

**GOVERNMENT OF MEGHALAYA  
DIRECTORATE OF INFORMATION AND PUBLIC RELATIONS,  
MEGHALAYA, SHILLONG**

∴

Exh.2/2017-18/17

Dated, Shillong, the 15<sup>th</sup> September 2017

**NOTICE FOR EXPRESSION OF INTEREST (EOI) FOR APPOINTMENT OF ORGANISATION/AGENCY FOR CONCEPTUALIZING, DESIGNING AND MAINTENANCE OF MEGHALAYA PAVILION IN INDIA INTERNATIONAL TRADE FAIR (IITF) 2017 AT PRAGATI MAIDAN, NEW DELHI.**

Applications are invited from Reputed/Experienced Bonafide/Expert Organization/ Agencies desirous of association with the Directorate of Information and Public Relations, Government of Meghalaya, Shillong for conceptualizing, designing and maintenance of Meghalaya Pavilion in India International Trade Fair (IITF) 2017 at Pragati Maidan, New Delhi. The work also includes interior decorations of the Meghalaya Pavilion. The theme of the India International Trade Fair (IITF) is **“Start up India: Stand up India”**.

Intending organizations/agencies must note that the bid has to be submitted in two parts, **Technical Bid** and **Financial Bid** in separate covers. The **“Technical Bid”** will contain the CD showing at least three 3D-designs with views from different angles for the space in CD/Pen drive including power point presentation of the details layout of the design and other documents as mentioned in the EOI details and Hard copy of the design (Inside the envelope containing technical bid). The **“Financial Bid”** will only contain the financial proposal. The two separate covers will have to be inserted in a Third Cover duly sealed and submitted as EOI offer.

The bidder should submit a proposal indicating details of concept, creativity, design, quality, material used, detailing of deliverables and overall execution of work. Detailing of signages, bunting, and gates etc is also necessary. The designs should be in accordance with the regulations of the IITF/ITPO (layout plan of Hangar 1 and Notes at Annexure – I).

The EOI should be addressed to the **Director of Information and Public Relations, Meghalaya, Shillong – 793001** by designation only. The word **“EOI Meghalaya Pavilion, IITF 2017”** should be super scribed on the third sealed cover containing Technical Bid and Financial Bid.

This Expression of Interest is intended to select an Organization/ Agency for the below mentioned Scope of Work.

Agencies having experience of similar work and suitable financial capability as per the eligibility criteria may submit their application with all supporting documents on or before **3<sup>rd</sup> October, 2017 by 2:00 P.M.** either by post or by hand. The application should be accompanied with a non-refundable processing fee of Rs.1,500/- and a bid security of Rs.30,000/- only in the form of Demand Draft in favour of the **“Director of Information and Public Relations, Meghalaya, Shillong”** payable at Shillong. This Directorate shall not be responsible for postal delay, if any.

### **Eligibility Criteria:**

1. The bidder should be an Organization/ Agency, Corporate House or Private Limited Company which has minimum of 3 years experience in handling State Pavilions at India International Trade Fair (IITF) and have sufficient understanding of Concept Designing, fabrication which is same or similar to the Scope of Work. Documentary proof to be submitted.
2. Should have a strong financial background with an average turnover of Rupees Rs.40 lakhs in the last 3 years.
3. Sufficient human and other resources, knowledge and experience to provide the Scope of Work as contemplated, and the Scope of Work Agreement, including, without limitation, a sufficient number of suitable qualified employees or contract employees who will be involved in the provision of the Scope of Work.
4. Agencies are required to submit the documentary evidence of the following:
  - i) Permanent Account Number/Service Tax Registration No.GST registration.
  - ii) Particulars of Registration with EPF/Other statutory authorities.
  - iii) List of Technical personnel required for similar type of work.
  - iv) Certificate from a practicing Chartered Accountant duly supported by Accounting Reports certifying the audited turnover during the last 2 financial years ending 31<sup>st</sup> March, 2017.
5. The bidder should have experience of providing or conducting and fabrication of State Pavilion at IITF. In support of the above experience, following documents/details shall be submitted along with the bid:
  - i) Job Completions/Interim Completion Certificate (s), etc.,
  - ii) Copy of Contract/Agreement/Award Letter/Work orders from the employer and running details raised by the applicant.
  - iii) Manpower detail indicating specialist/expertise components of works in the project and including their names and complete profile.
6. The bidder should not be blacklisted or currently be in the process of being black-listed by any Government Departments, Undertaking and Agencies in India.
7. Agencies satisfying the above criteria shall be required to make a suitable technical/ Power Point presentation in the Tender Committee.

### **Objective of the Assignment:**

For conceptualizing, designing and maintenance of Meghalaya Pavilion in the India International Trade Fair (IITF) 2017 at Pragati Maidan, New Delhi

### **Scope of Work:**

The agency is required to successfully complete the following tasks:

1. Designing of the display area according to the theme of IITF 2017 “**Start up India: Stand up India**”, office room, small store room and sale/exhibits counters in an allotted area of 195 Sq.Mtr in Hangar 1, Pragati Maidan, New Delhi (layout plan at Annexure-I).
2. Display area to be inclusive of reception counter, interior decoration/digital design for display of photographs in backlit vinyl.
3. Providing of cushion chairs, sofa, table in the office room.

