

**DESIGN, CONSTRUCTION, MAINTENANCE AND EVENT MANAGEMENT OF
Coir Board's Exhibition & Seminar (Bharat Mahotasav) at
G.I.C. Ground, New Hyderabad, Lucknow during 19-28 January 2017 .**

Competitive & sealed tenders under two bid system are invited from experienced architects/contractors for the event management, design, construction, interior decoration and maintenance of Coir Board Pavilion in the Bharat Mahotsav scheduled **during 19 - 28 Jan. 2017 at G.I.C. Ground, Lucknow** on hire and labour basis. Interested parties may submit their tenders to **the Manager, Coir Board Showroom & Sales Depot, 6, Balmiki Marg, Lal Bagh, Lucknow** , so as to reach on or before 03:00 p.m. on 13.01.2017. The tenders received will be opened at 03.30 p.m. on the same day, at Coir Board Showroom, Lucknow in the presence of bidders, if any, present.

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

For tender document and further details, please visit Coir Board website: www.coirboard.gov.in or contact Shri. J.K. Shukla, Senior Manager (Tel: 099 58336699) or Shri. Harvansh Singh, Manager (0522 – 2282448/ Mob: 09918497640 / 09839267281).

**Sd/-
Secretary
Coir Board**

Coir Board

(Ministry of MSME, Government of India)

TENDER DOCUMENT

Short Tender Notice No.I-14016(11)/48/2016-DM

10.01.2017

**DESIGN,CONSTRUCTION, MAINTENANCE AND EVENT MANAGEMENT OF Coir Board's
Exhibition & Seminar (Bharat Mahotsav) at G.I.C. Ground, New Hyderabad, Lucknow
during January 2017 .**

Coir Board proposes to organize an Exhibition cum Seminar at G.I.C. Ground, Lucknow during 19-28 January 2017. The tender has to be submitted in two bid system ie. Technical bid and financial bid in separate sealed covers superscribing "Technical bid/ Financial bid for Design, Construction and maintenance of Coir Board Pavilion in Bharat Mahotsav at Lucknow and these two bid covers shall be put in a single large sealed cover superscribing "**Quotation for the Design, construction and maintenance of Coir Board Pavilion and Event Management in Bharat Mahotsav at Lucknow.**The bids should reach the **Manager, Coir Board Showroom & Sales Depot, 6, Balmiki Marg, Lal Bagh, Lucknow (Mobile No. 09839627281)** on or before 3.00 p.m. on 13th **January 2017**. The bids will be opened at 3.30 p.m. on the same day in the presence of bidders, 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 reasons whatsoever.

The programme includes exhibition for 10 days in one Hanger to accommodate 15 stalls and VIP room and a one day Seminar on 19 January 2017 in another Hanger to accommodate 300 audience with facilities for raised platform for Dias, podium, chairs, power point presentation, registration counter, public address system with collar mike etc. and an adjacent food court with ample space and facilities to serve food to the Seminar participants.

The following points may be born in mind while submitting the bids and executing the work:

1. The Contractor selected will have to execute an agreement with Coir Board in stamp paper of sufficient value and sign an integrity pact. 5% of the total value of the contract may have to be deposited by the successful bidder as Performance Guarantee.
2. The terms and conditions of the work will be interpreted in Indian Laws and will be subject to jurisdiction of judicial courts in Kochi.

3. 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 make the bid liable for rejection.
4. Payment of advances will be considered 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.
5. Bids shall be submitted in sealed cover only. Bids through fax, E-mail etc. and bids received after the appointed time will not be entertained.
6. The bidders should indicate their valid service tax registration number, Income tax PAN in the Technical bid.
7. The bidders should have good reputation, proven track record of undertaking the work spelt out in the tender, for which sufficient documentary proof shall be submitted in the Technical Bid. Individual works of similar events not less than Rs. 20 lacs should have been undertaken in the past. Copies of documents in proof have to be placed along with the Technical bid.
8. The bidder should provide full details of his organization as well as professional staff engaged with him. Copies there of shall be placed in the Technical bid cover.
9. Incomplete bids, unauthenticated bids and bids received after the appointed time will be summarily rejected.
10. The price bids will have to be submitted by the bidders as per the format attached . The price quoted shall be all inclusive (including taxes, if any).
11. The technical bid cover shall invariably contain the Design of the Pavilion. Documents in proof of experience in executing similar work, financial capacity, EMD, design for badges, back drop etc. as specified in the Tender document, terms and conditions , if any, for acceptance of the work and the payment terms.
12. The Board will be opening the technical bids at the first instance for evaluation and short listing based on the acceptability of the technical bids. The price bids of only those bidders whose Technical bids have been accepted, will be opened for evaluation. The price bids of those bidders, whose technical bids are not acceptable, will be returned unopened.
13. The expenses for obtainment of statutory approvals, if any, shall be met by the bidders.
14. EMD for Rs. 50,000/- by DD drawn in favour of Secretary, Coir Board, payable at Ernakulam should be enclosed in the technical bid cover. Agencies already empanelled by Coir Board are exempted from furnishing the EMD.
15. The work has to be executed on hire and labour basis. The work shall cover Design, construction and maintenance of pavilion during the fair days and dismantling on the completion of the event.

