



कोयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार)
Ministry of MS&ME, Govt. of India)

कोयर हाउस, एम.जी.रोड., कोच्ची - 682016
Coir House, M.G. Road, Kochi - 682016
तार/ Gram : COIR BOARD
दूरभाष/ Ph : 0484-2351954, 2351807, 2351788
फैक्स / Fax : 0484-2370034, 2354397
ई-मेल/ E-mail : coir@md2.vsnl.net.in
वेब/ Web : www.coirboard.nic.in, www.coirboard.gov.in

I-12018/10/2016-EXPORT MARKETING-I

20.06.2016

ADDENDUM

Ref: Tender Notice of even number dated 08.06.2016

The following clauses in the Bid Document forming part of the above mentioned Tender Notice are modified/ clarified as follows:

Clause No.	Modification/Clarification
D.1 & D.2	The possibility of having display on LED walls with 12 x 6 feet size is being explored. Bidders may quote separately for the LED walls of 12 x 6 ft. as well as for 42" LED TV.
H.2	The Panchavadyam team may consist of at least 11 artists to handle the different instruments.
K & K.1	The requirement for Medical Aid has been withdrawn as the venue authority would be making the arrangements.
M.1	The ramp should be of the size 20 x 6 ft.
Q.2	The advertisement boards (20 Nos.) in the venue should be of the size 8 x 4 ft.

Sd/-
SECRETARY



कोयर बोर्ड Coir Board

(सूक्ष्म, लघु और मध्यम उद्यम मंत्रालय, भारत सरकार)
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I-12018/10/2016-EXPORT MARKETING-I

08.06.2016

TENDER NOTICE

Competitive sealed tenders under two-bid system (Technical & Financial Bids), are invited from experienced/ reputed event managers/ contractors for engagement as Event Manager for undertaking various works including designing, fabrication, construction and maintenance of the Theme Pavilion, etc. and also for providing other related ancillary services for the conduct of **India International Coir Fair (IICF)-2016 proposed to be organized by Coir Board at CODISSIA Trade Fair Complex, Coimbatore** during 15-18 July 2016. For further information on submission of tenders, scope of work, terms and conditions, EMD, etc., please see the attached tender documents.

Bids complete in all respects should reach the undersigned at the above address on or before **11.00 a.m on 23.06.2016**. Technical bids will be opened at **11.30 am** and the Financial Bids at **4.00 pm** on the same day in the presence of bidders, if any, present. A pre-bid meeting will be held at Coir Board, Head Office, Kochi at 2.00.p.m on 20.06.2016 for providing clarifications, if any, to the intending bidders.

Any additions, alterations, modifications, extension of time limit, etc. to this notice will only be notified through the official website of Coir Board www.coirboard.gov.in. All concerned may therefore regularly visit the Board's website for updated information about this tender. For clarifications, if any, please contact Shri. C.M.Unnikrishnan, Development Officer (Marketing), Coir Board, Kochi (Tel. No.0484-2362751/ Mob.9446383009) between 10.00 a.m and 5.30 p.m on all working days.

Secretary, Coir Board reserves the right to accept or reject any or all the bids either in full or in part, without assigning any reason whatsoever.

Kochi,
08.06.2016

Sd/-
Secretary

Encl: Tender documents.

INVITATION OF BIDS

Coir Board has hired 5000 Sq. Mtr. space in Hall No D (A/c) of CODISSIA Trade Fair Complex, Coimbatore, Tamil Nadu for organising the 4th edition of the India International Coir Fair-2016 during 15-18 July 2016. The Board requires the services of a professional agency as Event Manager for undertaking various works including designing, fabrication, construction and maintenance of the Coir Board's Theme Pavilion, etc. and also for providing other related ancillary facilities/services/arrangements for conducting the **India International Coir Fair (IICF)-2016** at CODISSIA Trade Fair Complex, Coimbatore. Sealed competitive bids, under two-bid system (Technical & Financial Bids), are invited from experienced/ reputed event managers/ contractors having proven track record in the respective fields, for undertaking such work as per the detailed description of work given below:

