

**Coir Board**  
**(Ministry of MSME, Government of India)**

**TENDER DOCUMENT**

TENDER No. [I-14016\(11\)/40/2017-DM](#) Dated 30 October 2017

**Designing & Construction of Coir Board Pavilion at IITF- 2017**

Coir Board has reserved 305 sq. mtr. Non A/C bare space in Hall No.7B at Pragati Maidan, New Delhi for participating in India International Trade Fair-2017 scheduled to be held during 14-27 Nov. 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 IITF - 2017" and two covers shall be put in a single large sealed cover superscribing "**Quotation for the Design, Construction and maintenance of Coir Board Pavilion in IITF-2017**". The bids should reach the Senior Manager, **Coir Board Showroom & Sales Depot, II Floor, Baba Khadag Singh Marg, Connaught Place, New Delhi-110 001 (Mob: 09958336699)** on or before 3.00 p.m. on **6<sup>th</sup> November, 2017**. The bids will be opened at 3.30 p.m. 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. 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.200/- 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 the 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 stages 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 GST 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 Design of the Pavilion. 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 and maintenance of pavilion during the fair days and dismantling on the completion of the event.

## INDIA INTERNATIONAL TRADE FAIR -2017 PRICE BID

Sl. No.	Description of work	Amount (Rs.) per item/ sq.ft./ pcs. Nos. each.	Total Amount (Rs.)	Remarks
	I. Designing, Construction and Maintenance of Non A/C Exhibition Pavilion at Pragati Maidan, New Delhi (14-27 November 2017)			
1	<p><b>Total no. of booths required:</b></p> <p>i) 3m. x 3m. – 9 nos.  ii) 4m. x 4m. – 1 no.  iii) 26 sq. mtr. – 1 no.  iv) 21 sq. mtr. – 1 no.  v) 16 sq. mtr. – 1 no.  ( as per layout and plan annexed)</p> <p>The sides of the booths should be covered with PVC laminated Plywood /MDF panels with accessories of International standards. Each 9 booths should be provided with one modular system table, three modular system chairs, five tube lights, one fan, minimum six spot lights, one 5/10amp. power plug with three phase connection, two potted plants, one wastepaper basket and front fascia with signage with logo of the occupying entrepreneur.</p>			
	<p><b>vi) Display Area - 16 sq. mtr.</b></p> <p>1 Mtr. raised floor to be made in the proposed area –using necessary grid with appropriate material, for displaying mats.</p> <p>( as per layout and plan annexed)</p>			
	<p><b>vii) VIP lounge – 15 sq. mtr.</b></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, leaving 1m wide door space.</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> <p><b>viii) Pantry – 5 sq. mtr.</b></p> <p>Pantry arrangements should be provided. Facilities for Coffee/ Tea vending machine and storage area for snacks may also be provided in the pantry. ( as per layout and plan annexed)</p> <p>NB: 1. All the booths except VIP lounge should be provided with particle board with screwing facility in front of the modular partition wall for fixing exhibits on all three sides. (2 sides in case of corner booth), Racks / stands for display at 2 levels for each booths.</p> <p>2. Appropriate passage and lighting for the entire area, attractive plants/ pots/ flowers should be provided, stalls should be furnished with coir matting at his cost.</p>			
2	Designing and construction of a Beautiful and attractive fascia for the entire Pavilion which should give a classic and novel appeal to the visitors. Suitable decorations and Glow Sign Board also to be made at the entrance/exit of the exhibition hall to be made. Signage light have to be provided and			

