

# INVITATION FOR QUOTATIONS

## INFRASTRUCTURE FOR CONDUCTING SILK MARK EXPO – 2018 IN DIBRUGARH



*Your Assurance of Pure Silk*

GUWAHATI CHAPTER  
SILK MARK ORGANISATION OF INDIA  
Central Silk Board Ministry of Textiles, Govt. of India  
**CSB Building, Ground Floor, Directorate of Sericulture Campus,  
Khanapara, Guwahati – 781022 (Assam) Fax-0361-2220771**  
e-mail : [guwahati@silkmarkindia.com](mailto:guwahati@silkmarkindia.com)  
8486871504

**SECTION – I**

**PREAMBLE:**

Silk Mark Organisation of India, established for promoting 'Silk Mark', is an initiative of the Central Silk Board, Ministry of Textiles, Govt. of India with the sole objective of ensuring Quality Silk Products to the consumers. SMOI organizes Silk Mark Expos to create awareness among consumers about pure silk products. One such **Silk Mark Expo 2018 is being proposed to be organized at Jyoti Bibah Bhawan, Chowkidingee, Dibrugarh from 26<sup>th</sup> Aug. to 2nd. Sept. 2018.** In this connection, Silk Mark Organisation of India invites **sealed quotation** from well experienced and reputed Service Providers to create required infrastructure for conducting the Silk Mark Expo 2018 Dibrugarh.

**SUBMISSION OF QUOTATIONS:**

The sealed quotations should be submitted on or before **17<sup>th</sup> Aug 2018 at 12.noon** to:

The Executive/Assistant Director (I),  
Silk Mark Organisation of India, Guwahati Chapter, Regional Office, Central Silk Board  
Resham Nagar, Khanapara, Guwahati – 781 022, Assam,

The sealed envelope containing the quotations should be superscripted as **“QUOTATION FOR SILK MARK EXPO 2018 DIBRUGARH - INFRASTRUCTURE”**.

**OPENING OF QUOTATIONS :**

The quotations shall be opened in the presence of intending Service Providers at our office at **4.00 P.M on 17<sup>th</sup> Aug 2018.**

**SECTION-II - INSTRUCTIONS TO SERVICE PROVIDERS**

The Service Provider is expected to examine all instructions, forms, terms and conditions in the Quotation Documents. Failure to furnish all information required by the Quotations Documents or submission of a quotation not substantially responsive to the Quotation Documents in every respect will be at the Service Provider's risk and may result in rejection of its quotation.

**Amendment of Quotation Documents:**

At any time prior to the deadline for submission of quotations, the SMOI, Guwahati chapter may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Service Provider, modify the Quotation Documents by amendment. In order to afford prospective Service Providers reasonable time in which to take the amendment in to account in preparing their quotations, the SMOI, Guwahati Chapter may, at its discretion, extend the deadline for the submission of quotations.

**Documents Comprising the Quotation**

The quotations prepared by the Service Provider shall comprise the following components:

- a. Price Schedule completed;
- b. Documentary evidence that the Service Provider is eligible to quotation and is qualified to perform the contract if its quotation is accepted; and

## **Documents Establishing Service Provider's Eligibility and Qualifications**

The Service Provider shall furnish, as part of its quotation, documents establishing the Service Provider's eligibility to quotation and its qualifications to perform the Contract if its quotation is accepted.

The documentary evidence of the Service Provider's qualifications to perform the Contract if its quotation is accepted, shall establish to the SMOI, Guwahati Chapter's satisfaction viz. the Service Provider's financial and service capability necessary to perform the contract.

## **Earnest Money Deposit (EMD)**

The Service Provider shall furnish, as part of its quotation, **EMD 2%** of the quotation amount rounded off to next ten rupees. The EMD is required to protect the SMOI's interest against the risk of Service Provider's conduct, which would warrant the security's forfeiture.

The EMD shall be in one of the following forms:

A Demand Draft or Pay Order issued by a nationalized bank acceptable to the SMOI, in favour of **Silk Mark Organisation of India - Expo A/C Guwahati.**

Unsuccessful Service Provider's EMD will be discharged/ returned as promptly as possible as but not earlier than 30 days after the expiration of the period of quotation validity prescribed by the SMOI.

The successful Service Provider's EMD will be returned after executing the contract

The EMD may be forfeited under the following cases:

- (a) If a Service Provider withdraws its quotation during the period of quotation validity specified by the Service Provider; or
- (b) In the case of a successful Service Provider, if the Service Provider fails: to sign the contract;

## **Period of Validity of Quotations**

Quotations shall remain valid for a period of 90 days from the date of opening of the tender. A quotation valid for a shorter period shall be rejected by the SMOI, Guwahati Chapter as non-responsive. The same may be extended on mutual consent if required.

