

**INVITATION FOR TENDER**

<b>Subject:</b> As per Design, Erection, Maintenance & Management of Jharkhand Pavilion in IITF 2018 (India International Trade Fair 2016), 14 <sup>th</sup> –27 <sup>th</sup> November, 2018 at Pragati Maidan, New Delhi.	<b>Ref: DOI</b>	
	<i>Bid Submission on</i>  <b>24.10.2018 at 03.00 PM</b>	<i>Bid Opening Date</i>  <b>24.10.2018 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 2018 is scheduled to be held from **14<sup>th</sup> November to 27<sup>th</sup> November 2018** at Pragati Maidan, New Delhi. Hall No. 12 , 286.50 sqm 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 i.e. Maintenance and Management of Jharkhand Pavilion at Hall No. 12 (286.50 sqm space) has been earmarked for Jharkhand State Pavilion for IITF-2018, 14<sup>th</sup>-27<sup>th</sup> November, 2018 at Pragati Maidan, New Delhi.

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

From **8.10.2018** and onwards on all working days during office hours after paying Bank Draft of **Rs. 10,000/-**(Rs. twenty Thousand Only) (Non-refundable) in favour of **Director of Industries, Jharkhand** Payable at **Ranchi**. The tender documents can also be downloaded from either of the websites: **www.tenders.gov.in, 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.*

Pre bid Meeting	: <b>15.10.2018 at 3.00 PM</b>
Last Date of receipt of Tender	: <b>24.10.2018 at 3.00 PM</b>
Date of opening of Tender	: <b>24.10.2018 at 3.30 PM</b>
Place	: <b>Office of the Director Industries 3<sup>rd</sup> Floor, Nepal House Doranda, Ranchi-834002</b>

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

## 2. ELIGIBILITY CONDITION

- I. Tenderer should have designed, erected, fabricated and maintained minimum one similar type of works in ITPO during last three financial years (i.e. w.e.f. 01.04.2015). In each of the three financial years, the total value of the work executed should not be less than Rs. **2.50 crore (Rupees Two Crores and Fifty Lakhs) and also one work should** not be less than Rs. 40 lakhs in previous edition of IITF in past three years . The Bidders should produce documentary proof of having designed and erected the pavilions of similar configuration.
- II. Tenderer should have minimum yearly turn over Rs 2.50 Cr in last three years (FY 2015-2016, 2016-2017 and 2017-2018).
- III. If the firm comes under MSME and registered in Jharkhand with competent authority of above mentioned work then relevant document should be submitted.
- IV. The firm must submit a detailed execution plan based on attached design.
- V. The firm must have worked with more than three State or Central Government Departments/Organizations.
- VI. Only those firms who have minimum 5 years' experience of executing exhibition related jobs may apply. The firm should have the following experience during the last 3 years:-
  - One similar completed work costing not less than Rs.40.00 lakhs in previous editions of IITF from Past Three Years only .

Relevant experience certificate should be enclosed with Technical Bid.

- VII. Bidder should have experience of fabrication of Pavilions in any 3 major/metro cities of India, specially in Delhi NCR Region. (Attach documentary proof)
- VIII. The firm must have PF & ESIC, registration document.
  - IX. Service Tax registration document to be attached.
  - X. Must have valid PAN/TAN/VAT registration.
  - XI. Must submit the undertaking for the Company not black listed by any organization

## 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 Rs. 1,00,000/- (Rupees One Lakh Only) (Refundable) of any Nationalized Bank in favour of “Director of Industries, Jharkhand” payable at Ranchi.** The MSME units of Jharkhand are exempted from EMD and Tender Fees.