	arrangements for inauguration by lighting the ceremonial lamp, ribbon cutting etc. to be made.			
3	LED (wall fixing 10 X 8 sq.ft.) provided and fitted in an appropriate place so as to have visibility to the public, with proper covering of backside as a box.			
4	Bouquet/ Garlands for presenting to the VVIPs and VIPs and flower arrangements at the pavilion should be arranged as per the requirements. Tea/Coffee/ Soft Drinks and snacks may be served to VIP/VVIPs, as and when required.			
5	Waste/ Garbage removal will be the responsibility of the agency.			
6	Provide Wi-fi connection to all exhibitors			
7	Photographs of the events like inauguration, visit by VIPs/ Foreign Buyers etc.			
8	Tea/coffee and Snacks 2 times (morning & evening) during fair days - approx. for 30 participants			
9	Packed working lunch (veg. & non veg.) for stall attendants – 2 packets per stall – to be provided during fair days. (30 pkts appx. Per day)  Lunch pack for VVIPs – 10 per day @Rs.200/-			
10	Supply of sufficient Drinking (Mineral) Water at the pavilion.			
11	Sweeping inside of the exhibition hall, seminar hall & passage etc. as and when required.			
12	Guides:- Educated young Guides' services during the fair timings during fair days - 4 girls (age between 18 & 25) capable of speaking English and Hindi fluently with good behaviour. Attendants/ Salesman – 2 nos.  <b>NB: The Adhar ID proof of personnels engaged in the stall may be furnished while signing the agreement.</b>			
	<b>II. Safety &amp; Insurance</b>			
13	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.			
14	Other Unforeseen items, if any			
	1.			
	2.			
	3.			
	<b>TOTAL</b>			
15	Taxes, if any			
	1.			
	2.			
	<b>Grand Total (including all taxes)</b>			