## **Deadline for Submission of Quotations**

The Quotations must be received by the SMOI at the address specified not later than **12 noon on 17<sup>th</sup> Aug 2018**. In the event of the specified date for submission of Quotations being declared a holiday for the SMOI, the Quotations will be received up to the appointed time on the next working day.

The SMOI may, at its discretion, extend this deadline for submission of quotations by amending the Quotation Documents in which case all rights and obligations of the SMOI and Service Providers previously subject to the deadline will thereafter be subject to the deadline as extended.

Any quotation received by the SMOI after the deadline for submission of quotations prescribed by SMOI, will be rejected and/or returned unopened to the Service Provider.

## **Opening of Quotations**

The SMOI will open the quotations, in the presence of Service Providers' representatives who choose to attend at **4 P.M. on 17<sup>th</sup> Aug 2018** at Silk Mark Organisation of India, Guwahati Chapter at the address mentioned above. The Service Providers' representatives who are present shall sign Attendance Slip or Register evidencing their attendance.

## **Contacting the SMOI**

Any effort by a Service Provider to influence the SMOI in the SMOI's quotation evaluation, quotation comparison or contract award decisions may result in the rejection of the Service Provider's quotation.

## **Qualification**

The SMOI will determine to its satisfaction whether the Service Provider selected as having submitted the lowest evaluated responsive quotation is qualified to satisfactorily perform the Contract. The determination will take into account the Service Provider's financial, technical and production/service capabilities as indicated by the service provider in the respective statement. It will be based upon an examination of the documentary evidence of the Service Provider's qualifications submitted by the Service Provider as well as such other information as the SMOI deems necessary and appropriate.

## **Awarding of Contract**

The SMOI will award the Contract to the successful Service Provider whose quotation has been determined to be substantially responsive and has been determined as the lowest evaluated quotation among the substantially responsive firms and further that the Service Provider is determined to be qualified to perform the contract satisfactorily.

The SMOI reserves the right to accept or reject any quotation and to annul the quotations and reject all quotations at any time prior to award of Contract. Decision of the SMOI is final and no correspondence will be entertained in this regard.

Prior to the expiration of the period of quotation validity, the SMOI will notify the successful Service Provider that its quotation has been accepted. The notification of award will constitute the formation of the contract.

## **Signing of contract**

At the same time as the SMOI notifies the successful Service Provider that its quotation has been accepted, the SMOI will send the Service Provider the Contract Form provided in the Quotations Documents, incorporating all agreements between the parties. Within 7 days of receipt of the Contract Form, the successful Service Provider shall sign and date the contract and return it to the SMOI.

## **SECTION - III. GENERAL CONDITIONS OF CONTRACT (GCC)**

### **Transportation**

Transportation of the material to the venue of the expo and back after the completion of the event shall be the responsibility of the Service Provider and will be borne by the service provider.

### **Prices**

Prices charged by the Service Provider for the Services performed under the Contract shall not vary from the prices quoted by the Service Provider in its quotation.

### **Assignment**

The Service Provider shall not assign, in whole or in part, its obligations to perform under the Contract, except with the SMOI's prior written consent.

### **Sub-contracts**

The Service Provider shall notify the SMOI in writing of all subcontracts awarded under the contract if not already specified in his quotation. Such notification, in his original quotation or later, shall not relieve the Service Provider from any liability or obligation under the contract.

### **Taxes and Duties**

The Service Provider shall be entirely responsible for all taxes, duties, octroi, license fees, etc., incurred until delivery of the contracted goods/services to the SMOI. **It may be noted that the SMOI will not issue Form C or D** or any other tax/duty confessional certificate.

### **Insurance**

The insurance in an amount equal to value of the materials belonging to Service Provider. The Insurance coverage shall include "All Risks" basis including accidental fires and the fire caused due to short circuit or any other reasons etc.

### **Payment**

Payment of the contract price shall be made to the Service Provider by cheque after completion of the obligation as per agreement.

### **Tax deduction at Source**

Appropriate deductions as per relevant Income Tax Rules applicable at the time shall be made on the bills submitted by the Contractor and such deducted amounts shall be remitted by the SMOI with Income Tax Department on behalf of the contractor as per rules.

### **Sufficiency of Tender**

The Service Provider shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his tender for the works and of the rates and prices stated in Price Schedule.

