



कयर बोर्ड Coir Board

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

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TENDER DOCUMENT

TENDER NO. I-12019/21/2016-EXPORT MARKETING-I Dated: 9 December, 2016

Construction of Coir Board Pavilion at IPM Essen 2017, Germany

Coir Board proposes to organize participation of Indian Coir sector in the IPM Essen, 2017, Essen, Germany scheduled to be held during 24-27 January, 2017. The primary objective of participation is to project the capabilities of Indian coir sector before the global horticultural community.

Coir Board requires the services of a professional agency with proven credentials for fabrication, construction and maintenance of the Coir Board Pavilion and other related ancillary activities in IPM Essen, 2017, as per the scope of work given below.

A. SCOPE OF WORK

Coir Board Pavilion has to be constructed in 120 sq. mtrs. in two Locations in IPM Essen 2017 as per details below:

Stand No. 3A17 in Hall 3 – 88 Sq.mtr.
Stand No. 7B33 in Hall 7 – 32 Sq.mtr.

Coir Board Pavilion shall be constructed as 18 cubicles with half tinted glass wall partition in between and one booth of 12 Sq.mtr. for Coir Board in Hall 3 and an Open Booth of 32 Sq.mtr. in Hall 7.

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 IPM Essen, 2017 should be suiting to the international standards.

A.1.2 The total area of the Coir Board Pavilion at the IPM Essen 2017 is 120 sq. mtrs. in Location No. 3 A 17 in Hall 3 and 7B33 in Hall 7. The floor plans of Coir Board pavilion are attached.

A.1.3 The cubicles of Coir Board pavilion would be as below:

| | | |
|-------------------------------------|---|------------------|
| (a) 4 Sq.mtr. Cubicles | - | 14Nos. in Hall 3 |
| (b) 6 Sq.mtr. Cubicles | - | 4 Nos. in Hall 3 |
| (c) 12 Sq.mtr. Booth for Coir Board | - | 1 No. in Hall 3 |
| (d) Open Booth of 32 Sq.mtr. | - | 1 No. in Hall 7 |

A.1.4. The Board's space in the 12 Sq.mtr. in Hall 3 shall be provided with full wall partition and designed as a facilitating-cum-Mini Conference area.

A.1.5 There should be visible signages/fascia on the top of all the cubicles 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 should be provided on the top of the pavilion structure on all exterior sides of the pavilion to recognize it as Indian Coir Pavilion. The open booth of 32 Sq.mtr. in Hall 7 may be designed in a most attractive way as the booth will be housing eleven co-exhibitors with out cubicles.

A.1.6 The interior decoration and display requirements of individual cubicles shall be as shown below:

(a) 4 Sq.mtr. cubicles in Hall 3

1. Fascia with company name & Logo, if any (as per the cubicle wise list provided by Coir Board).
2. Wall panel on the back side
3. Half tinted glass wall partition with display of blow ups manifesting the functional applications of various coir products, in between the cubicles.
4. Carpeting the entire area.
5. Proper light and electrical arrangements with spot lights as prescribed in para A.1.7.
6. Three level horizontal display rack, preferably in glass, on the back wall of each cubicle.
7. One Catalogue stand.
8. One round table + three chairs
9. One Rubbish bin

(a) 6 Sq.mtr. cubicles in Hall 3

1. Fascia with company names & Logo, if any (as per the cubicle wise list provided by Coir Board).
2. Wall panel on the back side
3. Half tinted glass wall partition with display of blow ups manifesting the functional applications of various coir products, in between the cubicles.
4. Carpeting the entire area.
5. Proper light and electrical arrangements with spot lights as prescribed in para A.1.7.
6. Three level horizontal display rack, preferably in glass, on the back wall of each cubicle.
7. Two Catalogue stands.
8. Two round tables + Six chairs
9. Two Rubbish bins

(b) 32 Sq.mtr. Pavilion in Hall 7

1. Fascia with company names & Logo, if any (as per the list provided by Coir Board).

2. Wall panel on the back and side walls
3. Proper light and electrical arrangements with spot lights as prescribed in para A.1.7.
4. Four level horizontal display rack, preferably in glass, on the back and side walls for the entire length.
5. Eleven Catalogue stands.
6. Eleven round tables + 33 chairs
7. Eleven Rubbish bins

(c)Coir Board space in Hall 3

1. Fascia with name & logo
2. Wall panel
3. Carpeting the entire area
4. Facilitation-cum-Mini Conference area
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.
8. Proper light and electrical arrangements with spot lights as prescribed in para A.1.7.
9. One Catalogue stand.
10. Three Round table + Nine chairs
11. Two Rubbish bins
12. One Receptionist-cum-Interpreter-cum-Attendant shall be provided to the pavilion through Board's space.

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 a way so as to ensure illumination of products on display on all sides including banners, signages and facades. In addition to the spot light focusing products on display, adequate light arrangements should be ensured for every cubicle and Board's space. Two power point plugs each for all the cubicles, one for working laptop and the other for purposes like charging hand-phones. In the 6 sqm cubicles in Hall 3 four power point plugs and in Open Booth in Hall 7, 24 movable power point plugs shall be provided. Five power point plugs in Board's space - One each for laptop, Plasma TV, DVD, Tea maker and for other purposes.

A.1.8 Wi-fi facility shall be provided to all co-exhibitors and Coir Board.

A.1.9 Eye-Catching Sign Boards showing the name of the co-exhibitor shall be provided on the back wall of each booth at 3/4th height of the wall.

