposed layout plan. Panel material should be approved by Director of Industries or officer/ agency authorized by Director of Industries.
  - o) Arrangement of Podium at every corner as display stands wherever required as per our requirement. Bunting at polls according to allotment by ITPO.
  - p) Video walls- 12'x10' and 50" plasma screen (slim type plasma screen to be installed of size approx 50" plasma screen) to be installed of size approx at strategic locations for attracting the visitors and imparting information about Jharkhand. Number of Plasma Screen should be at least **Six.(06)**
  - q) Provision of racks, lockable tables, chairs to each stall as per requirement. According to the instructions of representative of Director of Industries.
2. During the fair, Jharkhand day will be celebrated ON 22<sup>ND</sup> November' 2019 at IITF, Pragati Maidan New Delhi. All the arrangements like required Backdrop, VIP snacks, refreshment for 2000 guests should be provided during the event on 22<sup>nd</sup> Nov'2019.
  3. 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").
  4. Security Guards (05), Guides (08), Reception Facilities (03), Housekeeping, Maintenance, Two set of uniform for Guides will be provided by the tenderer, as per our choice. Minimum Rs. 1500/- per day honorarium will be paid to Guides by the Contractor.
  5. Publicity, media handling (Newspapers, TV and others), nodal person acquainted with media handling to take inputs from industry Department etc.
  6. Providing necessary water supply, power supply and fire fighting arrangements as per ITPO/ Delhi Police norms.
  7. Providing necessary assistance for the "Jharkhand Day" celebration like preparation of 3,000 (Three Thousand) Invitation Cards, Stage Arrangement, Inaugural Lamp, Mic, Audio Equipment, Podium, Bouquet, etc. All other arrangements needed for

organizing a cultural evening on the “Jharkhand Day” as well as in the pavilion as per requirement.

8. Statue of Birsa Munda (height 5’) and any other statues, photographs/ scenes of Jharkhand tourist/ historical place etc if requested, will be supplied by the tenderers.
9. Dismantling of the entire setup within 2 days of the date of closure of the fair.
10. Any other work required at the pavilion site for the IITF 2019 as per the directions of the Jharkhand government assigned authority.

**11. Miscellaneous:**

<b>Coffee Machine</b>	–	<b>1</b>
<b>Mineral Water</b>	–	<b>As required</b>
<b>Bouquets</b>	–	<b>12 Daily and 20 Bouquets on the day of Inauguration and Cultural Evening</b>
<b>CCTV Camera</b>	–	<b>10 cameras.</b>
<b>Vehicles</b>	–	<b>02 nos. of CAR for Official use (from 10.11.2019 to 27.11.2019, preferably INNOVA) 10.11.2019 to 28.11.2019 – one car. 13.11.2019 to 27.11.2019 – one car.</b>
<b>Water filter</b>	–	<b>1</b>
<b>Metal detector</b>	–	<b>As required</b>

Refreshment for VIPs (minimum 10 per day) and lunch for officers/staffs (minimum 15 nos. per day) during the Fair according to the instruction of the officers present in the Pavilion.

Director of Industries  
Government of Jharkhand



# **RESPONSIBILITIES OF THE ERECTION & MAINTAINING 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
3. Arrangement for all the required approvals from ITPO and other agencies and all liaison work.
4. The fabrication & erection of the pavilion, to conform to the approved design.
5. All graphics, art work, Theme panel of the pavilion & signage 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 pavilion, as per the layout and made operational by the agency well in advance to the opening of the exhibition.
8. To manage the water/sewerage connection.
9. To arrange the electricity & power connection, as per the requirements.
10. Cleaning of the Pavilion twice a day.
11. Furniture and counters should be of very good quality. Every participant should have lockable counter according to the area.
12. Preparation of backdrops signage etc., for Inaugural function and Jharkhand Day Celebration.
13. Coordinating with the ITPO authorities and remaining in constant touch with them to collect and provide necessary information from and to the Jharkhand Pavilion.
14. Coordinating with various government departments/ institutions and other participants to collect information and display items as per their requirement and for the overall supervision of the pavilion.
15. Any other work for smooth functioning of pavilion.

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

To,  
Director of Industries, Jharkhand  
Nepal House  
Doranda  
Ranchi-834002  
Phone: 0651-2491844, 0651-2491884(F)

Subject : Authorization for attending bid opening meeting on **27.09.2019 at 03.30 PM** in the tender of Design, Erection, Maintenance & Management of Jharkhand Pavilion in IITF 2019 (India International Trade Fair 2019), 14<sup>th</sup> – 27<sup>th</sup> November, 2019 at Pragati Maidan, New Delhi.

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 13 :