**Rupees (in words) .....only**

**Signature:**

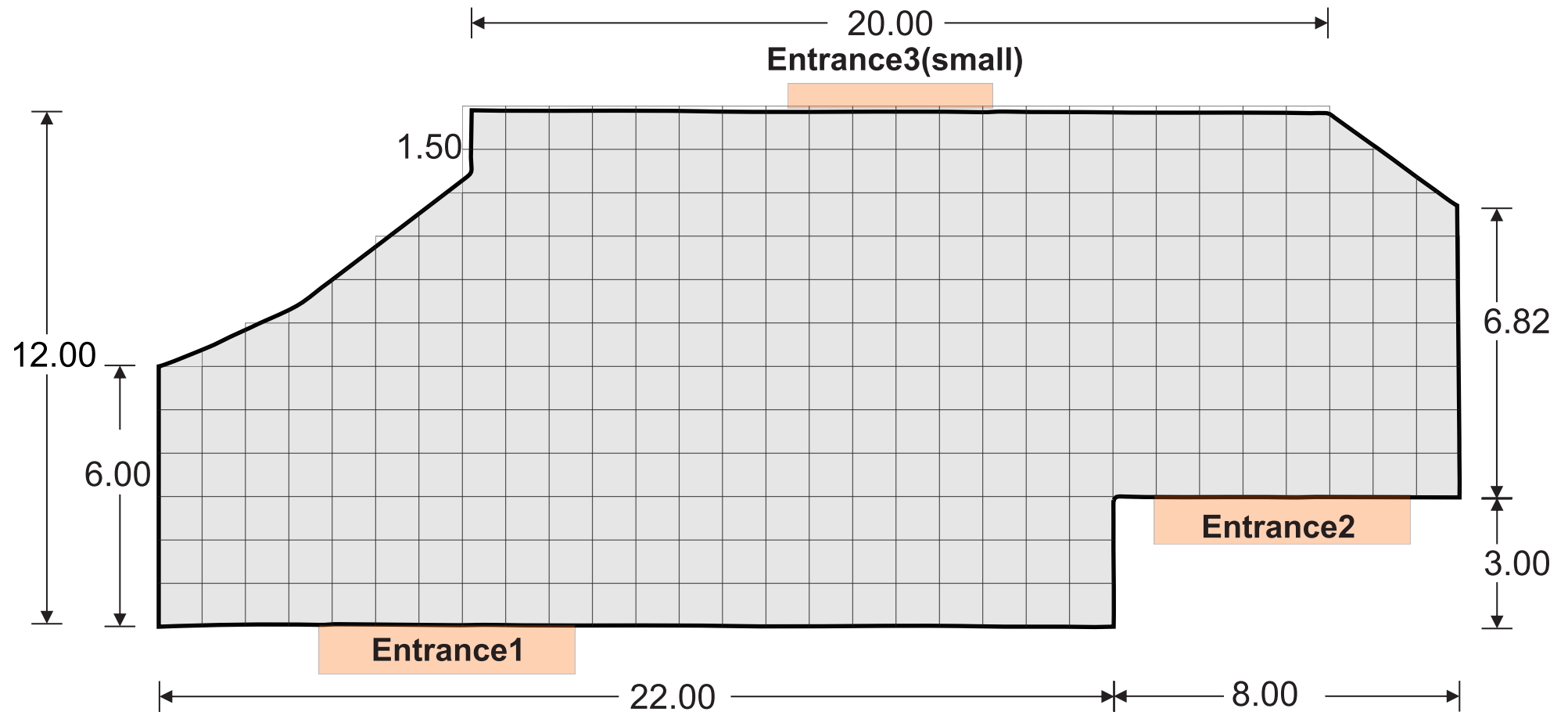
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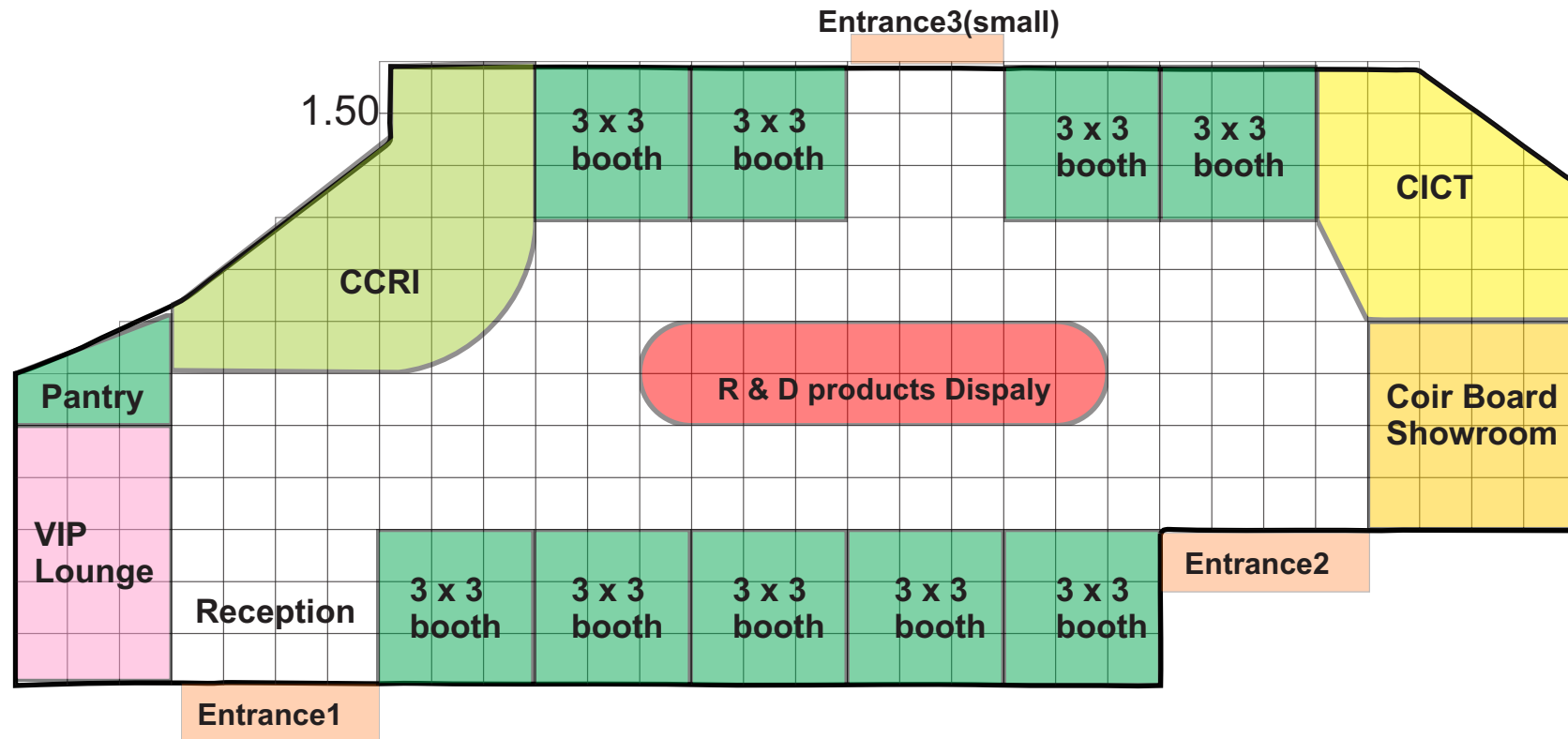
Name