A.1.10 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.1.11 All the other ancillary works related to Coir Board Pavilion like preparation of wall graphics, positioning of logo and tricolour of Indian National Flag in flying mode 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 IPM Essen 2017 should be **submitted separately in a large envelope superscribed "Tender for Construction of Coir Board Pavilion in the IPM Essen 2017"** and should include the following:

Cover – 1 : Superscribed with "**Technical bid for construction of Coir Board Pavilion at IPM Essen 2017**" 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 30th day after the award of the work contract.
- ix. **Clauses (i), (ii), (iii), (iv), (v), (vii) & (viii) shall not be applicable to the agencies already empanelled with Coir Board for similar work, based on the EOI submitted in response to notification dated 13.10.2016.**

Cover – 2 : Superscribed with "**Financial bid for construction of Coir Board pavilion at IPM Essen 2017**" 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 as per the scope of work in the tender.
 - b. Decoration and Display within the pavilion.
 - c. Transportation of material, if any, to the site and back.
2. (i) The financial bid 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.

(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 furnishing of Bank guarantee for the equivalent 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 and No dues certificate.
- 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 IPM Essen 2017, Germany**" and the inner 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 26 December, 2016. 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 11.00 Hrs. on 16 December, 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 22 January, 2017.
- ii. Coir Board reserves the right to reject or accept any offer without assigning any reasons whatsoever. The successful bidder will have to execute an agreement and integrity pact in the prescribed format 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 project and after 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 26 December, 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.
- xiii. **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.

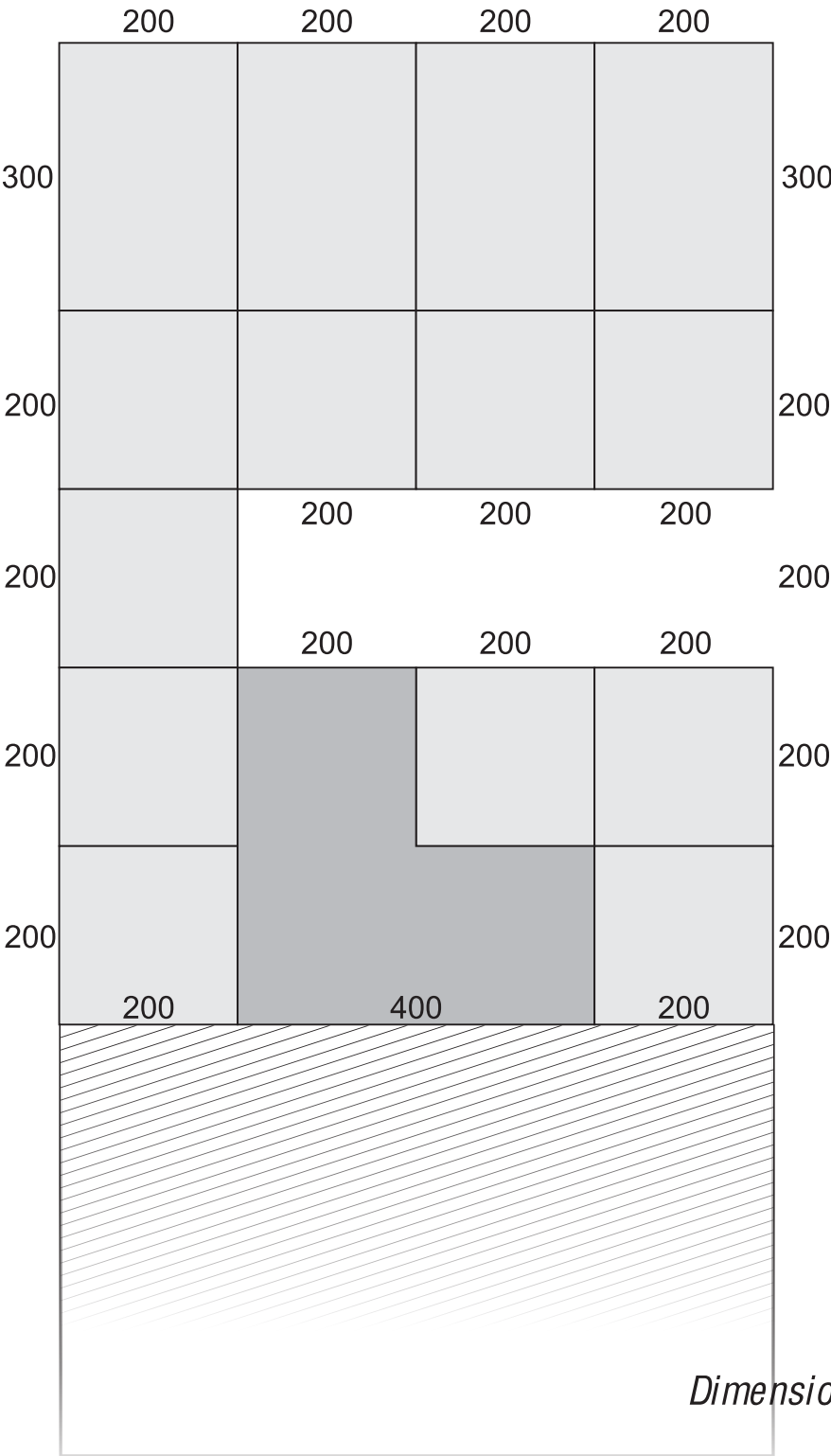
(Signed)

**Secretary
Coir Board**

COIR BOARD PAVILION

HALLE/Hall 3.0
Booth No. 3 A17

IPM
ESSEN-GERMANY
2017



COIR BOARD PAVILION

IPM

Essen-Germany
2017

HALL 7.00
Booth No. 7B 33

