

Coir Board
(Ministry of MSME Government of India)
TENDER DOCUMENT

TENDER NO. I-12019/4/2015-EXPORT MARKETING-I, Dated: 18.03.2016

Construction of Coir Board Pavilion in National Hardware Show, USA

Coir Board organizes participation of the Indian Coir Sector in the National Hardware Show, Las Vegas, USA slated to be held during 4-6 May, 2016. The primary objective of participation is to depict the capabilities of Indian coir sector before the global market.

Coir Board requires the services of a professional agency with proven track record in the respective fields at international levels for designing, fabrication, construction and maintenance of the Coir Board Pavilion and for providing other related ancillary activities in National Hardware Show, 2016, as per the scope of work given below.

A. SCOPE OF WORK

Coir Board Pavilion has to be constructed in 900 sq.ft. hired by Coir Board in Stand No. 11373 in Landscape & Garden area in the North Hall of National Hardware Show, Las Vegas Convention Centre, Las Vegas, NV, USA scheduled to be held during 4-6 May, 2016.

COIR BOARD PAVILION SHALL BE CONSTRUCTED IN WOOD WITH LOW COST MATERIAL LIKE PARTICLE BOARD GIVING REQUIRED ELEVATION TO ENSURE VISIBILITY FROM ALL SIDES AND DISTANT LOCATIONS WITH A UNIQUE DESIGN SUITING TO THE INTERNATIONAL STANDARDS AND CREATING A GOOD APPEAL. PAVILION SHOULD ALSO BE DISTINCTLY RECOGNIZABLE AS INDIAN COIR PAVILION.

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 National Hardware Show 2016 should be suiting to the international standards.

A.1.2 The total area of the Coir Board Pavilion at the National Hardware Show, 2016 is 900 sq.ft. in Stand No.11373 in the North Hall. The floor plan of Coir Board pavilion is attached.

A.1.3. The Coir Board pavilion would consist of 7 booths of 100 Sq.ft. each for co-exhibitors and one booth of 200 Sq.ft. for Coir Board.

A.1.4. The 200 Sq.ft. Booth would be Board's own stand which shall be designed as a facilitating Office-cum-theme pavilion with Mini Conference Area. There should be visible signages / fascia for the pavilion as well as all participants/co-exhibitors in the Pavilion with logo, if any. The Coir Board pavilion shall be named as **Indian Coir** with Coir Board Logo, Logo of the Ministry of MSME and with background designed in white colour with Indian National Flag flying on the facade on each side.

A.1.5 The interior decoration and display requirements of individual booths shall be as shown below:

(a) 100 Sq.ft. booth

- i. Fascia with company name & Logo, if any (booth wise as per the list provided by Coir Board).
- ii. Eye Catching Sign Board on the back wall of the booth
- iii. Wall panel
- iv. Carpeting the entire area.
- v. Proper light and electrical arrangements with spot lights as prescribed in para A.1.7.
- vi. Particle Board/perforated panel in front of the system wall (entire area) with screwing facility to fix mats measuring 45 x 75 cm.
- vii. 10 movable hanging racks fixed on a rail for hanging carpets, rugs, mattings which may measure even upto 6 x 3 ft. The rails for placing the hanging racks should be placed adequately high so as to display carpets of 4-6 mtr. length.
- viii. One Catalogue stand.
- ix. One round table + four chairs
- x. Wi-Fi Facility
- xi. One Rubbish bin

(d) 200 Sq.ft. booth (Coir Board)

- i. Fascia with company name & logo
- ii. Eye Catching Sign Board on the back wall of the booth
- iii. Wall panel
- iv. Carpeting the entire area
- v. Facilitating Office-cum-theme Pavilion with Mini conference Area.
- vi. Providing one Plazma TV + DVD player for continuous display of ad films
- vii. Display of blow ups on functional end use applications of coir.
- viii. One Tea/Coffee maker with all related ingredients for supply of Tea/Coffee & Snacks to the guests for the entire pavilion as per requirement during the fair timings.
- ix. Proper light and electrical arrangements with spot lights as prescribed in para A.1.7.
- x. Particle Board/Perforated panel in front of the system wall with screwing facility to fix mats measuring 45 x 75 cm.