Designation(of the authorized Signatory)  
(SEAL)

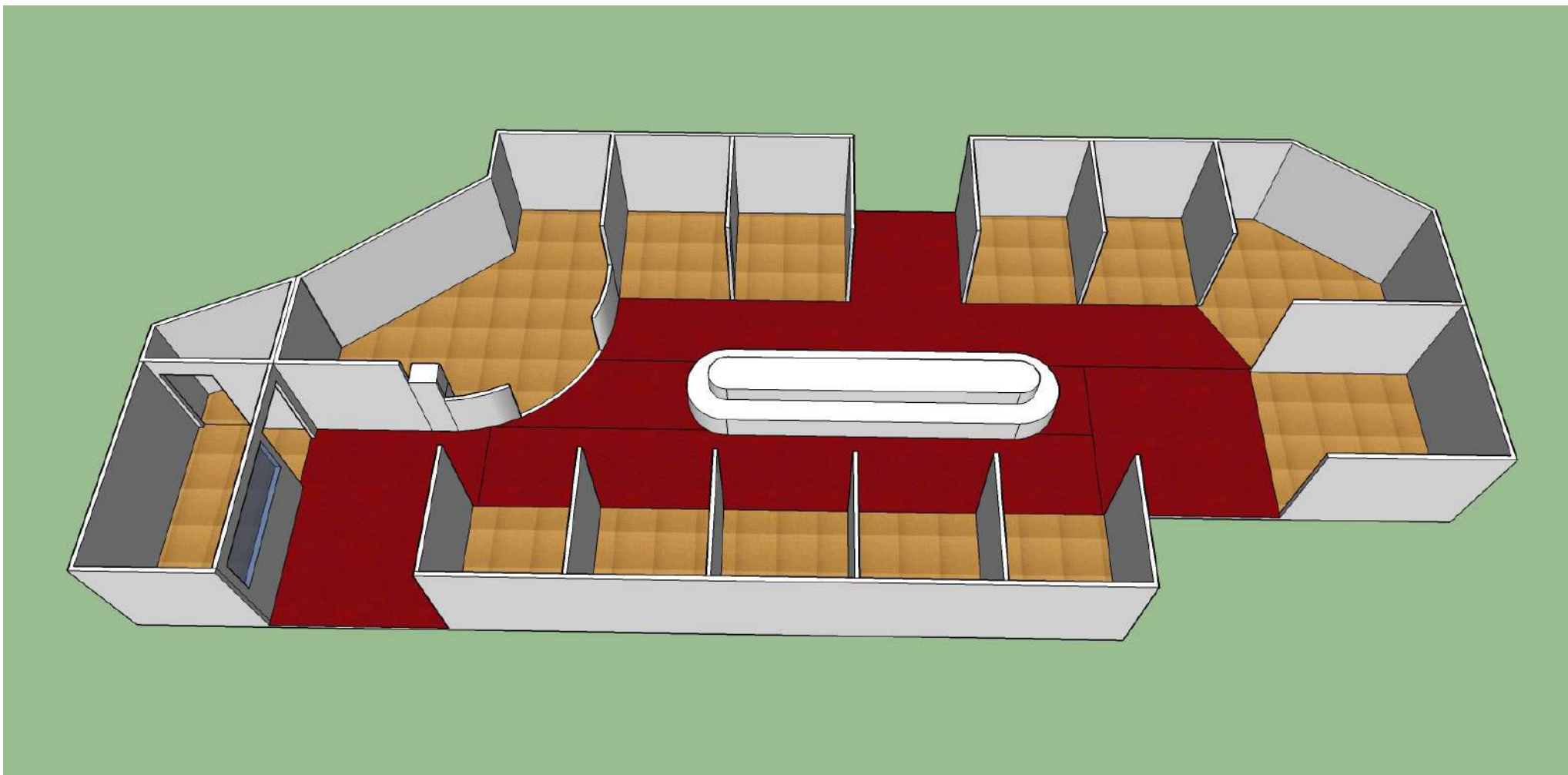
**Coir Board (Ministry of MSME, Government of India)**  
**IITF Pavilion 2017**  
**Plan**



