

Tender Document

**for Design, Fabrication, Supervision and Display
of West Bengal Pavilion**

**at India-Chem 2010 at the Bombay Exhibition Centre
(NSE Complex),
Goregaon, Mumbai from
October 28 to 30 ,2010**

Invitation for Tender

1.1 Sealed quotations are invited by the West Bengal Industrial Development Corporation Limited (WBIDC) from reputed exhibition fabricating agencies for organizing i.e. design, fabrication, decoration, printing, paneling, supervision and display of stall of West Bengal at India-Chem 2010 for the promotional activities of Petro-Chemical Industries of West Bengal on and from October 28 to October 30, 2010.

1.2 Organization Brief

A detail on the activities and objectives of concerned industries is available with the Corporate Communication Department of the Corporation.

1.3 Only the parties having experience in designing & fabrication may collect the Tender Documents and submit their bid.

1.4 Bidders must furnish full data and information as required in this tender document.

1.5 Award of work against the tender is at the sole discretion of West Bengal Industrial Development Corporation.

1.6 The document shall have to be submitted along with a non-refundable Tender bid submission fee of Rs. 2000/- (Rupees two Thousand) only by Demand Draft/Pay Order in favour of "West Bengal Industrial Development Corporation Limited" payable at Kolkata. Bids submitted without the Tender Bid submission Fee as mentioned above will be rejected. The Tender Document shall be marked to:

The Managing Director, West Bengal Industrial Development Corporation Limited 5, Council House Street, 1st floor, Kolkata- 700 001.

1.7 Sealed Tenders shall have to be submitted to Corporate Communication Department by 1 p.m. upto 26th July 2010, to be opened on 26th July 2010 at 2.30 p.m. in presence of the representatives of the Bidders who wish to be present. Pre-bid meeting will be held on 23/07/10 at 2.30 p.m in the office of WBIDC. Interested Agencies may attend the pre-bid meeting.

1.8 WBIDC reserves the right to accept or reject any or all tenders without assigning any reasons thereof and is not bound to award work to the lowest Bidder.

1.9 Any form of canvassing shall be deemed as reason for disqualification.

For and on behalf of
West Bengal Industrial Development Corporation Ltd.

Sd/-
Managing Director
Date: 09/07/2010
Place: Kolkata

2 . Instructions to Bidders

2.1 Eligibility and Qualification of the bidder

Agencies applying for the bid must have (i) an office in Kolkata (ii) designed, fabricated and supervised at least 04 similar exhibition works (out of which one exhibition work should be either in Mumbai or Delhi) in the last 4 financial years.(Submission of work orders/letters relating to eligibility criteria must). Agency also should have an exhibition turnover of not less than 30 lakh (thirty lakh) in a financial year during the mentioned period (to be substantiated with documents, especially work orders).

2.2 Rates and Quotes

The rates quoted shall be inclusive of all taxes and duties as applicable as per the law. The quoted rates shall be firm and shall not be subject to any change whatsoever. Agencies should quote in lump sum for 270 sq.mt (18 mtrs x 15 mtrs and four side open) exhibition space which is to be occupied by 6 to 8 different chemical & petrochemical companies (may vary) and WBIDC having common waiting & discussion area. The pavilion design should also include one small size chamber for VIP/Minister visits. The details of which would be provided at the time of execution of work.

2.3 Tender Contents

The tender shall be submitted in ONE large sealed packet, named and duly marked as
II Strictly Confidential- Bid for Designing, Fabrication, supervision and display of Stall at India –Chem 2010 II.

The contents of the packet are described below.

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

- i) " Envelope 1 -Bid Qualification and Fee"
- ii) "Envelope 2 -Design of pavilion
- iv) " Envelope 3 -financial bid for design, fabrication, supervision and display

Envelope 1 should contain the following: -

- Non-refundable Tender Bid Submission Fee of Rs. 2000/- (Rupees two Thousand) only by Demand Draft/ Pay Order in favour of West Bengal Industrial Development Corporation Limited payable at Kolkata.
- Authorization of the person signing the Tender
- Proof of bidder's qualification to participate in tender in terms of clause 2.1.
- Copies of Sales Tax registration certificate and Trade license
- Balance sheet for last three years
- Copies of IT return for last three years
- The Tender Document- The original Tender Document shall be returned duly signed on all pages.
- Agency details
 - i. Name of the person duly authorized to clarify, negotiate and finalize the tender along with telephone, e-mail and fax numbers.
 - ii. No. of years in this field
 - iii. Past experience of exhibition stall fabrication supported by photographs and work orders/letters.(attached annexure must be filled for quality evaluation)

.NB:

Signing of Tender: Persons tendering shall submit their Tenders duly signed on all pages. Signature will indicate acceptance of the contents of the tender papers. Corrections and alterations, if any, are to be signed.

Envelope 2 should contain the following

The design of stall -not more than 03 options

Envelope 3 should contain the following:-

The lump sum price (inclusive of all taxes and duties as applicable) for design, Fabrication, Decoration, Printing, Paneling &supervision and display of pavilion for

270 sq.mt.space area comprising 6 to 8 different enclave /stalls (may vary) at India Chem- 2010, Goregaon, Mumbai.

