

**Design, Construction, Maintenance and Event Management
for organizing “BHARAT MAHOTSAV- PATNA”**

Competitive sealed tenders are invited from experienced architects/contractors for the design, construction, interior decoration, maintenance and event management on hire and labour basis for organizing “Bharat Mahotsav at Patna” (including one day Seminar and 5 days exhibition) during August 2017. Interested parties may submit their tenders to the Manager, **Coir Board Showroom & Sales Depot, Biscomaun Bhavan, West Lawn, Patna- 800 001 (Tel: 0612-2219550 (Mob: 09431-295471)** on or before 3.00 p.m. on **18 August, 2017**.

The bids will be opened at 3.30 p.m. on the same day in the presence of tenderers, if any. The Secretary, Coir Board reserves the right to accept or reject any quotations either in part or in full without assigning any reason whatsoever. For tender document and further details, visit Coir Board website: www.coirboard.gov.in or contact Shri. J K Shukla, Senior Manager, Mob: 099-58336699.

Sd/-

Secretary
COIR BOARD

Coir Board
(Ministry of MSME, Government of India)

TENDER DOCUMENT

TENDER No. [I-14016\(11\)/27/2017-DM](#) Dated 4 August 2017

**Design, Construction, Maintenance and Event Management
for organizing “BHARAT MAHOTSAV- PATNA”**

Coir Board has decided to organize Bharat Mahotsav at Patna, including 5 days exhibition during August 2017 (with inauguration ceremony of the event and one day Seminar). The event will be held in Gandhi Maidan, Patna, opposite to Coir Board Showroom. 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, maintenance and Event Management for Bharat Mahotsav- Patna – 2017” and two covers shall be put in a single large sealed cover superscribing “**Quotation for Design, Construction, maintenance and Event Management for Bharat Mahotsav- Patna – 2017**”. In case of further details/ clarifications needed, please contact Shri. J K Shukla, Senior Manager, Mob: 099-58336699. The bids should reach the Manager, **Coir Board Showroom & Sales Depot, Biscomaun Bhavan, West Lawn, Patna- 800 001 (Tel: 0612-2219550 (Mob: 09431-295471)** on or before 3.00 p.m. on **18 August, 2017**. The bids will be opened at 3.30 p.m. on the same day in the presence of tenderers, if any. The Secretary, Coir Board reserves the right to accept or reject any quotations either in part or in full without assigning any reason whatsoever. The following points may be followed by the bidder while submitting the bids and executing the work:

1. The Contractor selected will have to execute an agreement with Coir Board in a stamp paper worth Rs.100/- and sign an integrity pact. Performance guarantee amount @5% of the work will have to be deposited by the successful bidder.
2. The terms and conditions of the work will be interpreted in Indian Laws and will be under 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 have to be attested.

4. 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.
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. Incomplete bids, unauthenticated bids and bids received after the appointed time will be summarily rejected.
8. 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 etc.
9. The technical bid cover shall invariably contain the sample Designs. Documents in proof of experience in executing similar work, financial capacity, EMD, terms and conditions, if any, for acceptance of the work and the payment terms.
10. 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 who are included in the short list, will be opened for evaluation. The price bids of those parties, whose technical bids not meeting with the requirements of the Board, will be returned unopened.
11. The bidders will have the right to raise questions on the bid documents or any of the terms and conditions thereof.
12. If the appointed day for opening the bids happens to be a holiday, the bids will be opened on the next working day at the same time.
13. The expenses of obtainment of statutory approvals, if any shall be met by the bidders.
14. EMD for Rs.10,000/- by DD drawn in favour of Secretary, Coir Board, payable at Ernakulam should be enclosed in the technical bid cover. Empanelled agencies are

exempted from furnishing the EMD.

15. The work has to be executed on hire and labour basis. The work shall cover Design, construction, maintenance and event management during the event and dismantling on completion of the event.