**(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 has already been done by the Directorate, hence in Technical Bid the Bidder should furnish a detailed work plan, which should include an overall erection and fabrication of stalls, theme area, conceptualization, including outside and inside facia, model/ photograph. The presentation may be made from the design which has already been approved.
- 3) **Implementation plan**
- 4) Management plan
- 5) Last three years’ financial statement, balance sheet/ Profit & Loss account for years 2015-2016, 2016-2017 and 2017-18 alongwith 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 which they have done a similar type of job in the last 3 years, and the order values and Completion Certificate thereof.
- 9) Only those firms who have minimum **3 (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 should be **2.50 crores** in each year separately from 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 with address proof and detail.

### **3.5 FINANCIAL BID**

Bidders who qualify the technical bid evaluation as stated above will be considered for opening of the financial bids.

Financials Bid need to be submitted in the prescribed format.

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

Tenders will be received not later than **03.00 PM on 24.10.2018** 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 work separately from 4.00 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.

### **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 30 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.

## **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 and unbound tenders are also liable to be rejected.**

## **7. TENDER DEPOSIT:**

**7.1** The tenderer shall submit tender along with **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**

**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** The tender document fees will be **Rs. 10,000.00 (Rs. Ten Thousand Only)** form of demand draft of any Nationalized Bank in favour of **“Director of Industries, Jharkhand, Ranchi”** payable at **Ranchi**

**7.5** Any tender without EMD (Earnest Money Deposit) will be rejected except MSME (For Jharkhand).

## **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 a week 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:**

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 Organisation personnels, 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 286.50qm in Hall No. 12 which 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.**
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, 2018. 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 12.11.2016 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 modular systems 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) 10% advance on submission of BG. of equivalent amount on signing of the agreement.
  - (b) 40% payment on handing over the commissioned pavilion.
  - (c) 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 local Sales Tax, 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 successful bidder would be required to furnish a Performance Guarantee (PG) of 10% of the contract value in the form of Bank Guarantee valid till 15/12/2018 from any nationalized Bank in Delhi.
- \*[as mentioned in 18 (a)]**
25. The bidders are required to submit their bids in sealed cover super-scribed with **“Bid for Government of Jharkhand Pavilion in IITF 2018”** 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.
26. Government of Jharkhand reserves the right to blacklist the bidder for suitable period if he fails to honour his bid without sufficient grounds.
27. 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.
28. 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 WORK

The area allocated by ITPO is 286.50 sqm (Hall No. 12) 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 work plan as per the design given by the Department.

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 and conceptualization in line with the theme based on the design provided by the department with the theme of **“Enterprises from Rural India”**  
**Scope of work mentioned in Bill of Material need to be followed**
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. Security Guards (10), Guides (10), Reception Facilities (02), Housekeeping, Maintenance, Two set of uniform for Guides will be provided by the tenderer, as per our choice. Minimum Rs. 1400/- per day honorarium will be paid to Guides by the Contractor.
4. Publicity, media handling (Newspapers, TV and others), nodal person acquainted with media handling to take inputs from industry Department etc.
5. Providing necessary water supply, power supply and fire fighting arrangements as per ITPO/ Delhi Police norms.
6. Providing necessary assistance for the “Jharkhand Day” celebration like preparation of 3,000 (Three Thousand) Invitation Cards, Stage Arrangement, Inagural 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.
7. Statue of Birsa Munda (height 6 Feet) and any other statues, photographs/ scenes of Jharkhand tourist/ historical place etc if requested, will be supplied by the tenderers.
8. Dismantling of the entire setup within 2 days of the date of closure of the fair.
9. Any other work required at the pavilion site for the IITF 2018 as per the directions of the Jharkhand government assigned authority.

<b>10.</b>		
<b>Miscellaneous:</b>		
<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 14.11.2018 to 27.11.2018, preferably CIAZ or INNOVA) 11.11.2018 to 28.11.2018 – One Car. 13.11.2018 to 27.11.2018 – One car. No of Vehicle may vary as per the requirement.</b>
<b>Water filter</b>	–	<b>1</b>
<b>Metal detector</b>	–	<b>As required</b>

Refreshment for VIPs (minimum 15 per day) and officers/staffs (minimum 20 nos. per day) during the Fair according to the instruction of the officers present in the Pavilion.