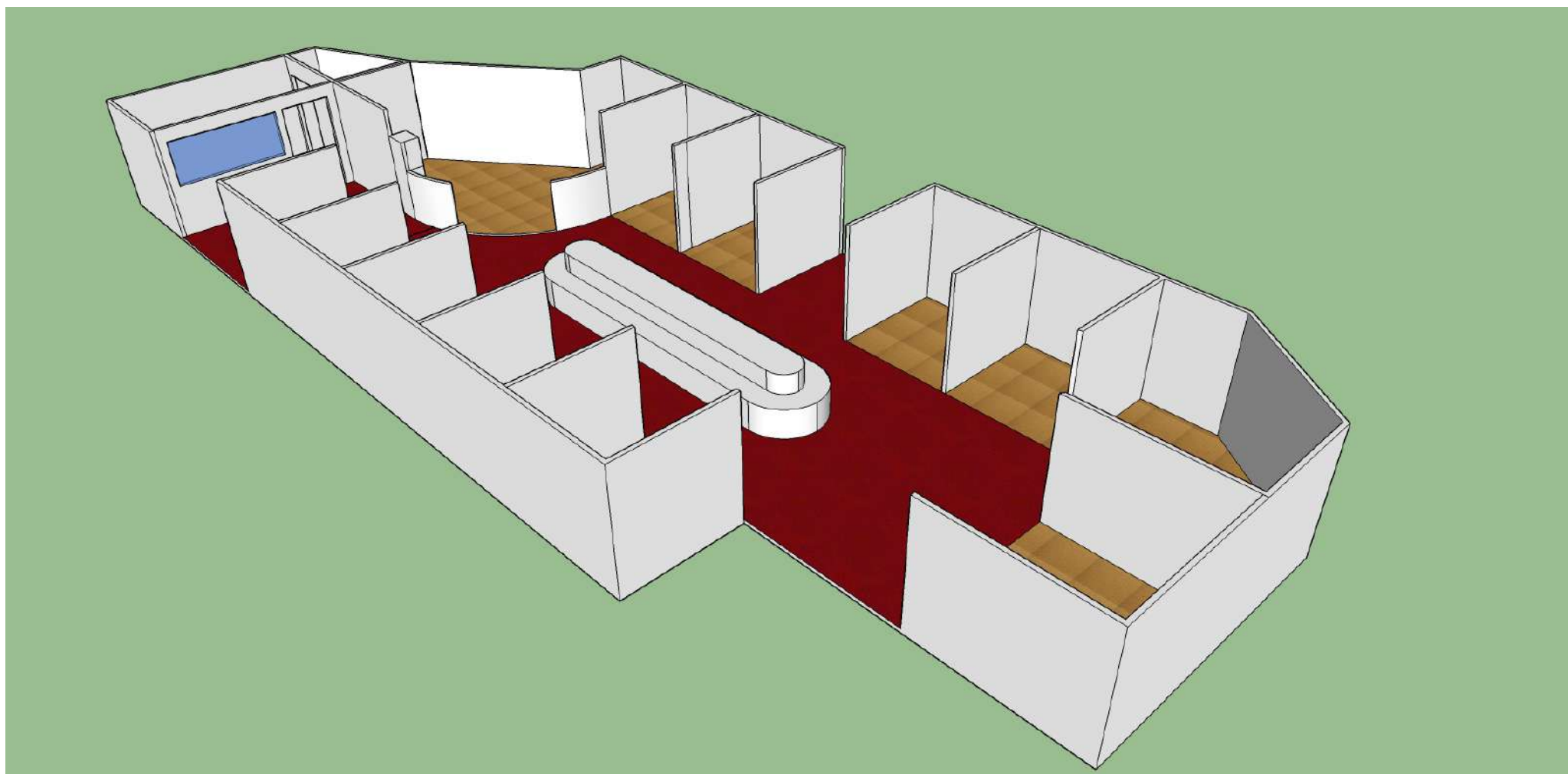
**Coir Board (Ministry of MSME, Government of India)**  
**IITF Pavilion 2017**  
**Layout**