“BHARAT MAHOTSAV- PATNA”

PRICE BID for Designing, Construction, Maintenance and Event Management

Sl. No.	Description of work	Amount (Rs.) per item/ sq.ft./ hour/ pcs./ Nos. each.	Total Amount (Rs.)	Remarks
1	<p>Designing, Construction and Maintenance of Non A/C Exhibition Pavilion</p> <p>Total no. of booths required: 15 nos.- 3 X 3 sq. mtr.</p> <p>The sides of the booths should be covered with Octanorm with accessories of International standards and carpeting. Each booth should be provided with two numbers of 2 level racks on back and side walls, two table, two chairs, two tube lights, 5 spot lights, one fan, one 5/10amp. power plug, two potted plants, one wastepaper basket and front fascia with signage with logo of the occupying entrepreneur.</p>			
2	<p>Seminar / Inauguration ceremony Hall - Size – 2500 sq. ft.</p> <p>GLOW Sign Board Dias - 500 sq. ft. VIP chairs - 15 nos. Centre table/ Tea poy – 1 no. Back drop (design to be furnished along with Technical bid)</p> <p>Seating arrangement (Banquet chair) – 200 nos. Round table - 30 nos. Plastic chairs - 100 nos. Sound system Inauguration ceremony arrangements</p>			
3	<p>VIP Room - Size 10 X 10 sq. ft.</p> <p>2 seater Sofa - 5 pieces</p> <p>It should be furnished with high standard interior decors and the front side of the booth also should be covered with PVC laminated Plywood /MDF panels with accessories of International standards.</p> <p>Beautiful curtain should be provided for the door. The VIP lounge should also be provided with Luxury Sofa set, teapoy, waste paper basket and cushion chairs. Designing and Construction of a reception area/ VIP Lounge where novel ideas of receiving visitors can be suggested with flower arrangements, visual graphics and structures with visual appeal.</p>			
4	<p>Food Court - Size – 1000 sq. ft.</p> <p>Plastic chairs - 50 nos. Table - 20 nos.</p>			
5	<p>Pagoda – 4 pcs. – Size 10 X 10 Canopie – 5 pcs – Size 15 X 15 Pole flags – 20 nos.</p>			
6	<p>Bouquet/ Garlands for presenting to the VVIPs and VIPs and flower arrangements at the stage.</p>			
7	<p>Generator – 125 KW, including fuel and operator</p>			

8	Flex with frame – Sixe- 8 X 20 – 50 nos.			
9	Seminar Badges & Bags – 200 nos. with Pen & Note pad (Specimen shall be submitted along with Technical bid)- cost per piece shall be limited to Rs.200/-.			
10	Bringing targeted audience – 200 number of audience comprising of officials/ decision makers in Horti/ Agri. Departments, PWD/ Mines Departments, Agricultural University, Railways, important NGOs etc.			
11	Provide Wi-fi connection to all exhibitors			
12	Photographs of the events like inauguration, visit by VIPs/ Foreign Buyers etc.			
13	Media management – Invite representatives of all leading Media, coverage of events etc.			
14	Helping hands – 5 boys and 5 girls on the inaugural day			
15	Tea/Coffee/ Soft Drinks and snacks may be served to VIP/VVIPs, as and when required.			
16	Tea and snacks for 200 persons on inaugural day (morning and afternoon)			
17	Tea and snacks at 10.30 a.m. and 3.30 p.m. for stall attendants- 30 nos. Packed working lunch (veg. & non veg.)for stall attendants – 2 packets per stall – to be provided during exhibition days. (30 pkts appx. Per day)			
18	Lunch – 200 nos. on inaugural day (with 5 veg. and 2 non veg. Dishes along with rice, roti, nan etc. in sufficient quantity and one desert with arrangements for serving)			
19	Supply of sufficient Drinking (Mineral) Water at the pavilion.			
20	Sweeping inside of the exhibition hall, seminar hall & passage etc. as and when required. Waste/ Garbage removal will be the responsibility of the agency.			
	II. Safety & Insurance			
21	Agency to insure all their constructions, fittings, furniture etc. Round the clock security may be ensured for the structure and products. Coir Board would not be responsible for any loss.			
22	Other Unforeseen items, if any			
	1.			
	2.			
	3.			
	TOTAL			
23	Taxes, if any			
	1.			
	2.			
	Grand Total (including all taxes)			

Rupees (in words)only

Signature:

Place:

Name

Date :

Designation(of the authorized Signatory)
(SEAL)