### **Safety Measures**

The Service Provider should provide necessary safety arrangement against fire and short circuit etc. During such crisis the event organizer should keep required infrastructure ready for crisis management. The cost of such arrangement should be included in the tender price. It is also the responsibility of the service provider to keep fire fighting devices ready in case of emergency.

The service provider should arrange **FIRST AID BOX** with required medicines and other medical items to treat the injured in case of any such accident.

### **Damage to persons and property**

Injury to persons or damage to the property in course of execution of this contract should be borne by the Service Provider. The SMOI will not be responsible for such damage to the life and property in the course of providing the said services.

**Accident or Injury to workmen**

The SMOI shall not be liable for or in respect of any damages or compensation payable at law in respect or in consequence of any accident or injury to any workmen or other persons engaged by the contractor or any sub- contractor in course of providing the said services during the entire contract period. The SMOI will not take any responsibility in this regard.

**Undertaking to be given in the Letter Head**

UNDERTAKING

CONTRACT No.: \_\_\_\_\_

DATE \_\_\_\_\_

The Executive/Assistant Director(I),  
Silk Mark Organisation of India, Guwahati Chapter  
Regional Office, Central Silk Board  
CSB Building, Ground Floor  
Directorate of Sericulture Campus  
Khanapara, Guwahati – 781022.

Sir,

Having examined the Quotation Documents, the receipt of which is hereby duly acknowledged, the undersigned, offer to supply and deliver infrastructure for **Silk Mark Expo - 2018, Dibrugarh** in conformity with the said Quotation Documents for the sum of ₹..... (Total Quotation Amount in words and figures) or such other sums as may ascertained in accordance with the Schedule of Prices attach herewith and made part of this quotation.

We undertake, if our quotation is accepted, to commence the work and provide all the infrastructure required by SMOI as per tender specifications.

We agree to a quotation by this quotation for a period of 90 days from date fixed for quotation opening and it shall remain binding upon us.

Until a formal contract is prepared and executed, this together with your written acceptance thereof and your notification award shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or quotation you may receive.

Date this \_\_\_\_\_ day of \_\_\_\_\_ 2018 \_\_\_\_\_

Signature

In the capacity of

Duly authorized to sign the quotation for and of behalf of \_\_\_\_\_

AGREEMENT

THIS AGREEMENT made on this \_\_\_\_\_ day of \_\_\_\_\_, 2018 between Silk Mark Organisation of India, \_\_\_\_\_(name of the chapter), represented by ----- hereinafter known as " SMOI" on the one part and \_\_\_\_\_(Name of the Service Provider) of \_\_\_\_\_ (City, and State of Service Provider), hereinafter known as "Service Provider" on the other part.

WHEREAS SMOI is desirous that certain Goods and ancillary Services should be provided by the Service Provider, viz, Providing infrastructure in the Expo venue as per agreement and has accepted a quotation by the Service Provider for providing Services at the sum of Rs. \_\_\_\_\_ (Contract Price in Words and Figures) (hereinafter "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) The Quotation Form and the Price Schedule submitted by the Service Provider;
  - (b) The Schedule of Requirements & Technical Specifications
  - (c) The Conditions of Contract;
  - (d) The SMOI's Notification of Award.
2. In consideration of the payments to be made by the SMOI to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the SMOI to provide the **Services including the materials required for providing infrastructure** and to remedy defects therein in conformity in all respects with the provisions of the Contract.
3. The SMOI hereby covenants to pay the Service Provider in consideration of the provision of the above said Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the terms and in the manner prescribed by the Contract.
4. Brief particulars of the Services including the materials required for providing infrastructure which shall be provided by the Service Provider are as per Annexure-I

IN WITNESS whereof, the parties hereto have caused this Agreement has to be executed in accordance with their respective laws the day and year first above written

Signed, Sealed and Delivered by the  
said \_\_\_\_\_ (For the SMOI)

Signed, Sealed and Delivered by the  
said \_\_\_\_\_(For the Service Provider)

in the presence of \_\_\_\_\_

in the presence of : \_\_\_\_\_

1.

1.



**Annexure A - Formats for Service Provider details**

Sl. No	Particulars	Details
1	Background information of the company /firm	
2	Details of achievements & experience in organizing exhibitions / expos etc	
3	Introduction of core team and profile of members	
4	Total No of exhibitions conducted	
5	Major Strengths and capabilities	
6	Profiles of major clients (details to be enclosed)	
7	Any other relevant information	

## Format for Financial quote

VENUE:- Jyoti Bibah Bhawan, Chowkidingee, Dibrugarh.

