

**INVITATION OF BID
FOR
DESIGN AND FABRICATION
OF
WEST BENGAL PAVILION
AT HANNOVER FAIR –2009**

**HANNOVER, GERMANY
20 - 24, APRIL- 2009**

1. Invitation for Tender

1.1. Sealed quotations are invited by the West Bengal Industrial Development Corporation Limited (WBIDC) from reputed agencies for designing, fabricating and supervising the West Bengal Pavilion at Hanover Fair-2009.

1.2. Organization Brief

A detail on the activities and objectives of WBIDC is available with the PR division.

1.3. Only the parties, who qualify on the basis of the criteria in the advertisement, need collect the tender document 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 Limited. Proposal of the successful bidder/s would form the basis of future negotiations and lead to issuing of a work order.

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 " 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
Kolkata-700001
West Bengal**

1.7. Sealed Tender should be submitted to Shri P.K. Sil General Manager (Public Relations) in the office of WBIDC (1st floor) by 1 p.m. on 23rd March 2009 and the same will be opened on the same day at 3 p.m. In the presence of the representatives of the bidders who wish to be present for identifying the eligible bidders as per the qualification criteria.

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 Limited.

Date:
Place:

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2. Instructions to Bidders

2.1 Eligibility and Qualification of the bidder:

Agencies applying for the bid must have i.) an office in India with at least one branch office in Delhi, Mumbai, Chennai or Kolkata; ii. Must have prior experience in designing, fabricating and supervising stalls/pavilions in European countries.
European Fairs

2.2 Rates

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 a minimum of 66 sq.mtrs for the West Bengal Pavilion within the India Pavilion of EEPC.

2.3 Tender Contents

The tender shall be submitted in ONE large sealed packet, named and duly marked as “Strictly Confidential- Bid for Designing, fabrication, supervision of West Bengal Pavilion at Hannover Fair-2009”.

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

- i. Envelope 1 - Bid qualification and fee
- ii. Envelope 2 - Pavilion Design and artwork
- iii. Envelope 3 - Cost of fabrication

Envelope 1 should contain:-

- 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.
- Authorisation of the person of the tender
- Proof of Bidder’s qualification to participate in tender in terms of clause 2.1
- Copies of sales tax/vat registration certificate and trade license
- 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 finalise the tender along with telephone, e-mail and fax number.

- ii. No of years in the field of the same trade
- iii. No. of employees with the firm engaged in the area of work

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N.B: 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 design and artwork for the pavilion of West Bengal at Hannover Fair-2009
(Layout plan enclosed in Annexure –II)

Envelope 3 should contain: -

- The cost of fabrication including panel printing and display (inclusive of all taxes)

2.4 Bidders should put all the above 03 envelopes in a common sealed envelope addressed to “ The Managing Director, West Bengal Industrial Development Corporation Limited., 5, Council House Street, Kolkata –700 001” and submit to Shri P.K. Sil, General Manager (Public Relations), WBIDC Limited (1st floor). Each sealed cover shall be marked “ Strictly Confidential- Bid for Design, fabrication, supervision and display of West Bengal Pavilion for Hannover Fair-2009”. 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 tenderer.

2.5 Time of submission

The tenders must reach the office of the WBIDC before 1 p.m. on 24rd March 2009 to be valid. WBIDC may, at its own, sole discretion, extend the deadline for submission of tenders by issuing an amendment 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 the same day at 3 p.m. in the presence of such representatives of the bidders who wish to be present.

2. Evaluation of tenders

The bids will be evaluated on the basis given below.

- a. Quality evaluation on the basis of concept and design - 50%
- b. Financial Proposal - 50%

The bidder with the highest combines score will be awarded the assignment. In case of a tie, the bidder with the higher score against the quality evaluation (as stated in a above) shall be selected.

END

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ANNEXURE-I

West Bengal Pavilion at Hanover Fair-2009

Project deliverables

(Please note that the entire pavilion will have to be individually designed with fabricated material and not with octonorm systems. Due to the shape of the bare space there can be some use of cyma systems but should be to the minimum.)