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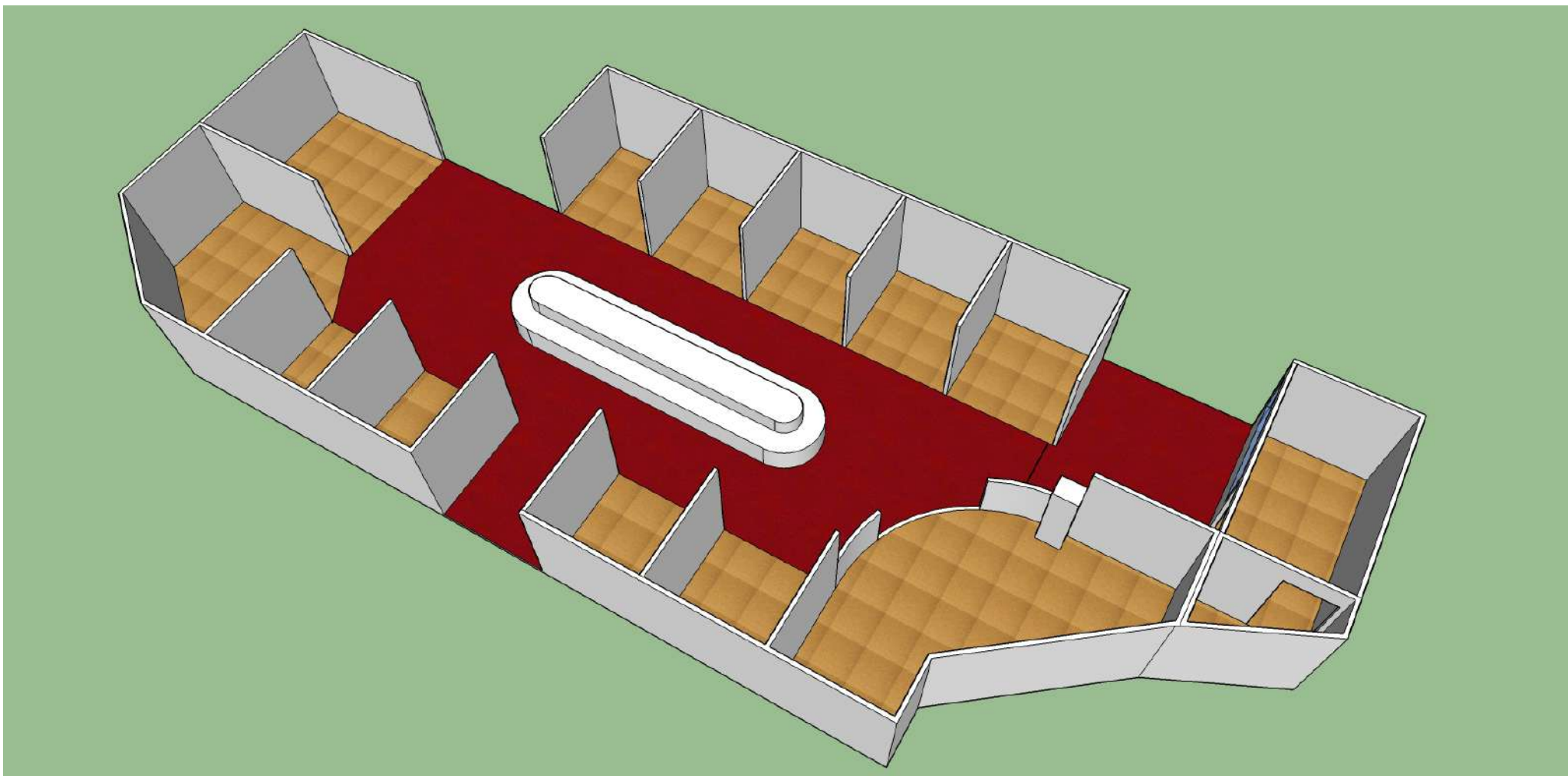