Sl.No	Description of Services for the <u>'Silk Mark Silk Expo -2018 From 26<sup>th</sup> Aug. to 2nd. Sept. 2018 @ Jyoti Bibah Bhawan, Chowkidingee, Dibrugarh.</u>														
A.	<p><b>Total Carpeting ( Brand New RED COLOR ) of the Premises ( 2000 sq.ft. ) as well entrance of the venue</b></p> <ol style="list-style-type: none"> <li>1. Provision of 20 stalls of size- 3 . 0 X 2 . 0 Mts and 15 stalls of size- 2.0 X 1.0 Mts with numbers and Facia</li> <li>2. <u>Each Stall to be provided with the following:-</u></li> </ol> <table border="1"> <tr> <td>Racks</td> <td>3 ( 3 .0 mts. Length ) /3 ( 2 .0 mts. Length )</td> </tr> <tr> <td>Chairs</td> <td>2</td> </tr> <tr> <td>Octagonal Tables</td> <td>2</td> </tr> <tr> <td>Bright Spot Lights (150 Watts Yellow Color )</td> <td>5 ( Five ) Each Stall /4 ( Four ) Each Stall</td> </tr> <tr> <td>Fascia with name and number</td> <td>1 set</td> </tr> <tr> <td>Dust Bin(s)</td> <td>1</td> </tr> <tr> <td></td> <td>1 Extra Table &amp; 1 Focus Light should be provided to the corner stalls</td> </tr> </table>	Racks	3 ( 3 .0 mts. Length ) /3 ( 2 .0 mts. Length )	Chairs	2	Octagonal Tables	2	Bright Spot Lights (150 Watts Yellow Color )	5 ( Five ) Each Stall /4 ( Four ) Each Stall	Fascia with name and number	1 set	Dust Bin(s)	1		1 Extra Table & 1 Focus Light should be provided to the corner stalls
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B.	<p><b><u>SMOI Gate Erection:</u></b></p> <ol style="list-style-type: none"> <li>1. 02 Nos.( two ) of Pillars ( Box Type )measuring (10 x 3 ft) and 04 Nos.( two ) of Pillars ( Box Type )measuring ( 8 x 4 ft) is to be erected at the front &amp; back main gates of the premises. Depicting the Name of the Expo, along with two banners at both sides of the Main gate.</li> <li>2. 100 Numbers of 6x 3 ft flex Banners duly printed with Silk Mark Expo matter and should be Printed and erected in and around Dibrugarh City.</li> </ol>														
C.	<p><b><u>Inaugural &amp; Silk Show arrangements on 26<sup>th</sup> AUGUST 2018 ( By 4.00 P.M.):</u></b></p> <ol style="list-style-type: none"> <li>1. 06 Nos. ( Six ) VIP Chairs</li> <li>2. 10 x 8 feet SMOI Back drop ( CD will be provided )</li> <li>3. 04 Nos. ( four ) Flower Bouquets</li> <li>4. 12Nos. (twelve ) Sealed 1/2 liter Mineral Water Bottles</li> <li>5. Diya with oil, camphor duly decorated with flowers along with / Loose flowers</li> <li>6. Good Tray , Scissor with cut Flowers along with Red color Tape ( 4 Mts )</li> <li>7. Stage/platform 12ft x 10ft x and 2 ( Two ) Nos side wings 10ft x 5ft Flex banners to be placed on the stage with fixing/ mounting on metal Frames</li> <li>8. Flower Decoration on Stage</li> <li>9. Music DJ system</li> <li>10. DJ Lights for Ramp Walk</li> <li>11. 2( two ) Cord Less Mikes</li> <li>12. 1 Sofa with a table</li> <li>13. 150 chairs</li> <li>14. Ceiling fan</li> </ol>														