DESCRIPTION OF WORKS

A. Convention / Seminar Halls

- A.1 There shall be two separate halls for conducting the inaugural/valedictory meetings, and seminars, buyer seller meetings coir competitions, cultural programmes, etc. Demarcation to be provided for the seating for Press/VIPs/Delegates and Public. There shall be two theme pavilions of 200 sq.mtrs. each, 260 sq.mtr. space to be constructed as booths to function as reception desk, media room, travel desk, mini conference room, medical room, VIP lounge, etc. inside Hall-D as per layout. There shall be live demonstration of application of coir geo-textile in the construction of rural roads & embankment protection and mine dump reclamation outside Hall-D in the open area covered by putting up of pagodas. The competitive bids are mainly confined to the construction and maintenance of Theme Pavilions booths specified and live demonstrations and providing facilities and services as envisaged in the item-wise work schedule. The services of labourers shall be provided for affixing the exhibits, movement of items intended for exhibition, etc. The construction of booths/stall in Hall-D and the venue of live demonstration should be completed in all respects before 5.00 p.m on 13.7.2016 and handed over to Coir Board for facilitating timely dressing up.
- A.2 Coir carpeting should be made for the entire floor area as per the specifications prescribed by the Board, by using coir matting. The required quantity of coir matting will be provided by the Coir Board at its cost and all the expenses towards loading/unloading, labour cost, etc. for laying carpet should be provided by the contractor at his cost.
- A.3 Sufficient light arrangements including spot LED light of 30 to 50 Watts as per requirement, plug points for the use of projector, video etc. have to be provided in the Theme Pavilions as well as the Coir Board zone of 260 sq.mtr. indicated against item No.1 above so as to give a proper bright up of the products to the

satisfaction of the Board's officers. The public address system with sufficient output has also to be provided.

- A.4 Sign Boards all around the venue for the information of the general public visiting the fair should be provided.
- A.5 Arrangements for inaugural function, seminars on 4 days and valedictory function with Nirapara, Pookkula, Ceremonial Lamp adorned by jasmine flowers and lighting of lamp should be arranged.
- A.6 Facility for recording the proceedings in both the seminar halls on all the 4 days to be arranged
- A.7 Seating arrangements in the two seminar halls for Rapporteurs to be arranged.
- A.8 All the works are on hire and labour contract basis.

B. Stage Management and Maintenance

- B.1 Two Screen Back end Projections on both sides of the stage at the two seminar hall venues are to be provided.
- B.2 Cut out with logo of Coir Board, IICF and Ministry of MSME on visible sides of the Lectern to be provided as per the design given by the bidder and approved by the Board.
- B.3 Sound Recording facilities (Inauguration and Valedictory function and Seminars/workshops) of superior quality to be provided.
- B.4 Personnel for compering for inaugural function, Seminars/BSMs and valedictory function to be provided as per the required timings. The Comperer should have pleasing appearance and have fluency in English, Tamil, Malayalam and Hindi.
- B.5 Arrangement for Prayer (Live)/ National Anthem should be made for inaugural/valedictory functions
- B.6 Bouquet/Garlands for presentations to the VIPs and dignitaries on the dais including refreshments, water/tender coconut water should be arranged as per daily requirements all through the 4 days.
- B.7 All the works are on hire and labour contract basis for construction and maintenance also.

C. Exhibition Stall

- C.1 260 sq.m. space have to be constructed as individual booths as per layout in the Coir Board Zone. Each booth of 12 sq.m. should be provided with one modular

system table, three modular system chairs, sufficient LED spot lights (minimum six), one waste bin, one catalogue stand, two potted plants and front fascia in computer cut vinyl letters with logo, providing appropriate passage and lighting in the entire area, stalls and passage furnished by coir matting. One eye catching sign board with fascia name of the exhibitor should be provided on the back wall at $\frac{3}{4}$ height from the ground level.

- C.2 Mobile crane should be provided for moving the machinery and heavy items from one place to another.
- C.3 Racks/Stands for display should be provided (size – 2Nos – 5' x 6' per stall)
- C.4 Suitable decoration at the entrance of the exhibition hall (Hall No.D) with logo of Coir Board, IICF, Ministry of MSME, etc, signage, light arrangements have to be provided and arrangements for inauguration to be made. (The 3D designs proposed by the bidder shall be enclosed in the Technical Bid cover).
- C.5 All the works are on hire and labour contract basis. The works include construction, maintenance.

D. Theme Pavilion

- D.1 There shall be two theme pavilions of 200 sq.m. each – one for coir wood products and the other for R&D achievements. Both the pavilions should be provided with 5 ft. boundary walls with entrance and exit and with sufficient spot light arrangements, signage, etc.

D.2 Services to be provided at the Theme pavilion by the Event Manager:

- i. Mobile crane to be made available for 13th, 14th, and 19th July 2016 with maximum 1 ton capacity.
 - ii. 10 display tables to be provided.
 - iii. LED TV, Photostat machine and printer to be arranged at the exhibition hall.
- D.3 Theme pavilion providing adequate number of lights, plug point, fan, chairs, tables and fascia in computer cut vinyl letters furnished with coir for displaying the evolution of Coir Industry from Primitive stage to the present stage to be arranged. (Visuals to be collected from Coir Board well in advance).
- D.4 All the works are on hire and labour contract basis. The works include construction, maintenance and dismantling.