Sl No.	Item Description	Quantity	Rate	Amount
1	2	3	4	5
1.	<b>Exhibition Structure:</b> Design, Erection, Maintenance and Management of Jharkhand Pavilion for IITF 2019 at Hall-12, Pragati Maidan, New Delhi.	286.5 sqm		
a.	Facia <b>(use real bamboo in pavilion)</b>	2 Nos.		
b.	Overall Fabrication work of Pavilion including 3-D Lit letters.	1 Nos. 286.5 sqm		
c.	Theme Pavilion / Ease of Doing Business. <b>(3-D live working Models with glimpses of bamboo work of the state)</b>	Lump Sum		
d.	Flooring:- 1) 4 inch raised wooden Platform 2) Approved brand new pvc flooring fixed as per our choice of shade	286.5 sqm		
e.	Providing reception area with card bowl, Catalogue Stands, Two Numbers of Touch Screen I- pads with Internet for live feedbacks (with the trained receptionist)	2 Nos.		
f.	Design, printing and putting up of hoardings, digitals on backlit media, translites etc. in the Pavilion. There should be enough general posters / large collages etc. for the decoration including provision for Signage in strategic locations. <b>(border with bamboo finish)</b>	As per requirement		
g.	Fabrication of of Co-exhibitor stalls (2mtr. X 2mtr.) – 24 Nos. Backlit with racks, front Counter, Bamboo Chairs, Flooring). These Stalls should be made of bamboo material with the provision of product display.	24		
h.	Provision of infrastructure & furniture like folded tables with wooden top & glass top with lockable cabinet, molded polypropylene chairs, almirah, sofa-set in office & VIP Lounge. <b>(All furniture must of bamboo material)</b>	As per requirement		
i.	Required electrical lights throughout the pavilion eg. Halogen white metal light and other light, plug point, fluorescent tubes and other electrical equipment as per required and our approval.	As per requirement		
j.	Pylons, platforms, partial platforms, back-wall penal etc.	As per requirement		
k.	Construction and furnishing of Air Conditioned VIP Lounge with standard toilet/ office providing Computer with Internet and Operator, Telephone, Fax, stationary etc. <b>(Wall paper should be of bamboo based image)</b>	Lump Sum		
l.	Provision of small pantry for tea, coffee, cold drinks etc. with 2 (two) pantry boys.	-		

m.	Adequate flowers/ plant pots inside the pavilion. etc. Decoration, flower arrangement for inauguration day.	Lump Sum		
n.	Panels and general illumination according to proposed layout plan. Panel materials should be approved by Director of Industries or officer/ agency authorized by Director of Industries	Lump Sum		
o.	Arrangement of Podium at every corner as display stands wherever required as per our requirement.	Lump Sum		
p.	Video Walls 12'x10' (slim type plasma screen to be installed of size approx <b>50"</b> plasma screen) at strategic locations for attracting the visitors and imparting information about Jharkhand. Number of plasma screen should be at least <b>Six (6)</b> .	6		
2.	Making video film and photography including coverage of Jharkhand Day Celebration & VIP visits during fair. Providing 2(Two) sets DVD/CDs and 2(Two) sets of photographs {approx 200 snaps} with album ( <b>7" x 5"</b> ) Photographer/ Videographer should be present in the Pavilion throughout the FAIR period.	Lump Sum		
a	Contractor will provide one nodal person during exhibition hour throughout the exhibition for day to day work.	Lump Sum		
3.	Security Guards (08), Guides (08), Reception facilities, Housekeeping, Maintenance, 02 sets of Uniforms for Guides will be provided by the tenderer, as per our choice. Minimum 1400/- per day/ uniform for guides & honorarium will be paid by tenderer.	08 Security 08 Guides Dress		
4.	Publicity, Media Handling (Newspapers, TV and others). Nodal Person acquainted with media handling to take inputs from Department of Industries. i. Water supply & sewerage connection. Emergency Automatic Power arrangement as Precautionary measures. ii. Fire Fighting arrangements as per ITPO norms (Mock drill should be conducted before opening of Fair & report should be sent to ITPO/ Delhi Police Authority.	Lump Sum - -		
5.	Providing power supply arrangement as per ITPO norms. Payment to ITPO/Other Agencies for water, electrical connection/ consumption charges will be made by the contractor.	Lump Sum		

6.	i.	Providing necessary assistance for the Jharkhand Day Celebration like preparation of <b>3,000 Invitation Cards</b> , Stage Arrangement, Mic, Audio Equipment, Podium, Bouquets, refreshment & other arrangements needed for organizing a cultural evening of the Jharkhand Day as well as in pavilion.	Lump Sum		
	ii.	VIP snacks and Refreshment for 2000 guests for Jharkhand Day Event on 22 <sup>nd</sup> Nov'2019			
7.	i.	Birsa Munda Statue (height 5') and any other Photographs/ statue (reflecting bamboo work) etc if requested will be supplied by the tenderers. (Base of the statue is bamboo based)	Lump Sum		
8.		Dismantling of the entire setup within 2 days of the date of closure of the fair.	-		
9.	<b>Miscellaneous:</b>		Lump Sum		
	i.	Coffee Machine- 01 (one)	viii. Metal Detector (2 places)		
	ii.	Water Filter – 1	ix.10 CCTV Cameras.		
	iii.	Mineral Water–As required	x. <b>02 Nos-</b> CARs for Official use from 10.11.2019 to 28.11.2019		
	iv.	Media person for publicity			
	v.	Bouquets – 12 daily. For Inauguration Day and Cultural Day – 20 Bouquets each day required			
	vi.	Refreshment for VIPs – 10 daily (minimum)			
	xii.	Breakfast & Lunch for officers and staffs - 15 Nos. (From 14.11.2019 to 27.11.2019) Breakfast & Lunch for Cultural Team - 25 Nos. (From 14.11.2019 to 27.11.2019)			
	xiii.				
10.		Any other work required at the pavilion site for the IITF-2019 as per the directions of the Jharkhand Government assigned authority.	Lump Sum		
11.		Arrangement for all the required approvals from ITPO and other agencies and all liaison work			
12.		Cleaning of Pavilion daily twice during the Mela Period.	Lump Sum		
13.		Preparation of back drops, signage etc. for Inaugural function and Jharkhand Day Celebration.	Lump Sum		

<b>Overall Total for work Mentioned in (Sl.No.1 to 13)</b>	<b>Total:</b>	
	<b>Grand Total:</b>	

**Signature of Tenderer/ Representative**