Sd/-  
Director of Industries  
Government of Jharkhand

## **RESPONSIBILITIES OF THE ERECTION & MAINTENING 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 & 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 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 informations 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  
(Phones 0651-2491844, 0651-2491884)

Subject : Authorization for attending bid opening meeting on **24.10.2018 at 03.30 PM** in the tender of Erection, Maintenance & Management of Jharkhand Pavilion in IITF 2018 (India International Trade Fair 2018), 14<sup>th</sup> – 27<sup>th</sup> November, 2018 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.

<b>Serial</b>	<b>Name</b>	<b>Signature Specimen</b>
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><u>Exhibition Structure (As per the given design)</u></b> Design, Erection, Maintenance and Management of Jharkhand Pavilion for IITF 2018 at Hall No-12 , Pragati Maidan, New Delhi.	286.50 sqm		
a.	Fascia with Backlit Acrylic Letters of Jharkhand Name & Theme (Hindi & English) with Johar logo backlit as Shown in the design	As per the design		
b.	Overall Pavilion with Two Gates () with Birsa Munda Statue – 6 feet height	As per the design		
c.	Theme Pavilion:- Enterprises from Rural India i)3D/2D cutouts based on theme ii)Murals iii)Digital touch screen display-3 Nos. iv)Router cutting murals v)Hanging Elements- acrylic vi)Backlit Graphics in the middle of theme area			
d.	Approved brand new wooden flooring as per our choice of shade.	286.50sqm		
e.	Providing reception area at entry and exit gate	2 Nos.		
f.	Design, printing and putting up of digitals media on acrylic boards with backlit effect in the Pavilion. There should be enough general posters/ large collages etc. for the decoration including provision for Signage in strategic locations.	As per the design		
g.	Fabrication of wooden stalls(2mtr x 2mtr) with racks, made in glow sign Fascia. Face panel should be of latest state-of – art design.	As per requirement		
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.	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.	Synthetic color cloths on gate and theme area as shown in the design	-		
k.	Construction and furnishing of Air Conditioned VIP Lounge with standard pantry/ office 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.	14 days		
m.	Adequate flowers/ plant pots inside the pavilion. etc. Decoration, flower arrangement for inauguration day.	-		
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	-		
o.	Arrangement of Podium at every corner as display stands wherever required as per our requirement.	-		
p.	Video Wall 12'x10' (as shown in design ) for attracting the visitors and imparting information about Jharkhand. Number of plasma screen should be at least <b>Six (6)</b> .	-		
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 (7" x 5") Photographer/ Videographer should be present in the Pavilion throughout the FAIR period.	-		
a	Contractor will provide one nodal person during exhibition hour throughout the exhibition for day to day work.			
3.	Security Guards (08), Guides (08), Reception facilities, Housekeeping, Maintenance, one 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.	- - -		
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.	-		



6.	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.				
7.	i.	Birsa Munda Statue (height 7') and any other Photographs/ statue etc if requested will be supplied by the tenderers.	-		
8.	Dismantling of the entire setup within 2 days of the date of closure of the fair.		-		
9.	<b><u>Miscellaneous:</u></b>				
	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 11.11.2018 to 27.11.2018		
	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 14.11.2018 to 27.11.2018)			
10.	Any other work required at the pavilion site for the IITF-2018 as per the directions of the Jharkhand Government assigned authority.				
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.				
13.	Preparation of back drops, signage etc. for Inaugural function and Jharkhand Day Celebration.				
14.	Any other works directed by senior officer during the IITF-2018				
<b>Overall Total for work Mentioned in (Sl.No.1 to 13)</b>			<b>Total:</b>		
			<b>Grand Total:</b>		

**Signature of Tenderer/  
Representative**