E. Business Centre & VIP Lounge

- E.1 With provision for two computers with table and chairs, printers stationary, telephone and internet facility, cushioned sofa, discussion table with fresh cut

flowers, waste bin and mineral water dispenser, coffee/tea vending machine, to serve as per requirements for four days including cups and saucers of good quality, disposable paper cups/cut glasses, trays, napkins, etc.

E.2 All the works are on hire and labour contract basis.

F. Registration Counter for Exhibition

F.1 Counter with fascia in computer cut vinyl letters & logo for IICF, Coir Board, Ministry of MSME, providing built up booth of different dimensions with adequate light, table and chairs, waste bin and adequate power sockets to be provided.

F.2 Two computer and printers and stationary for operating two registration counters to be provided.

F.3 Manpower for operating two registration counters capable of speaking English, Hindi, Tamil and Malayalam fluently with knowledge in the operation of computers.

F.4 All the works are on hire and labour contract basis.

G. Registration Counter at the Seminar Venue

G.1 Counter with fascia in computer cut vinyl letters providing built up booth of size 3m x 3m with adequate light, table and chairs, waste bin and power sockets for computer to be arranged.

G.2 Two Computers and one printer with stationery to be provided.

G.3 Manpower for operating two registration counters (speaking English, Hindi, Tamil and Malayalam fluently with knowledge in the operation of computers) for four days to be arranged.

G.4 All the works are on hire and labour contract basis.

H. Reception

H.1 Help Desk & Reception House with coir fascia in computer cut vinyl letters at the entrance to be arranged.

H.2 Panchavadyam to be arranged for inaugural functions on each day and valedictory function on the concluding day.

H.3 Minimum of two girls for garlanding and aarathi for inaugural functions on each day and valedictory function on the concluding day and also for presenting bouquet and mementos to VIPs visiting from time to time.

- H.4 Round Badges of different colours for VIPs(100 nos.)/ Officials (100 Nos.)/ Volunteers (100 nos.)/ Delegates (700 Nos.) to be provided. (Approval for design to be obtained beforehand).
- H.5 Adequate Nos. of bouquet and garlands have to be arranged for the VIPs during the event period as and when required.
- H.6 Umbrellas should be provided (10 Nos.)
- H.7 Provide waste bins wherever required
- H.8 All the works are on hire and labour contract basis.

I. Travel Desk

- I.1 Counter with fascia in computer cut vinyl letters & logo for IICF and Coir Board providing built up booth with necessary light, table and chairs, waste bin and sufficient power sockets for computer to be arranged.
- I.2 Two computers and one printer and stationary to be provided.
- I.3 Manpower for operating the Desk. (Speaking English, Hindi, Tamil and Malayalam fluently with sound knowledge in the operation of computers) to be arranged.
- I.4 All the works are on hire and labour contract basis.

J. Insurance

- J.1 Agency to insure all their constructions, fittings, furniture etc. Coir Board would not be responsible for any loss.

K. Medical Aid

- K.1 In the Medical aid desk having fascia with computer cut vinyl letters, there shall be a medical officer with all the necessary facilities and furniture for first aid. An ambulance may also be kept ready on call for use in case of emergency.
- K.2 All the works are on hire and labour contract basis.

L. Live Demonstration

- L.1 Live outdoor demonstration on the applications of coir geotextile on rural road construction & road embankment protection and mine dump reclamation, will be arranged outside of the Hall-D. For both the demonstrations, the following facilities shall be arranged.

- L.2 Demonstration of Coir Geotextile application – The soil required for preparation of bed of 5m x 2m x 2m size to be supplied at site. (Geotextile, Grass, Bamboo Stake, will be provided by the Coir Board).
- L.3 The soil required for preparation of bed for mine dump reclamation demonstration of 5m x 2m x 3m size to be supplied at site.
- L.4 One Net House of size 20 x 10 x 12 ft. (to demonstrate use of Coir Geotextile for shading and application of coir pith on Agri/Horti purposes) should be set up with plants, grow kits. Adequate water (minimum 100 litre per day) and light should be arranged.
- L.5 Pagodas should be put up over the demonstration area outside Hall-D, except that of net house.
- L.6 Labour support for all the above activities including daily watering shall be provided by the bidder. (Technical support for demonstrations / net house will be provided by Coir Board.)
- L.7 All the works except that of setting up of coir net house and the plants to be provided therein, are on hire and labour contract basis.

M. Open Air Theatre (Sunken Court)

- M.1 Open air theatre shall be arranged in front of the Hall-D with ramp for conduct of the coir fashion show and green room separately for men and women along with light and sound arrangements.

