

**Coir Board  
Government of India**

**TENDER DOCUMENT**

TENDER NO. I-11015/3/2015/EM-I Dated: 30 September, 2015

**Construction of Coir Board Pavilion in International Horticulture Trade Fair 2015**

Coir Board proposes to organize participation of Indian Coir sector in the International Horticulture Trade Fair (IHTF) 2015, Haarlemmermeer, Vijfhuizen, Holland scheduled during 4-6 November, 2015. The primary objective of participation is to depict the capabilities of Indian coir sector before the global horticultural community.

Coir Board requires the services of a professional agency with proven credentials in the field of Fabrication, Construction, Interior Decoration and maintenance of Pavilions at horticulture related International Exhibitions for fabrication, construction and maintenance of the Coir Board Pavilion and other related ancillary activities in IHTF 2015, as per the scope of work given below.

**A. SCOPE OF WORK**

Coir Board Pavilion of 47.5 Sq. mtrs. is in Location No. C5.25 of International Horticulture Trade Fair 2015, Haarlemmermeer, Vijfhuizen, Holland scheduled to be held from 4-6 November, 2015. The Coir Board Pavilion is as an independent pavilion in which 5 booths of 6 Sq.mtr. each with 2 mtr. frontage for co-exhibitors and one booth of 17.5 Sq.mtr. for Coir Board.

**A.1. SPECIFICATIONS AND ANCILLARY REQUIREMENTS**

- A.1.1 The Concept/Design and other specifications relating to design/decoration / display, for the Coir Board Pavilion at International Horticulture Trade Fair should be suiting to the international standards.
- A.1.2 The area of the Coir Board Pavilion at the International Horticulture Trade Fair, 2015 is 47.5 sq. mtrs. in Location No. C5.25. The layout of Coir Board pavilion is attached.
- A.1.3 The booths in the Coir Board pavilion would be as 5 booths of 6 Sq.mtrs. and one booth of 17.5 Sq.mtr. for Coir Board.

The Board's space shall be designed as a facilitating office-cum-theme pavilion. There should be visible signage/fascia on the top of the booths in the Pavilion with logo, if any. Facades of graphic depictions with Coir Board logo and MSME logo and tri colour of Indian National Flag with writing as INDIAN COIR in suitable size with even intervals should be provided on the top of the pavilion structure on all exterior sides of the pavilion to recognize it as Indian Coir Pavilion.

- A.1.4 The interior decoration and display requirements of individual booths shall be as shown below:
1. Fascia with company name & Logo, if any (booth wise as per the list provided by Coir Board).
  2. Wall panel

3. Carpeting the entire area.
4. Proper light and electrical arrangements with spot lights as prescribed in para A.1.5.
5. Three level horizontal display racks, preferably in glass for each booth.
6. One Catalogue stand.
7. One round table + three chairs
8. One Rubbish bin

#### **Coir Board space**

1. Fascia with name & logo
  2. Wall panel
  3. Carpeting the entire area
  4. Theme pavilion
  5. Providing one Plasma TV + DVD player for continuous display of ad films
  6. Provision for display of blow ups and posters
  7. One Tea/Coffee maker with all related ingredients for supply of Tea/Coffee & snacks to the guests for the entire pavilion, as and when needed.
  8. Proper light and electrical arrangements with spot lights as prescribed in para A.1.5.
  9. One Catalogue stand.
  10. Two Round Table + Eight Chairs
  11. Two Rubbish bins
  12. One Receptionist-cum-Interpreter-cum-Attendant shall be provided to the pavilion through Board's space
- A.1.5. The scope of work will also include provision for electrical fittings in the pavilion as per requirements, as well as daily cleaning, maintenance and upkeep of the pavilion during the course of the exhibition. The spot light shall be arranged in a way so as to ensure illumination of products on display on all sides including banners, signage and facades. In addition to the spot light focusing products on display, adequate light arrangements should be ensured for every booth and Board's space. Two power plugs each should be provided to all the booths one for working laptop and the other for purposes like charging hand-phones. Five power point plugs in Board's space - One each for laptop, Plasma TV, DVD, Tea maker and for other purposes.
- A.1.6 Wi-Fi facility shall be provided to all co-exhibitors and Coir Board.
- A.1.7 Eye-Catching Sign Boards showing the name of the co-exhibitor shall be provided on the back wall of each booth at 3/4<sup>th</sup> of height of the wall.
- A.1.8 The work will include both construction of the pavilion at site well in time, maintenance activities during the period of the Fair and dismantling of the pavilion after the event including procurement and transportation of materials.
- A.1.9 All the other ancillary works related to Coir Board Pavilion like preparation of wall graphics, positioning of logo and tricolour of Indian National Flag with writing as INDIAN COIR and creating signage for Indian Coir with visibility from distance are within the scope of work of the agency.

## **B. GUIDELINES FOR SUBMISSION OF TENDERS**

The sealed technical and financial bids for construction of Coir Board Pavilion at International Horticulture Trade Fair, 2015 should be **submitted separately** and should include the following:

**Cover – 1:** Superscribed with "**Technical bid for construction of Coir Board Pavilion at International Horticulture Trade Fair, 2015**" and should accompany the following documents:

- (i) Profile of the Agency / Company.
- (ii) Details of Technical Manpower and Staff available in-house.
- (iii) Track record - details of involvement in similar events.
- (iv) **Specific experience relating to any international horti/agri fair.**
- (v) Financial Statements signed by a statutory auditor, indicating turnover of the company, balance sheet and Profit & Loss Account for last three years.
- (vi) **Proposed design of Coir Board pavilion with interior layout and facilities provided to all booths, with 3D drawings in colour, showing all over view, single booth view, bird's eye view and all sides' elevations.**
- (vii) Copies of Income Tax Returns submitted for last three years with PAN.
- (viii) EMD of Rs.20,000/- or US\$ 300/- shall be remitted along with the technical bid, in the form of Demand Draft, Bankers' Cheque or Pay Order drawn in favour of the Secretary, Coir Board payable at Ernakulam, Kerala, India. EMD will be returned to the unsuccessful bidder at the earliest and latest on or before the 30<sup>th</sup> day after the award of the work contract.