Provisions are to made for 5 built up stalls

- 1. Main Structure and framework**
 - a. Building of walls, partition panels, pantry/store room etc as per design
 - b. Carpeting of floor in grey and blue carpet as per design
 - c. Name fascia board for each stand
 - d. Pantry cum store room with lockable door, shelves and counter on side
 - e. Six inches raised platform where the entire pavilion will stand

- 2. Furniture**
 - a. *Modular information counter*
 - i. 1 no each for stand sizes 09 sq.mtr
 - ii. 1 no each for stands sizes of 12 sq.mtrs

 - b. *Discussion tables*
 - i. 1 no each for stand
 - ii. 3 nos in common meeting lounge

 - c. *Chairs/Bar Stools for discussion*
 - i. 2 nos of chairs with every info. Counter
 - ii. 3 nos of bar stools with every discussion table

 - d. *Catalogue stand*
 - i. 01 each for all 5 exhibitors

- 3. Electricals**

- a. Arm Lights- 24 nos for 05 stalls, store cum pantry and central branding tower.
- b. Plug points- 10 nos for 05 exhibitors stalls, common meeting area, and store cum pantry and for any other office machines.

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- c. Wiring and installation of electrical materials to the stand.
- d. Refrigerator and coffee machine in pantry.

4. Graphics

- a. Panels
 - i. 2 per exhibitor of sizes 5' x 2.5'
 - ii. Vinyl lettering of company's name as fascia
- b. Vinyl lettering "West Bengal" on coloured panels
- c. Logo on coloured panels – 2 per exhibitor
- d. Branding of central branding tower
- e. Vinyl branding of passages for aesthetic.

5. Installation & Dismantling

- a. Installation and dismantling services
- b. Electrical labour
- c. Transportation charges

6. Project management

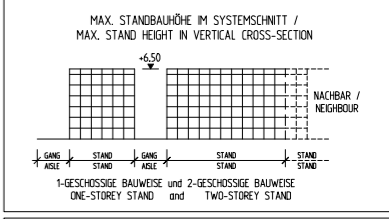
- a. 3D design on a CD with artwork – Conceptualization and visualization of stall & presentation via 3D simulation.
- b. Supervision and project management of installation & dismantling.

ANNEXURE-II

Layout plan of hall showing
the bare space of West Bengal pavilion
Available in a pdf format

SYSTEMSCHNITT / VERTICAL CROSS SECTION

STAND / AS OF:
27.02.2009



- F FEUERLÖSCHER, FEUERMELDER / FIRE EXTINGUISHER, FIRE ALARM
- F FEUERLÖSCHHYDRANT / FIRE HYDRANT

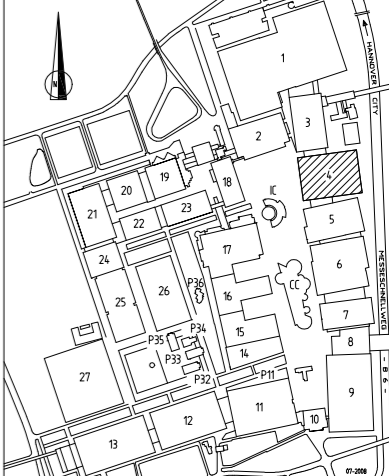
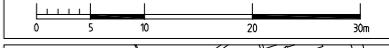
- HALLENSTÜTZEN / HALL COLUMNS

- SCHÄCHTE / SHAFTS

- KANÄLE ANSCHLUSSPUNKTE IM FUSSBODEN ZUR STANDVERSORGUNG - ZUGANG GEWÄHRLEISTEN - CHANNELS CONNECTION POINTS IN THE FLOOR TO SUPPLY THE STAND AREA - DO NOT OBSTRUCT ACCESS -

LEICHTE NUTZHÖHE FÜR EXPONATE = 5,00 m - 10,00 m JE STANDORT.
STELLENWEISE GERINGERE NUTZHÖHE WG. BAULICHER ENTSCHRÄNKUNGEN.
MAX. HEIGHT CLEARANCE FOR EXHIBITS = 5.00 TO 10.00 m DEPENDING ON LOCATION.
ACTUAL CLEARANCE LOWER IN SOME PLACES DUE TO ARCHITECTURAL SPECIFICS.

MAX. FUSSBODENBELASTUNG/ MAX. FLOOR LOAD 100 KN/m²
(GLT NICHT AUF SCHÄCHTEN UND VERSORGUNGSKANÄLEN) / (NOT VALID FOR SHAFTS OR SUPPLY CHANNELS)



Deutsche Messe Hannover · Germany HALLE / HALL 4

grz./drawn by: Datum/Date: 27.02.09
ggpr./verified: Maßstab/Scale: 1:200
Halle/Hall: 4
Date: 27.02.09
Scale: 1:200
Hall: 4