N. Chess Board

- N.1 A Chess Board in the size of 3.50 m x 3.60 m. with black and white coir tiles and chess coins with coir in corresponding size should be arranged for conduct of the Coir Chess Tournament.

O. Media Centre & Press Meet

- O.1 Media center with telephone connection, computer with internet facility and fax facility, facility for power plug and provide adequate number of table and chairs for approximately 50 people.
- O.2 Proper arrangement for Press Meet including sound system, light etc.
- O.3 All the works are on hire and labour contract basis.

P. Videography and Photography

- P.1 Video coverage of programmes on all four days including variety entertainments etc. to be arranged.
- P.2 CD and photo album to be provided separately for each programme after suitable editing.
- P.3 Press briefs and photographs of the events should be provided to all press/ electronic media people within 2 hours of completion of the events in each day, in Hindi, English, Tamil and Malayalam.

Q. GENERAL

- Q.1 Main Gate of CODISSIA Complex should be suitably designed and decorated with coir and coir products. (Design to be provided in the Technical Bid).
- Q.2 Sufficient advertisement boards to be put up all round the venue (minimum 20 Nos. of size 6' x 4' and approval for design to be obtained beforehand).
- Q.3 Flag Hoisting - Pole on a raised platform duly decorated with all arrangements for hoisting the IICF Flag. Flag to be used should be supplied as per design.
- Q.4 A unique statue of Lord Ganesha with 20 ft. height made of coir will be erected in between the pavilions to attract the visitors for which proper elevated platform with illumination arrangements and other facilities should be provided. (Statue will be provided by Coir Board at its cost).
- Q.5 The main gate at the entrance of Hall-D should be an elegant and unique one so as to attract the visitors. The gate should be made of coir material so as to match with the theme of the fair. Agency to indicate their rates with designs.

TENDER PROCESS

R. Two-cover bid

- R.1 The tender has to be submitted in two bid system – technical bid and financial bid in separate sealed covers superscribing “Technical bid / financial bid for selection of Event Manager for IICF 2016”. These two covers shall be put in a single large sealed cover superscribing; **“Quotation for the selection of Event Managers for organizing IICF-2016”**.
- R.2 **The technical bid** (as per format attached) should contain the complete Lay out plan including the following:

- a. Designs of all constructions covered under the contract including Coir Board Zone, entrance, main gate etc.
 - b. Designs for the Posters, Banners, Arch etc.
 - c. E.M.D of Rs.50,000/- (Rupees fifty thousand only) by way of Demand Draft drawn on a scheduled commercial bank in favour of the Secretary, Coir Board, payable at Ernakulam.
 - d. Document in proof of past experience in taking up similar works.
 - e. Audited statement of accounts, copies of Income Tax Return for the last 3 years.
- R.3 Computer simulations of design and layout of stalls other areas, Main Gate, Arch, Banner etc. may also be included in the Technical Bid, wherever required. The work has to be executed on hire and labour basis alone unless otherwise specified in each case.
- R.4 The Event Managers/Contractors selected will have to execute an agreement with Coir Board in a stamp paper worth Rs.200/- and sign an integrity pact. Performance guarantee amount @ 5% of the work will have to be remitted by the successful bidder.
- R.5 The terms and conditions of the work will be interpreted in Indian Laws and will be under the jurisdiction of judicial courts at Kochi, Kerala.
- R.6 Conditional bidding of price and conditional offer of discounts will not be accepted and such offer can render the bids liable for rejection. The amount quoted should be written in words and figures. Any correction, over writings will have to be attested. The rates quoted for each item should be all inclusive.
- R.7 Payment of advances will be released only against bank guaranty in its accepted form as per the provisions contained in GFR. Part payments can be considered on mutual agreement based on the progress of work. Taxes and levies will be deducted at source as per the rules applicable at every stage of payments.
- R.8 Bids shall be submitted in sealed cover only. Bids through fax, e-mail etc. will not be entertained.
- R.9 The bidders should include their valid service tax registration number, Income tax PAN in the Tech bid.
- R.10 Incomplete bids and unauthenticated bids and bids received after the appointed time will be summarily rejected.
- R.11 The price bids will have to be submitted by the bidders as per the activity heads titled 1,2,3,4,...12, etc. per unit rates have to be indicated wherever necessary. The work can be awarded to one or more different parties if it is advantageous and

economical to the Board, based on the assessment of quality, standards of output offered vis-à-vis the rate offered against each.