Note: **Clauses (i), (ii), (iii), (v), (vii) and (viii) shall not be applicable to the agencies already empanelled with Coir Board for similar work subsequent to the Expression of Interest called for vide notification issued on 15.07.2014.**

**Cover – 2:** Superscribed with "**Financial bid for construction of Coir Board pavilion at International Horticulture Trade Fair 2015**" and should accompany the following documents.

1. A Financial Bid, clearly indicating the cost against the following heads.
  - a) Construction, maintenance & dismantling of the pavilion.
  - b) Decoration and Display within the pavilion.
  - c) Transportation of material, if any, to the site and back.
  - d) Expenditure on any other activities as listed in the scope of work above. (Item wise break up to be indicated)

**(Head wise indication of cost is essential)**
2. (i) The financial bid, indicating the all inclusive amount, should be specified preferably in Indian Rupees. Taxes and levies, if any, are to be specifically indicated. Payment in foreign currency shall be considered only against specific requests. In case, payment is desired in foreign currency, the same should be clearly indicated in the bid.  
  
(ii) **Terms of Payment:** Payment will be made to the bidder as per following schedule:
  - a) Advance shall be paid, on mutually agreed percentage of the value of the contract, in Indian Rupees / foreign currency on award of the work order and subject to furnishing of Bank guarantee for the amount.

- b) Balance after completion of the event and dismantling of the pavilion, i.e. within 15 days of the reporting of completion of dismantling of the pavilion.
- c) Taxes as applicable will be deducted at source while making payment by Coir Board.

The outer sealed cover containing the above 2 sealed Covers to be superscribed with "**Bids for construction of Coir Board pavilion at International Horticulture Trade Fair, 2015**" and all the three covers should have the Full Name, Postal Address, Fax, E-mail, Telephone number of the Bidder on the bottom left corner.

**The Bids as per details given above should be submitted to the Secretary, Coir Board, Coir House, Kochi - 682 016, Kerala, India on or before 1500 hrs. on 15 October, 2015. Technical and Financial bids received by Email and bids received beyond the appointed time will not be accepted. A pre-bid meeting shall be organized at the Office of Coir Board at Kochi at 14.00 Hrs. on 13 October, 2015 for clarifying issues and clearing doubts, if any. Interested bidders may take part in the meeting either directly or through authorized representatives, if found necessary.**

### **C. ADDITIONAL INFORMATION**

- (i) The pavilion in the full-fledged form shall be handed over to the Officer-in-Charge of the Coir Board Pavilion by 15.00 Hours local time on 2 November, 2015.
- (ii) Coir Board reserves the right to reject or accept any offer without assigning any reasons whatsoever. The successful bidder will have to enter into an agreement with the Coir Board.
- (iii) Selection of Agency(ies) will be based on the technically acceptable design and pattern of the pavilion suggested and lowest quote received for the work.
- (iv) Conditional bids will be rejected outright. The quoted price should be all inclusive (including taxes, levies etc.)
- (v) **Security Deposit/ Performance Guarantee:** Before awarding the contract the Agency(ies) will be asked to deposit 5% of the tendered amount as **Security Deposit / Performance Guarantee**, in case Coir Board deems it necessary, in the form of Account Payee Demand Draft / Pay order from a nationalized/scheduled/commercial bank or Bank Guarantee, which should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the bidder. The Security Deposit/Bank Guarantee will be released after satisfactory completion of the contractual period.
- (vi) **Validity of Bid :** Bid shall remain valid for acceptance for the contractual period from the date of opening of Bid.
- (vii) **Opening of the Bids:** The Tenders will be opened at **15.30 hrs. on 15 October, 2015**, in Coir House, M. G. Road, Kochi, India in the presence of bidders or duly authorized representatives of the bidders, if any.
- (viii) **Insurance:** Insurance, including transit insurance will be arranged by the bidder.
- (ix) **Liquidated Damages :** In the event of bidder's failure to complete the work within the specified time, Coir Board may, without prejudice to its any other rights hereunder, recover from the bidder, as Liquidated Damages, the sum of 5 % of the contract price.

- (x) **Termination by default** : Coir Board reserves the right to terminate the contract of any agency in case of change in the Government procedures or unsatisfactory services.
- (xi) **Risk and cost Clause**: If the contractor, after submission of tender and the acceptance of the same, fails to abide by the Terms and Conditions of the tender document or fails to complete the work within the specified time or at any time repudiates the contract, the Board will have the right to :
- (a) Forfeit the EMD
  - (b) Invoke Security Deposit / Performance Bank Guarantee
  - (c) In case of completion through alternative sources and if price is higher, the contractor will pay the balance amount to the Board.
  - (d) For all purposes, the work order issued by the Board will be considered as the formal contract.
- (xii) **Arbitration**: Provisions of India Arbitration Act 1996 & 2002 will be applicable and venue of arbitration will be Ernakulam.
- (xiv) **Jurisdiction**: The contract shall be interpreted and governed by the Laws of India. In the event of any dispute/ litigation between the agency with whom the work is entrusted and the Board in respect of any of the conditions/provisions of this document or the agreement to be executed while awarding the work, the decision of Chairman, Coir Board shall be final and binding on both the parties and any litigation arising out of this document/agreement shall be subject to the jurisdiction of Ernakulam Courts only.

(Signed)

**Secretary  
Coir Board**