

INVITATION FOR BID

INFRASTRUCTURE FOR CONDUCTING SILK MARK - VANYA SILK EXPO 2018 KOCHI



Your Assurance of Pure Silk

SILK MARK ORGANISATION OF INDIA
[Promoted by Central Silk Board Ministry of Textiles, Govt. of India]
PALAKKAD CHAPTER
CSB Complex, Vallekulam, PALLATHERY (P.O)
PALAKKAD – 678 007

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PALAKKAD CHAPTER
CSB Complex, Vallekulam, PALLATHERY (P.O)
PALAKKAD – 678 007

Phone: 0491 – 2583011

Fax: 0491 - 2583044

NO: SMOI/PKD/41/2018-19/

Date: 13.06.2018

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 – Vanya Silk Expo is being organised at **RENA EVENT HUB, KALOOR, KOCHI from 20th to 25th JULY 2018**. In this connection, Silk Mark Organisation of India invites sealed quotation from well experienced and capable Service Providers to create required infrastructure for conducting the Silk Mark – Vanya Silk Expo 2018, KOCHI. Floor Plan of the expo venue is enclosed herewith for reference.

SUBMISSION OF BIDS:

The sealed bids should be submitted on or before **03.07.2018, 11.00 AM** to:

The Assistant Director (Insp)
Silk Mark Organisation of India,
Palakkad Chapter,
CSB Complex, Vallekulam
(P.O) PALLATHERY
PALAKKAD – 678 007

The sealed envelope containing the bids should be superscripted "**SILK MARK – VANYA SILK EXPO 2018, KOCHI - QUOTATION FOR EXPO INFRASTRUCTURE**".

OPENING OF QUOTATIONS:

The quotations shall be opened in the presence of intending Service Providers at Palakkad Chapter, Silk Mark Organisation of India, CSB Complex, Vallekulam, Pallathery, Palakkad **at 3.00 PM on 04.07.2018**

Assistant Director (Insp)

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, Palakkad chapter 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.

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

Documents Comprising the Bid

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

1. Price Schedule completed
2. Documentary evidence that the Service Provider is eligible to bid and is qualified to perform the contract if its bid is accepted; and
3. Required 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, Palakkad 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 bid, **EMD of Rs. 10,000.00**. 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, Palakkad**

Unsuccessful Service Provider's EMD will be discharged/ returned as promptly as possible 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

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:
To sign the contract;

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, Palakkad Chapter 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 **11.00 A.M. on 03.07.2018**. 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 quotations, in the presence of Service Providers' representatives who choose to attend at **3.00 P.M. on 04.07.2018** at Palakkad Chapter, Silk Mark Organisation of India., CSB Complex, Vallekulam, Pallathery, Palakkad. 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 quotation 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 quotation, 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 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 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)

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, license fees, etc., incurred until delivery of the contracted goods/services to the SMOI. **It may be noted that SMOI will not issue any tax/duty confessional certificate.**

Insurance

The Service provider shall Insure the materials for 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 electrical short circuit etc.

Payment

Payment of the contract price shall be made to the Service Provider by PFMS/RTGS 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 Senior Executive,
Silk Mark Organisation of India
Palakkad chapter
(P.O) Pallathery
PALKKAD - 678 007

Sir,

Having examined the Bidding Documents, the receipt of which is hereby duly acknowledged, the undersigned, offer to supply and deliver infrastructure for Silk Mark Vanya Silk Expo, 2018, Kochi in conformity with the said Bidding Documents for the sum of Rs.....(Rupees only) (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.

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 _____ 2018 _____

Signature

In the capacity of

Duly authorized to sign the bid 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 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

said _____ (For the SMOI)

in the presence of : _____

1.

2.

Signed, Sealed and Delivered by the

said _____

(For the Service Provider)

in the presence of : _____

1.

2.

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	GST No.	
8	PAN Card No	
9	Bank Details Name of the Bank Branch Account No IFSC Code	
10	Any other relevant information	

Format for Financial quote
VENUE: RENA EVENT HUB, KALOOR, KOCHI

SINo	Particulars	Specifications	Quoted price (per Unit/ Sq.ft/ Nos.)
1	<p>Fabrication of Stalls with facia – computer vinyl letters Each Stall fabricated by Octonorm Boards (Only new boards to be used) furnished with Octonorm Table - 2 Nos, System Chairs – 2 Nos, Spot Lights – 3 Nos., 5/10 Amp power socket – 1 No. (Concealed Wiring) - Rack As per the design enclosed - projected from the central panel with three Shelves 5 ft H x 8ft W and 1.5 ft Projection steel or wooden racks with 3 shelves thickness (capable of taking the weight of silk sarees and other products)</p>	<p>41 STALLS AS PER THE LAY OUT PLAN ENCLOSED</p> <p>Size : 3 Mtr x 2 Mtrs</p>	
2	<p>Fabricating Vanya Theme Pavilion 3 side covering with entrance and exit, side half fencing (with Octonorm System Partition – Only New Boards) Front Facia with computer Vinyl letters as per specifications</p> <p>Branding of the pavilion – Metal Frame with Flex Printing as per the art work provided by SMOI</p> <p>Octonorm Table</p> <p>System Chairs</p> <p>Spot lights</p> <p>5/10 Amp Power Socket</p> <p>Waste Basket</p>	<p>Size 9 Mtrs x 6 Mtrs</p> <p>6 Nos</p> <p>4 Nos</p> <p>8 Nos</p> <p>2 Nos</p> <p>1 No.</p>	
3	<p>Silk Mark Pavilion & Silk Testing Counter with Octonorm System Partition (Only New Boards)</p> <p>Octonorm tables</p> <p>System Chairs</p> <p>Spotlights</p>	<p>Size 3 Mtrs X 6 Mtrs</p> <p>6 Nos.</p> <p>3 Nos.</p> <p>4 Nos.</p>	
4	<p>Office with Octonorm System Partition (Only New Boards)</p> <p>Octonorm Tables</p> <p>Chairs</p> <p>Waste Basket</p> <p>Power Plug</p>	<p>Size 6 Mtrs X 3 Mtrs</p> <p>4 Nos</p> <p>6 Nos</p> <p>2 Nos</p> <p>1 No</p>	