R.12 Financial Bid (as per format attached) should contain the following:

- i. Item-wise rate list for one unit and price quoted for whole quantity in separate column.
 - ii. The rate for stalls and other built up area may be quoted for per sq.mtr. as well as for the total area.
 - iii. In the publicity area, the rate may be quoted separately for each unit of item viz., sq.ft., sq.mtr. etc. for display poster, flex board, arch, sticker poster, as well as for the total quantity.
- R.13 The required Licenses/Permission/Sanction from the authorities concerned, if any, need to be obtained after paying the fee/rate by the bidder. Necessary letters in this regard to the local authority by Coir Board, if required, will be issued on request by the Board's office.
- R.14 Description of works identified by the Board is on a broader angle for the IICF Programme for the 4 years. A copy of the datewise tentative programme is attached. The list is not exhaustive. The agency may include items of essential nature connected with the event, which are not indicated there in and quote its rates separately unitwise and total. The quotation in a big sealed cover containing Financial bid and Technical bid superscribing "**Quotation for the selection of Event Managers for organizing IICF-2016**" should reach the Secretary, Coir Board, Cochin -16 on or **before 11.00 am on 23rd June 2016**. Technical bids will be opened at **11.30 am** and the Financial Bids at **4.00 pm** on the same day in the presence of tenderers, if any, present. The Secretary Coir Board reserves the right to accept or reject any quotations either in part or in full without assigning any reason whatsoever. A pre-bid meeting will be held at 2.00 pm on 20th June 2016 for providing more clarifications if required by the intending bidders.

TERMS AND CONDITIONS

S. General Terms

- S.1 The Invitation for Bids is not an offer and is issued with no commitment. Coir Board reserves the right to withdraw the Invitation and change or vary any part thereof at any stage. Coir Board also reserves the right to disqualify any bidder, should it be so necessary at any stage.
- S.2 Coir Board reserves the right to withdraw this Invitation of Bids if it determines that such action is in the best interest of the Board.

- S.3 Timing and sequence of events resulting from this Invitation shall ultimately be determined by Coir Board.
- S.4 The bidders shall have no claims whatsoever against Coir Board arising out of, or relating to this Invitation of Bids or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
- S.5 Bidders who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, shall be disqualified from the process at any stage.
- S.6 By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all the conditions and limitations.
- S.7 The bidders' proposals in the bid document will be evaluated as per the requirements specified in the Invitation of Bids and adopting the qualification criteria spelt out in this Invitation.

T. Bidding Terms

- T.1 The c/v of the key functionaries shall be enclosed along with the Technical Bid.
- T.2 The methodology proposed for carrying out the work, the time frame for each stage of the work shall be indicated in the Technical Bid.
- T.3 The Technical bid should include details such as prior experience, financial capacity, materials published, educational qualification and other relevant information on the individuals involved etc. The financial bid should include the amount quoted for carrying out the work all inclusive and terms and conditions of payment.
- T.4 Coir Board reserves the right to shortlist the parties responding to this notice on the basis of the evaluation of the Technical Bids before opening of the financial bids. The financial bids of those bidders whose technical bid is found unsatisfactory will not be opened and the same will be returned to the bidder along with the EMD. Submission of more than one bid by the same party will be a disqualification.
- T.5 The rates quoted should be all inclusive and price bids with conditional discounts will not be entertained. The price quoted should be expressed in words and figures. Correction/overwriting etc. have to be avoided.
- T.6 Advance payment if any to be made can be considered as admissible under GFR subject to furnishing of irrevocable Bank Guarantee for equal amount.

- T.7 **Tender submission.** The Technical and Financial bids must be submitted in two separate sealed envelopes. The envelopes containing the Technical and Financial bids shall be placed into an outer envelope. All the inner and outer covers should be sealed with the address of the sender and recipient mentioned. The outer envelope shall bear the title of the assignment: **“Quotation for the selection of Event Managers for organizing IICF-2016”**.

Last Date for Submission of Bids :	11.00 am on 23.06.2016
Pre-bid meeting :	2.00 p.m on 20.06.2016
Address for Submission of Bids :	Secretary Cair Board Cair House, M.G.Road Cochin – 682 016, Kerala

**TENDER FOR SELECTION OF EVENT MANAGER FOR ORGANISING
INDIA INTERNATIONAL COIR FAIR (IICF)-2016
DURING 15-18 JULY 2016 AT COIMBATORE**

FORMAT OF TECHNICAL BID

Ref. Tender Notice No. I-12018/10/2016-EXPORT MARKETING-I Dt.08.06.2016

Sl.No.	Particulars	Details/Remarks
1	Name of the agency/bidder	
2	Details about the agency	
	Address	
	Phone No.	
	Email Id.	
	Website	
3	Name & designation of key executive/ contact person with designation, Mob.No. and email id – Attach CV	
4	Status of the agency (Partnership firm/ Pvt./Public Ltd.Co./Others) – Attach proof	
5	Total experience of the agency (No. of years) – Attach proof of similar work undertaken	
6	Turnover of the agency for the last financial year	
7	Whether the following documents have been attached with TB?	
(1)	Designs of all constructions covered under the contract.	
(2)	Designs for the posters, banners, arch, etc.	
(3)	EMD of Rs.50,000/- (Give DD No.)	
(4)	Audited statement of accounts and IT returns for the last 3 years.	
(5)	Methodology proposed for carrying out the work with time frame.	

