

INVITATION FOR BIDS

INFRASTRUCTURE FOR CONDUCTING SILK MARK EXPO



SILK MARK ORGANISATION OF INDIA
[Promoted by Central Silk Board Ministry of Textiles, Govt. of India]
15 GARIAHAT ROAD (SOUTH)
1ST FLOOR, DHAKURIA
KOLKATA – 700 031
Ph. No. 033-2473-6856,0912.8221
Fax : 033-2473-5090
Email: rocsbkol@yahoo.in

SILK MARK ORGANISATION OF INDIA
[Promoted by Central Silk Board Ministry of Textiles, Govt. of India]



Hkkjrh; flYd ekdZ LkaLFkk /SILK MARK ORGANISATION
OF INDIA,

dsUnhz; js'ke oksMZ nokjk ifjpkfyr/ [Sponsored by Central
Silk Board]

oLrz earzky; Hkkjr ljdkj / (Ministry of Textiles, Govt. of India)

15 xjf;kgkV jksM <kdqjf;k dksydkrk if'pe oaxky Nodal Office, Central Silk Board, 15,
Gariahat Road (South),

Dhakuria, 1st Floor, Kolkata – 700 031.

Telephone No. 2473-6856,0912,8221. Fax-2473-5090, E-mail : rocsbkol@yahoo.in

NO: CSB/RO/KOL/27/2015-16/SMOI(EXPO-Kolkata)

Date: 08.06.2016

SECTION – I

PREAMBLE:

Silk Mark Organisation of India has been established for promoting 'Silk Mark', 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 various programmes/events including Silk Mark Expos to create awareness among consumers about pure silk products. One such Silk Mark Expo is being organised at **M/s. Handiram Food City, 24 Ballygunge Place, 3rd floor, KOLKATA – 700019. from 12th to 18th August, 2016** in Banquet Hall. In this connection, Silk Mark Organisation of India invites **sealed tenders** from the well experienced and capable Service Providers to create required infrastructure for conducting the Silk Mark Expo.

SUBMISSION OF BIDS:

The sealed bids should be submitted before 12.00 Noon on 08th July, 2016 to:

The Nodal Officer,
Silk Mark Organisation of India,
Central Silk Board,
15 Gariahat Road (South),
1st Floor, Dhakuria
KOLKATA – 700 031.
Ph. No. 033-2473-6856,8221,0912

The sealed envelope containing the bids should be superscripted "TENDER FOR EXPO INFRASTRUCTURE".

OPENING OF BIDS :

The Bid shall be opened in the presence of intending Service Providers at our office Silk Mark Organisation of India, Central Silk Board, 15 Gariahat Road (South), 1st Floor, Dhakuria, KOLKATA – 700 031. at 2.00 PM on 08th July, 2016.

Nodal Officer

SECTION-II - INSTRUCTIONS TO SERVICE PROVIDERS

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

Amendment of Bidding Documents:

At any time prior to the deadline for submission of bids, the SMOI, .Kolkata may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Service Provider, modify the Bidding Documents by amendment. The amendments, if any, will be notified on the SMOI's website www.silkmarkindia.com

In order to afford prospective Service Providers reasonable time in which to take the amendment in to account in preparing their bids, the SMOI, Kolkata may, at its discretion, extend the deadline for the submission of bids.

Documents Comprising the Bid

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

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

Documents Establishing Service Provider's Eligibility and Qualifications

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

The documentary evidence of the Service Provider's qualifications to perform the Contract if its bid is accepted, shall establish to the SMOI, Kolkata '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 bid, EMD 2% of the bid 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/ scheduled bank acceptable to the SMOI, in favour of Silk Mark Organisation of India, Payable at KOLKATA.

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

The successful Service Provider's EMD will be returned after executing the Contract, and furnishing the performance security.

The EMD may be forfeited:

- (a) If a Service Provider withdraws its bid during the period of bid validity specified by the Service Provider; or
- (b) In the case of a successful Service Provider, if the Service Provider fails:
 - (i) To sign the contract; or
 - (ii) To furnish performance security.

Period of Validity of Bids

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

Deadline for Submission of Bids

The Bids must be received by the SMOI at the address specified not later than 12.00 Noon on 08th July, 2016. In the event of the specified date for submission of Bids being declared a holiday for the SMOI, the Bids 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 bids by amending the Bid 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 bid received by the SMOI after the deadline for submission of bids prescribed by SMOI, will be rejected and/or returned unopened to the Service Provider.

Opening of Bids

The SMOI will open the bids, in the presence of Service Providers' representatives who choose to attend at 2.00 P.M. on 08th July, 2016 at Silk Mark Organisation of India, Kolkata Office. The Service Providers' representatives who are present shall sign a register evidencing their attendance.

Contacting the SMOI

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

Qualification

The SMOI will determine to its satisfaction whether the Service Provider selected as having submitted the lowest evaluated responsive bid is qualified to satisfactorily perform the Contract.

The determination will take into account the Service Provider's financial, technical and production/service capabilities. 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 bid has been determined to be substantially responsive and has been determined as the lowest evaluated bid 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 bid, and to annul the bidding process and reject all bids at any time prior to award of Contract.