2.4 Bidders should put all the above 3 envelopes in a common sealed envelope addressed to " The Managing Director, West Bengal Industrial Development Corporation Ltd., 5, Council House Street, Kolkata- 700 001" and submit to the Corporate Communications Department of WBIDC . Each sealed cover shall be marked " India-Chem 2010". If the envelopes are not sealed and marked as instructed, WBIDC will assume no responsibility for the misplacement or premature opening of the tender. A tender opened prematurely due to this sub'-clause may be rejected and returned to the bidder.

2.5 Time of submission

The tenders must reach the office of the WBIDC by 1 pm upto 26th July 2010. WBIDC may, at its own, sole discretion, extend the deadline for submission of tenders by issuing an amendment in accordance in which case all rights and obligations of WBIDC and the bidders, previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.6 Opening of tenders : The tenders shall be opened on 26th July 2010 at 2: 30 pm in presence of such representatives of the bidders who wish to be present.

3. Evaluation Of Tenders

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

Stage I

The design bid i.e. envelope 2 (two) of those bidders who have submitted all documents in envelope I (one) under clause 2.3 and satisfy the eligibility and qualification criteria as stated in clauses 1.6 and 2.1 of the Tender Document, will be opened.

Stage II

The agency will have to make presentations before the evaluation Committee.

The evaluation of the bid proposals will be based on the following parameters

i. Presentation of design -60 marks

(The presentation would comprise design, presentation & visual impact and quality appreciation of past fabricated work of pavilions) -a maximum of 3 design options .

Out of the 60 marks (as indicated against i above) a minimum of 42 marks will have to be obtained for an agency to qualify for opening of the financial bids. In the event of large number of qualified bidders (who obtained more than 42 marks) only the top five bidders will be accepted for opening of financial bids.

ii. Financial bid -40 marks

After quality evaluation, the financial proposal would be evaluated as under

$$\text{Score} = 100 \times A / B$$

Where A= Price of the lowest bidder

B= Price of the bidder being evaluated.

The total score will be calculated by adding the scores on i and ii above.

In case of a tie, the bidder with the higher score against quality evaluation (as stated in i above) shall be selected.

4. The bidder should quote for stall design. Fabrication. and supervision and display based on the following specification.

i) Stall Area: Design, fabrication , Decoration, Printing, Paneling & supervision shall be for 270 sq.mt at India Chem 2010 at N.S.E Complex, Goregaon, Mumbai. Stall area will be handed over to fabricator by the exhibition organizer on 26th October 2010 and the total job should be completed within two days, i.e ready by 9am-28th October.

ii) Display of panels, either backlit or front lit with Cromptolux spotlights. (Panels *will be designed & fabricated by the agency*)

iii) Seating Arrangement: common passage with decorating seating arrangement for not less than 15 persons

iv) Arrangement of twenty Hostesses

- v) Daily floral decorations
 - vi) Adequate provision of fixing of Backlit/ Front lit / acrylic Panels
 - vii) Product Display Podium wherever needed
 - viii) Daily maintenance / cleaning of the stall
 - ix) Cost of Security Guards
 - (x) Additional Electrical Fittings (required)- as per design
 - xi) Carpeting of the entire floor area
 - xii) 6 inches raised platform
 - xii) Cost of electricity demand and consumption charges.
 - xiii) 42 inches plasma TV/ LCD with DVD players at least 06 nos.
 - xiv) Small pantry with facility of a mini fridge and tea/coffee machines (to suit) with supplies
 - xv) Catalogue stand - at least 8 nos.
 - xvi) Reception tables with lockable drawers
 - xvii) Should arrange to obtain all necessary permission/ clearances from local authorities as required including clearance from fire Department.
 - xviii) Arrangement of fire fighting system in the pavilion
 - xix) It may be noted that fabricators will have to make use of modern/space saving and modular systems for smart and sleek looks. The stalls should have a mix of plywood/modular system, glass / trass material. Usage of fire retardant material for making the pavilion / enclave.
 - xx) Minor addition and alteration may have to be done depending upon requirement of the pavilion without any extra cost.
5. Successful bidder must deposit earnest money amounting to Rs 2 lakh (two lakh) in form of pay order/demand draft in favour of West Bengal Industrial Development Corporation Ltd payable at Kolkata. No work order will be issued until earnest money is deposited.

6. Mode of payment :

- 1) 50 % as mobilizing advance of accepted bid price
- 2) 25% after completion of pavilion
- 3) Balance 25% after successful completion of the event and certified by WBIDC.

TECHNICAL DATA SHEET

Name of the Bidder :
Address :
Head of the Organization:
Office in Kolkata
Date of incorporation of the organization:
Nature of Organization (Proprietorship/Partnership/Pvt.Ltd/Limited)
Pan no
Turnover for last three years

Experience of last 4years in designing, fabrication and supervision of stalls/pavilion	Year ending 31 st March	Client company	Event	Venue & location	Area covered	Job value(in Rs)	Work order from client	Photo enclosed (yes/no)	Awards won(Documentary evidence to be submitted)
	2007								
	2008								
	2009								
	2010								

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

Signature with official stamp