Place:

Date:

Seal & Signature of the bidder

**TENDER FOR SELECTION OF EVENT MANAGER FOR ORGANISING
INDIA INTERNATIONAL COIR FAIR (IICF)-2016
DURING 15-18 JULY 2016 AT COIMBATORE**

FORMAT OF FINANCIAL BID

Ref. Tender Notice No. I-12018/10/2016-EXPORT MARKETING-I Dt.08.06.2016

Name & address of the bidder:
with email id & contact No.

Sl. No	Description of work	Amount (Rs.) per item/sq.ft/ pcs. Nos. each.	Total Amount (Rs.)	Re-marks
1	Designing, Construction, maintenance and dismantling of two Theme Pavilions of 200 sq.m. each <ul style="list-style-type: none"> Both the pavilions should be provided with 5 ft. boundary wall with entrance and exit and with sufficient spot light arrangements including LED lights of 30 to 50 Watts as per requirement. Mobile crane with maximum 1 ton capacity, for 3 days. 10 display tables to be provided. LED Display of appropriate size, chairs, tables and fascia in computer cut vinyl letters furnished with coir for displaying the evolution of Coir Industry from Primitive stage to the present stage to be arranged 			
2	Exhibition Stall – 81 sq.m. space 6 Nos. of individual booths as per layout, to be provided with; <ul style="list-style-type: none"> One modular system table, three modular system chairs, sufficient LED spot lights (minimum six), one waste bin, one catalogue stand, two potted plants and front fascia in computer cut vinyl letters with logo, providing appropriate passage and lighting in the entire area, stalls and passage furnished by coir matting. Mobile crane for moving the machinery from one place to another. 2 Nos. of 5' x 6' size Racks/Stands for display in 			

	<p>each stall.</p> <ul style="list-style-type: none"> • Suitable decoration at the entrance of the exhibition hall, signage, light arrangements as per 3D design furnished in the Technical Bid. 			
3	<p>Construction, maintenance and dismantling of separate booths to function as media room, mini conference room, VIP lounge, etc. in 179 sq.m. space inside Hall-D as per layout.</p> <ul style="list-style-type: none"> • Two computers with table and chairs, printers stationary, telephone and internet facility, cushioned sofa, refrigerator, discussion table with fresh cut flowers, waste bin and mineral water dispenser, coffee/tea vending machine, to serve as per requirements for four days including disposable paper cups/cut glasses, trays, napkins at VIP Lounge. • Media center with telephone connection, computer with internet facility, fax facility, power plug points and provide adequate number of table and chairs for approximately 50 people, Proper arrangement for Press Meet including sound system, light etc. • Press briefs and photographs of the events should be provided to all Press/Electronic Media people within 2 hours of the completion of each programme in the event. • Other functionary rooms like business centre, reception desk, etc. should be furnished suitably with chairs, table, light arrangements, and other amenities as envisaged in the tender documents. 			
4	<p>Setting up of a Travel Desk and two Registration Counters – one each at Exhibition and Seminar venues.</p> <ul style="list-style-type: none"> • Counter with fascia in computer cut vinyl letters & logo for IICF and Coir Board providing built up booth of different dimensions with adequate light, table and chairs, waste bin and adequate power sockets to be provided. • Three computers and printers and stationary for operating the help desk and two registration counters. • Computer skilled manpower having command over English, Hindi, Tamil and Malayalam, for operating the help desk and two registration counters. 			
5	<p>Reception Help Desk & Reception House at entrance with computer cut vinyl fascia, Panchavadyam on 4 days, Minimum of two girls for garlanding and aarathi for</p>			