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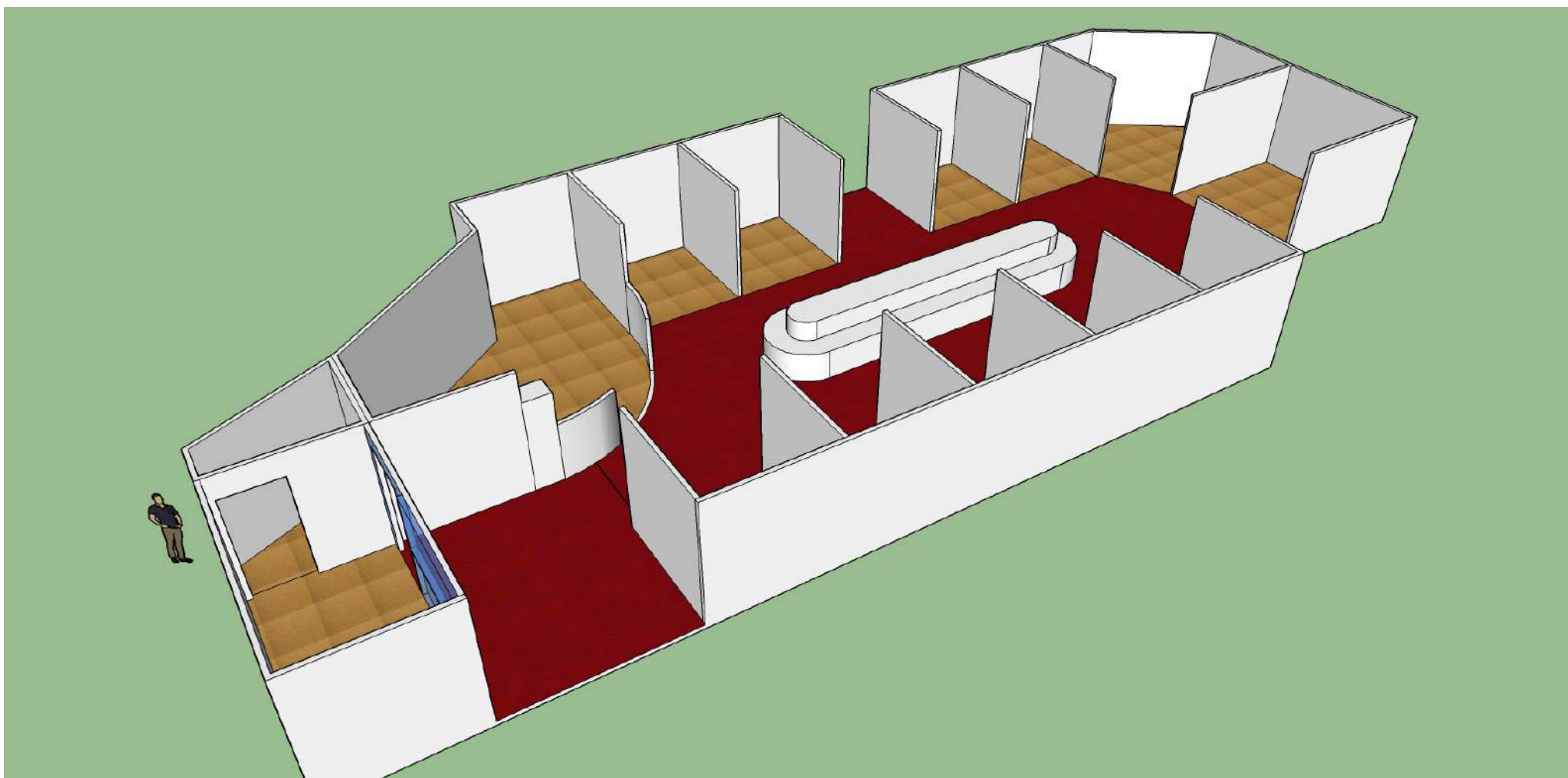




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