Prior to the expiration of the period of bid validity, the SMOI will notify the successful Service Provider that its bid has been accepted.

The notification of award will constitute the formation of the contract.

Upon the successful Service Provider's furnishing of **Performance Security of 5% of bid value**, the SMOI will promptly notify each unsuccessful Service Provider and will discharge its EMD.

Signing of contract

At the same time as the SMOI notifies the successful Service Provider that its bid has been accepted, the SMOI will send the Service Provider the Contract Form provided in the Bidding Documents, incorporating all agreements between the parties.

Within 10 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)**Performance Security**

Within 10 days after the receipt of notification of award from the SMOI, the Service Provider shall furnish 5% of bid value as performance security in the form of a Bank Guarantee issued by a Nationalized Bank located in India and in the form provided in the Bidding Documents. Such Bank Guarantee should be valid till 90 days from the date of issue of work order.

The performance security will be discharged by the SMOI and returned to the Service Provider not later than 60 days following the date of completion of the Service Provider's performance obligations, including any warranty obligations, under the contract.

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.

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 bid.

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 bid. Such notification, in his original bid 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 etc.

Payment

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

N.B: TDS as applicable will be deducted from the bill at the time of settlement of bill.

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.

Damage to persons and property

The damage to person and 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 in the employment of 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.

Income Tax deductions

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 the Reserve Bank of India on behalf of the contractor as per rules.

UNDERTAKING

DATE _____
CONTRACT No.: _____

To:

The Nodal Officer
Silk Mark Organization of India
Central Silk Board,
15 Gariahat Road (South)
Dhakuria, 1st Floor,
KOLKATA – 700 031.

Gentlemen:

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, the undersigned, offer to supply and deliver infrastructure for Silk Mark Expo,in conformity with the said Bidding Documents for the sum(Total Bid 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 bid.

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

If our bid is accepted, we will obtain the Guarantee of a bank for a sum of 5% of the Contract Price for the due performance of Contract.

We agree to abide by this bid for a period of 90 days from date fixed for bid 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 bid you may receive.

Date this _____ day of _____ 2016 _____

Signature

In the capacity of
Duly authorized to sign the bid for and of behalf of _____

AGREEMENT

THIS AGREEMENT made on this _____ day of _____, 20... between Silk Mark Organisation of India, KOLKATA, represented by R. BHATTACHARJEE, NODAL OFFICER hereinafter known as "SMOI" on the one part and M/s. _____ (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 bid 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 Bid 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 to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the

in the presence of :

- 1.
- 2.

Signed, Sealed and Delivered by Shri _____
(For the Service Provider)

in the presence of : _____

- 1.
- 2.

PERFORMANCE SECURITY FORM

To:
The Nodal Officer,
Silk Mark Organization of India
Central Silk Board,
15 Gariahat Road (South)
Dhakuria, 1st Floor,
KOLKATA – 700 031.

WHEREAS M/s. _____ hereinafter called "the Service Provider" has undertaken, in pursuance of Contract No. _____ dated, _____ 2016 to provide infrastructure for Silk Mark Expo, Kolkata, 2016 hereinafter called "the Contract".

AND WHEREAS it has been stipulated by you in the said Contract that the Service Provider shall furnish you with a Bank Guarantee by a Nationalized bank for the sum specified therein as security for compliance with the Service Provider's performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Service Provider a Guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Service Provider, up to a total of _____ (Amount of the Guarantee in Words and Figures) and we undertake to pay you, upon your first written demand declaring the Service Provider to be in default under the Contract and without cavil or argument, any sum or sums within the limits of (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 20 _____.

Signature and Seal of the Guarantors

Date:

Address:

Suggested 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	

Suggested Formats for Financial quote

SINo	Particulars	Specifications	Quoted price (per Unit/ Sq.ft/ Nos,)
1	Venue: Haldiram Food City, 3RD Floor, 24 Ballygunge Park, KOLKATA – 700 019.	(Layout enclosed)	
2	<p>Fabrication of Stalls 46 Nos Height of the stalls according to syma panels (approx 2.5 mtr.). Each stall should be with synthetic floor mat (stall area only), one 300 mm wide Corporate colour (light yellow) Sunmica facia with party name and logos of silk Mark & Vanya silk in the front side (corner stalls with double facia), 2 overhead strong GI wires parallel to walls to be fixed to each stall for hanging/display of Sarees etc., All the passage/path way inside the Expo venue must be provided with LCD metal lights (minimum 24 Nos. 100 wt.) in criss-cross fashion to focus the path way sufficiently including entrance.</p> <p>46 nos. stalls to be furnished with :</p> <p>P1 & P3 type– 2 nos. Table, 2 nos. Chair & 8 nos. spot light; P2 & P4 type - 3 nos. corner stall Table, 2 nos. Chair & 8 nos. spot light and P5; Each stall with 1 power plug, 1 no Display steel Rack (size: Lenth- through out back wall x H - 5' x Depth- 1') on the back wall projected from central panel with 3 shelves (wooden plank 1" thickness / metal) as per design enclosed & capable to bear load of silk sarees, fabrics, dress materials, etc. All Tables should be octonorm type (size: 3'x2') and Chairs without handle. Rate should be inclusive of any addition/alteration in rack arrangement.</p> <p>Testing Counter (stall no. 1B, size: 1.5Mx1.5M) should be fabricated with 1 Nos. tables (3' x 2') and 2 nos. PVC chairs without handle, 2 nos. spot light, 1 power plug, synthetic floor mat and flex back drop.</p> <p>CSB Pavillion (stall no. 1A, size: 2M x 1.5M) should be fabricated with 2 Nos. tables (3' x 2') and 2 nos. PVC chairs without handle, 1 power plug and 4 nos. LED spot light, synthetic floor mat. Flex back drop</p> <p>Ticket Counter: 2 nos. table, 4 nos. chair, 4 nos. spot light and flex back drop;</p> <p>Survey Counter: 4 nos. table and 10 nos. chair. Flex back drop.</p> <p>Centralised billing counter stall no. 23 : 3 nos. 3 ft X 2 ft tables, 6 nos. chair without handle, power plag, one no. steel rack size through out back wall and outside wall hight 6 ft X depth 15 inch. 'L' shape. With five shelves.</p>	<p>Stalls</p> <p>Size(P1)=3m x 1.5m = 8 Nos Size(P2pr)=3m x 1.5m= 6 Nos Size(P3)= 2.5m x 1.5m=27 Nos. Size (P4pr)= 2.5m x 1.5m= 4 Nos. Size(1A) = 1.5m x 1.5m = 1 No. Size(1b)=2.0m X 1.5m = 1 No.</p> <p>Tkt. Counter(2mx1.5m)=1 No. Survey Counter (4mx1m) =1 no. Credit Card counter = 2 nos. 1 table and 2 nos. chair with a power plug for POS machine each.</p>	

3	Fabricating Theme Pavilion	As mentioned above	
4	Entrance Gate – Fecia gate at both main gate (specification as per available space as per length, hight and width) with mentioning Kolkata Corporation tax paid no., & necessary Police permission	1 one No, 24 nos. Flag with post around the boundary wall.	
5	Ticket Counter 2m 'x 1 m with 2 tables + 4 chairs, 2 spot light with Facia and <u>one back drop</u>	1 No	
6.	Customer Survey counter, 4 m x 2 m with 04 tables, 10 chairs with sufficient spot lights and one <u>back drop</u>	1 No.	
7	P.A. Sound System a) 2 sound boxes, 2.cordless Microphone and Announcement System, Sufficient light music CD, Instrumental Music CD etc.	For 7.days	
8	Mirrors (as per layout)	4 Nos (Size 5ft X 1.5ft)	
9	Inaugural Day Function	Flower Decoration – as per requirement Lighting Lamp (with full flower decoration) 1.No. (Tray with scissors, candle, cotton, oil, Camper & lighter) - 1 No. Flower Bouquets 8 Nos	
10	Extra furniture for stalls on rent basis for 6 days. (tariff to be furnished separately) Tables Chairs Table Cloth Power Point Metal Light Spot Light	Mandatory	
11	Any other requirement on actual basis (submit a list as per your anticipation)		

TERMS AND CONDITIONS:

- 1. RATES AND APPLICABLE TAXES:** The parties should clearly quote the rates on per unit/sq. ft basis and applicable rate of service and any other taxes, if no taxes are mentioned it will be presumed the rates are inclusive of taxes, and it will be the responsibility of the bidder to pay the applicable taxes from the bid amount.
- 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**” by a Demand draft payable at **KOLKATA** from a Nationalized / Reputed bank. The quotation received without EMD will be summarily rejected.
- 5. LAST DATE FOR SUBMISSION OF QUOTATION:** The last date for submission of the sealed competitive quotation addressed to **The Nodal Officer, Silk Mark Organisation of India, Central Silk Board, 15 Gariahat Road (South), Dhakuria, Kolkata – 700 31, Ph. 033-2473-6856,8221,0912, Fax 033-2479-5090, Email : rocsbkol@yahoo.in**. up to **12.00 NOON on 08th July, 2016**. The envelope containing the competitive quotation should be sealed and submitted duly super scribing on the envelope as “**QUOTATION FOR SILK MARK EXPO INFRASTRUCTURE- RANCHI**” at the above address.
- 6. OPENING THE QUOTATIONS:** The SMOI will open the bids, in the presence of Service Providers' representatives who choose to attend at 2.00 P.M. on 08th July, 2016 at Silk Mark Organisation of India, Kolkata Office. The Service Providers' representatives who are present shall sign a register evidencing their attendance.
- 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 bidders 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:** **Nodal Officer, Silk Mark Organisation of India, Kolkata 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 **Silk Mark Organisation of India, Central Silk Board, 15 Gariahat Road (South), Dhakuria, Kolkata – 700 031, Ph. 033-2473-6856, 8221,0912, Fax 033-2479-5090, Email : rocsbkol@yahoo.in**.

Silk Mark Organisation of India.
Kolkata Chapter

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 width 8.0ft X length 0.5m -
3 shelves

Stall Erection by Octonorm Board
RACK DESIGN