	receiving VIPs and presenting bouquet and mementos, 900 Nos. Round Badges of different colours for as per design, refreshments/water/ tender coconut water for dignitaries are to be arranged, adequate Nos. of bouquet and garlands have to be arranged for the VIPs during the event period as and when required, Umbrellas (10 Nos.), waste bins wherever required.			
6	Stage Management for Convention/Seminar/ Exhibition Halls <ul style="list-style-type: none"> • Demarcation of seating for Press/VIPs/Delegates and Public in the two separate halls for conducting the inaugural/valedictory meetings, and seminars, buyer seller meetings coir competitions, cultural programmes, etc. • Labour charges for laying coir carpet in the entire floor area as per specification. • Sufficient light arrangements including spot LED light. • Public address system with sufficient output for open air theatre (sunken court). • Sign Board all around the venue • Nirapara, Pookkula, Ceremonial Lamp adorned by jasmine flowers and lighting arrangements, etc. for 4 days. • Two Screen Back end Projections on both sides of the stage to be provided. • Prayer, National Anthem, Multilingual compering. • Seating arrangements for Rapporteurs for seminars. • Cut out logo of Coir Board & IICF on visible sides of the Lectern • Bouquet/Garlands for presentations to the VIPs and dignitaries at the entrance and on the dais by hostess. 			
7	Chess Court, Coir Chess Board & Coin			
8	Insurance coverage for all constructions, fittings, furniture, etc. provided by the agency.			
9	Medical Aid desk having fascia with computer cut vinyl letters, with a registered medical officer with all the necessary facilities and furniture for first aid and ambulance.			
10	Live Demonstration <ul style="list-style-type: none"> • Soil required for preparation of bed of 5m x 2m x 2m size to be supplied at site for live demonstration of Coir Geotextile Application. • Soil required for preparation of bed for mine 			

	<p>dump reclamation demonstration of 5m x 2m x 3m size to be supplied at site.</p> <ul style="list-style-type: none">• Erection and maintenance of net house with plants• Pagoda over the demonstration area.• Labour support for all the above activities including daily watering shall be provided by the bidder.			
11	<p>Videography, Photography & Audio Recording</p> <p>Video coverage of programmes on all four days including variety entertainments, audio recording of seminar, etc. to be arranged, CD and photo album to be provided separately for each programme after suitable editing.</p>			
12	<p>Main gate at entrance & Hall-D</p> <ul style="list-style-type: none">• Designing (in 3D format) and construction of Main Gate of the venue and Hall-D decorated with coir and coir products.• Sufficient advertisement boards all round the venue as per design from Coir Board.• Flag Hoisting - Pole on a raised platform duly decorated with arrangements for hoisting the IICF Flag, Flag to be provided as per design of Coir Board.• Elevated platform with illumination arrangements and other facilities for erecting the 20 ft. height statue of Lord Ganesha as per layout.			
	<p>GRAND TOTAL (1 to 12 above) – (All inclusive Amount in Rs.)</p>			
	<p>All inclusive amount in words:- (Rupees.....only)</p>			

Signature:

Name of the agency/bidder

Place:

Date:

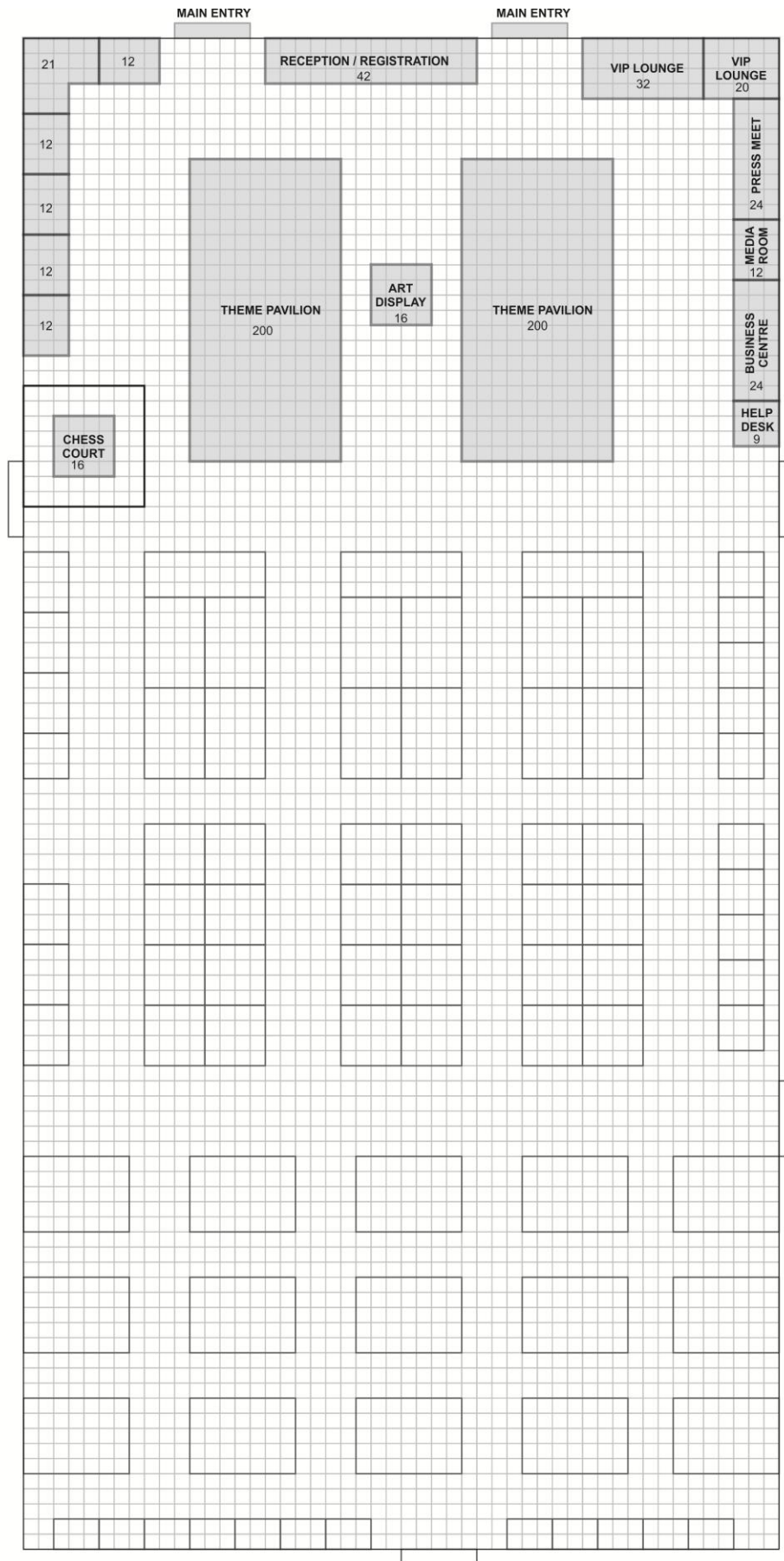
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 of the authorized signatory
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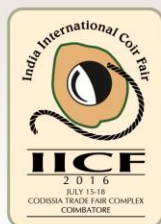
(SEAL)