16. Orders shall be placed on every item according to requirement and the total amount due shall be worked out as per the rate quoted per individual piece/ work.

**Sd/-
Secretary
Coir Board**

PRICE BID – BHARAT MAHOTSAV – LUCKNOW

(Tender Schedule)

Designing, Construction, Maintenance and Event Management

Sl. No.	Description of work	Rate	Total Amount(Rs)	Remarks
1	<p>Exhibition Area: Total no. of booth required: 15 --- 3m x 3m The sides of booths should be covered with OCTONOM with accessories of International standard .Each booth should be provided with two 2 level racks on back and side walls, two table, two chairs, two tube lights / spot lights one power point, one wastepaper basket and front fascia with signage with logo.</p> <p>VIP room with sufficient facilities like Teapoy, refrigerator, cooler, floral arrangements , Cup boards with locking facility etc</p>			—
2	<p>Wooden Platform – 9000 Sq .ft. a. Exhibition Venue – 3000 Sq ft. (approx) b. Seminar Venue - 5000 sq. ft. (approx) c. Food Court - 1000 sq. ft. (approx)</p>			
3	IRON HANGER WITH WATERPROOF TRIPAL AND LIGHT – Apx 5,000 Sq.ft.x 2 sets (to house the venues for exhibition, Seminar & Food court)			
4	STAGE – Approx-500 Sq.ft.			
5	LED WALL with Sound system – Size-10 x12’ - 2 nos.			
6	ROUND TABLE for Seminar etc. – 20 Nos			
7	BANQUET CHAIR – 200 Nos			
8	PLASTIC CHAIR – 50 Nos			
9	SOFA - 10pcs - two Seater.			
10	VIP CHAIR WITH CENTER TABLE ON STAGE – 07Nos			
11	DIAS – One Back drop in the Dias (design to be submitted along with Technical Bid)			
12	SOUND SYSTEM FOR CONFERENCE with			

	facilities for recording			
13	PLANTS – 200 Nos			
14	PAGODA – 4 pcs. – Size – 10x10			
15	CANOPIE - 10 nos – 15x15'			
16	POLE FLAGS – 25 nos.			
17	Laying charges of Coir matting for 12000 Sq.ft. (approx) – Matting will be provided by Coir Board .			
18	PASSAGE LIGHT – 50 Polls.			
19	GENERATOR - 125 kw. Including running arrangements including fuel .			
20	FLEX WITH FRAME – 8x20' – 25 nos. & 10x20'-25 nos.			
21	Security - 6 person round the clock			
22	HOUSEKEEPING - 6 Person.			
23	FLOWER BASKET ON ROUND TABLE – 20 pcs.			
24	VIP CHAIR IN RECEPTION - 20 nos.			
25	MEDIA MANAGEMENT – Arrangement of visit of representatives of all leading Media and giving coverage of proceedings.			
26	INSURANCE – Worth Rs. 25 Lacs.			
27	Tea and Snacks for 300 persons (FN & AN)			
28	LUNCH FOR - 300 PERSON (with 5 veg and 2 Non veg. dishes along with rice, roti, nan etc. in sufficient quantity and one desert, with arrangement for serving			
29	SNACKS, TEA, COFFEE FOR INAUGRAL CEREMONY (as and when required) .			
30	INAUGRATION Ceremony - arrangements			
31	PHOTOGRAPHY and VIDEOGRPHY			
32	WATER CAMPHERS FOR STALLS – 30 per day.			
33	FLOWER DECORATION – Seminar & Inauguration in a very good manner .			
34	HELPING PERSONS- 10 BOYS / GIRLS WITH PROPER COMMUNICATION SKILLS.			
35	Lunch & Hi tea for Media & other VIP visitors approx 50 per day.			
36	Seminar Bags – 300 Nos. with Pen, Note pad (Specimen of the bag shall be produced along with Technical Bid)- cost per piece shall not exceed Rs 200/-			
37	Seminar Badge (Design to be included in the Technical Bid) – 300 nos.			

38	Bringing target audience to the Seminar (a minimum number of 200 comprising of officials/ decision makers in Horti/ Agri Departments, PWD / Mines Department, Agricultural University, Important N.G.Os) etc			
39	Arrangements for serving food and seating arrangements in Food court.			
40	Working lunch and tea and snacks (FN & AN) for Exhibitors – 50 persons daily for 10 days			
	TOTAL			
	GRAND TOTAL (INCL. ALL TAXES)			

Note:- All rates should be quoted including all taxes except service tax .

RUPEES IN
WORDS.....
.....ONLY.

SIGNATURE

DATE:

DESIGNATION OF AUTHORISED SIGNATORY:

SEAL