5	VIP Lounge	Size 6 Mtrs X 3 Mtrs, scalloping in white Executive Sofa (to seat 4) - 1 No. Glass topped Coffee Table – 1 No. Pedestal Fan – 1 Nos Fresh Flower Pot	
6	Entrance Gate Arch - Box Type, Metal frame with back lit Flex printing frame fixing with inside light Width 30 feet, Height 16 feet – As per the art work provided	1 No.	
7	Hall Entrance Gate (8 Mtrs arch)	Arch Type – balloon decoration and Brandings as per the art work provided	
8	Ticket Counter with one window Tables Chairs Tube Lights Spot Light	Size 3 Mtrs X 2 Mtrs 1 Nos 2 Nos 1 Nos 1 No.	
9	Sound Proof Generator (125 KV) for 6 days (11.00 AM to 8.00 PM) including Diesel	1 Set	
10	P.A.System	With Stand Mike – 2 Nos Cordless Mike – 2 Nos Box type Speakers – 4 Nos	
11	Security (Day & Night)	Per day 6 Men + 2 Women for 6 days 2 men on 19.07.18	
12	Metal Detector (Hand Type)	1 No.	
13	Fire Extinguisher	4 Nos	
14	House Keeping	2 persons per day for 6 days	
15	Mirrors - Life Size (5 feet Mirror) – Well polished	2 Nos	
16	Taking Still Photos of the inaugural function Good quality photographs suitable for printing works	3 Copies of CD to be provided	
17	Inaugural day function	Flower decoration Brass Lamp _ height 5 ½ Feet – 1 No. Flower Bouquets – 5 Nos. Ribbon cutting & Lamp Lighting arrangements	
18	Participants List Flex Board with frame (As per the art work provided)	Size : 15 X 10 Feet	

B	Optional Services		
	<ol style="list-style-type: none"> 1. Additional Focus lights (MH) 2. Additional Spot Light 3. Stage for inauguration day 4. P.A.System for inauguration function with Stand Mike -2 nos., Cordless Mike – 2 Nos., Box Type Speakers – 4 Nos 5. Additional carpeting - Rate per Sq. Feet (only New Carpets) 6. Additional Octonorm table 7. Round Glass table 8. Cushioned Nova Chair 9. Cushioned Chair with arm 10. Pedestal Fan 11. Spot Lights 12. Illumination lightings 13. Additional panel 14. Arch gates at different locations of the city 15. Providing Drinking Water with disposable glasses – Rate/ 20 Ltrs Can + 100 glasses 16. Silk Mark Branding (In side the hall): Hoardings of Different sizes (Rate to be quoted per Sq. Ft.) 17. Silk Mark Branding (Out Side the hall): Hoarding of different size (Rate to be quoted per Sq. ft. including Govt. Taxes) 18. List of Authorised Users in Kerala Size 15 X 10 Feet 19. LED Screen (52 ") with DVD etc 20. Other Services the firm can extend during the Expo 		

TERMS AND CONDITIONS:

1. **RATES AND APPLICABLE TAXES:** The parties should clearly quote the rates on per unit/sq.mtr 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 an EMD of Rs. 10,000.00 (Rupees Ten Thousand Only) drawn in favour of “Silk Mark Organisation of India, PALAKKAD” by a Demand draft / Pay order payable at Palakkad 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 Assistant Director (Insp), Silk Mark Organisation of India, Palakkad Chapter, CSB Complex, Vallekulam, (P.O) Pallatheri, Palakkad - 678 007** is **3rd July 2018 up to 11.00 A.M.** The envelope containing the competitive quotation should be sealed and submitted duly super scribing on the envelope as “**QUOTATION FOR SILK MARK - VANYA SILK EXPO, 2018, KOCHI - INFRASTRUCTURE**” at the above address.
6. **OPENING THE QUOTATIONS:** The quotations will be opened on **04.07.2018 at 3.00 PM** at the Palakkad Chapter, Silk Mark Organisation of India, CSB Complex, Vallekulam, Pallatheri, Palakkad - 678 007.
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 30 days from the date of opening of the quotation. The EMD of the successful bidder shall be adjusted in the final payment.
9. **RIGHT TO ACCEPT OR REJECT:** Silk Mark Organisation of India, Palakkad 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: **Assistant Director (Insp), Silk Mark Organisation of India, Central Silk Board, CSB complex, Vallekulam, Pallatheri (P.O), Palakkad - 678 007 (Phone: 0491 - 2583011).**

Assistant Director (Insp)
Silk Mark Organisation of India.
Palakkad Chapter

RACK DESIGN

Rack Size : 5' h x 10' w x 1.5' projection

Or

Steel Rack 5'H x 8'Hx 1.5 ft projection

1' thickness Octonorn board or wooden plank for
10ft or 8 ft length x 1,5 ft width projection