- xi. 10 movable rails for displaying carpets, rugs, mattings which may measure even upto 6 x 3 ft.
- xii. A locking cupboard on the wall with 1 mtr. Width for storing valuables and also with facility for display on the doors of the cupboard.
 - a. Two Catalogue stands.
 - b. Two Round tables + Eight chairs
 - c. Wi-Fi Facility
 - d. Two Rubbish bins

A.1.6 Plazma TV with DVD Player, Tea/Coffee Maker and one Receptionist-cum-Interpreter-cum-Attendant shall be provided to the pavilion through Board's booth. The entire area of the Board's pavilion shall be furnished by the agency.

A.1.7. 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 such a way so as to ensure illumination of products on display on the particle board on all the walls from top to bottom and one side to the other side. In addition to the spot light focusing products on display, adequate light arrangements should be ensured for every booth. The minimum spot light requirements of different booths and other electrical requirements are as below:

- a) 100 Sq.ft. two side open booth - 5 spot lights
- b) 100 Sq.ft. one side open booth - 7 spot lights
- c) 200 Sq.ft. one side open booth - 13 spot lights
- d) Two power point plugs each for all the booths except Coir Board booth, one for working laptop and the other for purposes like charging hand-phones.
- e) Six power point plugs in Board's booth - One each for laptop, Plazma TV, DVD, Tea maker and for other purposes.
- f) Proper lighting should be provided especially for the elevated portion of the pavilion and generally for the entire pavilion structure.

A.1.8 The work will include 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 The elevated portion of the pavilion should be depicted with Coir Board & Ministry of MSME logos and with background designed in white colour with flying Indian National Flag on the facade on each side with writing as 'Indian Coir' in suitable size at frequent intervals on all exterior sides of the pavilion to recognize it as Indian coir pavilion.

A.1.10 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

1. The technical and financial bids for construction of Coir Board Pavilion at National Hardware Show, 2016 should be **submitted separately** and should include the following :

Cover – 1 : Superscribed with "**Technical bid for construction of Coir Board Pavilion at National Hardware Show 2016**" 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 floor covering 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 different types of 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 USD 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 Tenderers at the earliest and latest within 30 days 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 14.10.2015.**

Cover – 2 : Superscribed with "**Financial bid for construction of Coir Board pavilion at National Hardware Show 2016**" and should accompany the following documents.

A Financial Bid, clearly indicating the all inclusive cost against the following heads.

- a) Designing, 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 other activities as listed in the scope of work above.
- (Head wise indication of cost is essential)**

2. The financial bid (all inclusive) should be specified preferably in Indian Rupees. Payment in foreign currency shall be considered only against requests. In case payment is desired in foreign currency, the same should be clearly indicated in the bid.'

3. **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 on 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 the dismantling of the pavilion.
- c) Taxes as applicable will be deducted at source while making payment by Coir Board.

4. The outer sealed cover containing the above 2 sealed Covers to be superscribed with "**Bids for construction of Coir Board pavilion at National Hardware Show, 2016**" and should have the Full Name, Postal Address, Fax, E-mail, Telephone number of the Bidder on the bottom left corner.

5. 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 4 April, 2016. Technical and Financial bids received by Email/Fax 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 31 March, 2016 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 May, 2016.**

(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 and an Integrity Pact with 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.). The expenditure should be indicated both in words and figures. Corrections/overwriting have to be avoided. All pages should be signed by the authorized signatory.

(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 4 April, 2016**, 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**

FLOOR PLAN

NATIONAL HARDWARE SHOW

May 4 - 6, 2016
Las Vegas Convention Centre,
Las Vegas, NV, USA

Stand No: 11373, North Hall