SAVE NATURE.. USE COIR

FLOOR PLAN (Units in Sq.m)





SAVE NATURE.. USE COIR

INDIA INTERNATIONAL COIR FAIR 2016

15 - 18 July
CODISSIA Trade Fair Complex, Coimbatore, Tamil Nadu

TENTATIVE PROGRAMME

15.07.2016 (Friday)

10.00 a.m - 11 a.m	:	Inauguration of IICF-2016
1.00 p.m	:	Lunch Break
2.00 p.m	:	Seminar on Coir and Rubberized Coir- Importance as a Technical Textile Fibre for diversified end uses
2.00 p.m (parallel)	:	Pavilion visit by Overseas Buyers
4.30 p.m	:	Competitions in Coir
6.00 p.m	:	Coir Fashion Show

16.07.2016 (Saturday)

10.0 a.m - 11 a.m	:	Inauguration of Seminar on Coir Geotextiles for environmental applications.
11.00 a.m - 6.00 p.m	:	Field visit by Overseas Buyers to the Coir Units in Pollachi, Coimbatore Dist.
11.00 a.m (parallel)	:	Pavilion visit by Domestic Buyers
1.00 p.m	:	Lunch Break
2.00 - 4.30 p.m (Parallel- at Venue 2)	:	Inauguration of Domestic Buyer Seller Meet (Seminar continues at Venue-1)
4.30 p.m	:	Competitions in Coir
6.00 p.m	:	221st Coir Board Meeting

17.07.2016 (Sunday)

10.00 a.m - 11.00 a.m	:	Inauguration of :
		1. Seminar on Coir Pith and Allied Products for Organic Living
		2. International Reverse Buyer Seller Meet (RBSM)
11.00 a.m - 6.00 p.m	:	Field visit by Domestic Buyers to the Coir Units in Pollachi, Coimbatore Dist.
1.00 p.m	:	Lunch Break
2.00 p.m	:	Seminar and RBSM continues after lunch break
4.30 p.m	:	Competitions in Coir
6.00 p.m	:	Cultural Programmes
7.30 to 8.30 p.m	:	Dinner

18.07.2016 (Monday)

10.00 a.m – 11.00 a.m (at Venue-1)	:	Inauguration of :
		1. Seminar on Application of Coir Wood - Cost effective concept for green buildings
		2. Investors' Meet.
11.00 a.m – 3.00 p.m (at Venue -1)	:	Seminar
11.00 a.m - 1.00 pm (parallel at Venue-2)	:	Investors' Meet
1.00 p.m	:	Lunch
3.00 p.m – 5.30 p.m	:	Valedictory Session

Other events :-

1. Life Time Achievement Awards
2. Recognition to Senior Coir Workers
3. Launching of Indian Coir New Products
4. Demonstration of Technologies
5. Technology Transfer
6. Launching of All India Road Show - Flag off - Coir Kranti Express
7. Launching of New Marketing Strategy for Coir