D.	<p><u>General arrangements:</u>  <i>General arrangements for Silk Mark Expo -2018 from 26<sup>th</sup> Aug. to 2nd. Sept. 2018 as detailed below:-</i></p> <ol style="list-style-type: none"> <li>1. <i>120 Bottles (20 lts canes with dispenser Drinking water supply Per Day 5 Bottles of Mineral Water )</i></li> <li>2. <i>One LCD with Screen.</i></li> <li>3. <i>Audio System with 2 mini speakers &amp; 1 cordless mike.</i></li> <li>4. <i>4 Nos. ( four ) Life size Mirrors.</i></li> </ol>
E.	<p><u>VIP Room Facility (with Brand New Carpeting)</u></p> <ol style="list-style-type: none"> <li>1. <i>2 Nos.Flower arrangements.</i></li> </ol>
F.	<p><u>SMOI/Vanya Theme Pavilion:</u></p> <ol style="list-style-type: none"> <li>1. <i>Theme pavilion of size approximately 20 ft X 3 ft panels to be erected</i></li> <li>2. <i>4 ( Four Nos ) Cloth covered Tables and 4 ( Four Nos ) Chairs</i></li> <li>3. <i>4 ( four Nos ) Focus Lights</i></li> <li>4. <i>2 Sets Facia with Name</i></li> <li>5. <i>2 Nos. Dust Bin</i></li> </ol>
G.	<p><u>SECURITY PERSONNEL 02 ( two ) Nos. for 8 days (1 Male1 Female)</u></p>
H.	<p><i>10 ( Ten ) nos Big Size Metal Focus Light for Inside and Out side the venue for lighting purpose</i></p>
I.	<p><i>2 ( Two) nos Flex printed Hoardings of measuring 8 ft x 2 ft to be erected with wooden frame in front of the Venue From main road Entrance.</i></p>
J.	<p><i>12 x 12 ft Flex Banner depicting exhibitors profile to be placed at the venue entrance (fixing, mounting with wooden frame)</i></p>

## TERMS AND CONDITIONS:

1. **RATES AND APPLICABLE TAXES:** The rate should be quoted per Sq Mtrs/ ft/ numbers. The taxes and duties if any should be clearly mentioned in the quotation, failing which it will be presumed that price quoted is inclusive of taxes/duties etc.
2. **ESCALATION CHARGES:** No escalation charges will be entertained during the currency of the contract, once the quotation is accepted and contract is awarded.
3. **VALIDITY:** The rates quoted should be valid for a period of 90 days from the date of opening the quotation.
4. **E.M.D:** The quotation should be accompanied with **2 % EMD** of the total amount quoted drawn in favour of “**SILK MARK ORGANISATION OF INDIA–EXPO A/C, Guwahati**” by a Demand draft / Pay order payable at from a Nationalized / Reputed bank. The quotation received without EMD will be summarily rejected.
5. **LAST DATE FOR SUBMISSION OF QUOTATION ( PART A & B ) :**  
The last date for submission of the sealed competitive quotation addressed to The **Executive/Assistant Director (I), Silk Mark Organisation of India, Guwahati Chapter, CSB Building, Ground Floor, Directorate of Sericulture Campus, Khanapara, Guwahati – 781 022** is **14<sup>th</sup>Aug.2018 up to 12.noon**.The envelope containing the competitive quotation should be sealed and submitted duly super scribing on the envelope as “**QUOTATION FOR SILK MARKEXP0-2018, DIBRUGARH INFRASTRUCTURE** “at the above address.
6. **OPENING THE QUOTATIONS:** - The responding agencies would be first scrutinized on the basis of their Part –A information **on 14<sup>th</sup>. Aug 2018** and only the short listed firms would be invited **on the same day at 4.00 PM** for tender opening process and comparison of the part B details. The final selection of the firm/agency would be on the basis of lowest financial quote. The quotations will be opened at the office of the **Executive/Assistant Director (I), Silk Mark Organisation of India, Guwahati Chapter, CSB Building, Ground Floor, Directorate of Sericulture Campus, Khanapara, Guwahati –781 022.**
7. **LATE QUOTATIONS:** The quotations received after the due date and time prescribed shall be summarily rejected.
8. **REFUND OF E.M.D:** The EMD amount of the unsuccessful quotations shall be returned, by a cheque, within 60 days from the date of opening of the quotation. The EMD of the successful quotationer shall be adjusted in the final payment.
9. **RIGHT TO ACCEPT OR REJECT:** Executive/Assistant Director (I),Silk Mark Organisation of India, Guwahati Chapter, reserves the right to accept or reject any [or] all the quotations either in part or in full without assigning any reason's/ thereof.
10. **PAYMENT:** The bill of cost for rendering desired service supply shall be made within 30 days after the satisfactory completion of the event. No advance payment shall be made.
11. **ADDITIONAL INFORMATION, IF ANY:** For any/all information, the successful quotationer may contact: The Executive/Assistant Director(I), Silk Mark Organisation of India, Guwahati Chapter, Regional Office, Central Silk Board, Resham Nagar, Khanapara, Guwahati – 781 022, Assam.

**Design for Rack in the Stall**

Rack Model to be made on Central Ply Board (projected)  
Rack partition Board to be used 1 inch Thickness  
Rack Size 0.5m projected length x 8.0m width x 5.0m -3 shelves

**Stall Erection by Octonorm Board  
RACK DESIGN**