4. Design of front facia, gate feature/entry for pavilion. (Notes at Annexure-I)
5. Providing of sale/exhibition counters with shelves at the back in a space area of about 70 - 80 Sq. mtr approximately. The front portion of the sales counters should be sealed properly to prevent theft during the Fair.
6. Providing video/CD projection system/Plasma screen with stable power supply through UPS.
7. Providing one computer with one laser printer cum scanner, UPS and uninterrupted internet connections in the office room.
8. Installation of CCTV cameras at entry/ exit gate and vantage points of the pavilion to cover the visitors to prevent any theft or sabotage.
9. Providing of jute matting in the path ways.
10. Providing of floral decoration with potted and ornamental plants.
11. Providing suitable lighting in the Pavilion with stable power back up for the exhibits and adequate emergency lights in case of power failure.
12. Providing with sufficient Nos. of fans and Fire extinguishers in the Pavilion Hall.
13. Providing of one refrigeration facility for perishable agriculture products.
14. The materials to be used for all items of works should be clearly specified in the proposal and reflected in the CD and power point presentation.
15. Providing of audio equipments during the period of the Fair. (14<sup>th</sup> to 27 November).
16. Maintenance of the Meghalaya Pavilion and the exhibits during the period of the IITF from 14<sup>th</sup> to 27<sup>th</sup> November, 2017 including deployment of 2 Security Guards.
17. Providing of tea/coffee, drinking water and lunch to the participants of Meghalaya Pavilion from 14<sup>th</sup> – 27<sup>th</sup>, November, 2017 and refreshment for VIPs during inauguration.
18. Transportation of the Exhibits by Truck to Meghalaya Pavilion, Hangar-1, Pragati Maidan, New Delhi from Shillong and bringing them back after the Fair is over. Exhibits to be insured before transporting.
19. Arrangement of transportation for entrepreneurs from Meghalaya House, Vasant Vihar, New Delhi to Pragati Maidan and back during the Fair from 14<sup>th</sup> to 27<sup>th</sup> November, 2017.
20. Selected firm should apply and obtain the NOCs for Meghalaya Pavilion from (i) Fire Service, New Delhi, (ii) Inspector Electrical for electrical installation and (iii) DCP (Licensing), Delhi Police for performance License in respect of Meghalaya Pavilion for IITF-2017. All the NOCs should be obtained before the commencement of the Fair.
21. The selected Organisation/Agencies will have to submit the layout of the design of the Pavilion to Architecture Division (ITPO) for approval and to complete the entire job within 10<sup>th</sup> November, 2017.

### **FINANCIAL BID:**

1. The tendering firms should quote the rates **item wise/work wise**, and the total amount quoted should be realistic and reasonable and inclusive of all taxes.

### **BID EVALUATION:**

The proposals so received will be evaluated in terms of both Technical and Financial parameters with respective weightage of 70% and 30% as per the table below:

Sr. No.	Particulars	Maximum Score
1.	1. Processing Fee 2. Bid Security	5
2.	1. Establishment in India 2. Meeting the basic eligibility criteria of average annual turnover of the last 3 years.	5
3.	1. Permanent Account Number/Service Tax Registration No./GST registration 2. Particulars of registration with EPF/other statutory authorities 3. List of Technical Personnel for similar type of work. 4. Certificate from a practicing Chartered Accountant certifying the audited turnover during the last 2 financial year ending 31 <sup>st</sup> March 2017	5
4.	1. Past Experience and knowledge in conceptualising/designing, fabrication and maintenance of Pavilions IITF. 2. Prizes have been won by the Firm if any with regard to designing and fabrication of Pavilion in IITF and the same must be supported with documentary evidence. 3. Submission of 3D designs with views from different angles for Meghalaya Pavilion, IITF-2017	15
5.	Technical and Power Point Presentation before the Tender Committee	40
	SUB TOTAL	70
	Financial Offer/Parameters	30
	TOTAL	100

The financial offer (inclusive of all taxes) must be submitted in the following format:

Sr. No.	Project Deliverables	Amount
1.	The tendering firms should quote the rates <b>item wise/work wise</b> and the total amount quoted should be realistic and reasonable and inclusive of all taxes.	

The financial weightage carrying 30 marks will be computed on the basis of overall percentage of agency charges quoted for the proposed project. The bidder quoting the lowest will be equated with maximum of 30 marks and for all other applicants marks will be calculated downwards on pro rata basis.

**The Director of Information and Public Relations, Government of Meghalaya reserves the right:-**

1. To scrutinise application by the Tender Committee of the Government in the Department of Information and Public Relations comprising of members/representatives of the Tender Committee as notified by the Government.
2. To postpone/change/cancel the above mentioned date, modify the terms and conditions, include new items and conditions, split and distribute the work amongst more than one agency, etc. in the interest of the project without assigning any reason whatsoever.
3. To be at its discretion to also ask for further certifications, etc. anytime as and when required.
4. To be at liberty to cancel the advertisement/pre-qualification of the agency against the above notice at any time without assigning any reason whatsoever for which no claim whatsoever on any ground shall be entertained.
5. To verify particulars furnished by the Organisations/Agencies independently and if any information furnished by any of the Organisations/Agencies is found incorrect at any stage, the agency shall be liable to be debarred from tendering/cancellation of order including imposition of penalty or any other action as deemed necessary.
6. To accept or reject any or all the application received, at its own direction without assigning any reasons whatsoever for which no claim on any ground shall be entertained. EOIs in which additional conditions are put forth by the agencies shall be summarily rejected.
7. In the event of failure to complete the work in time or not according to specification by the selected tenderer or refusal to undertake the work allotted to them either expressly or otherwise, the Security Deposit will be forfeited and the work order will be cancelled.

Sd/-  
Director  
Information and Public Relations,  
Meghalaya, Shillong

## HANGAR 1 & 2 AT ERSTWILE HEALTH PAV., HALL-20 (MoUD) & HALL-17

### HALL SPECILISATION

HANGAR HALL - 1	STATES PAVILIONS
HANGAR HALL - 2	STATE PAVILION & MISC

FOOD COURT-2

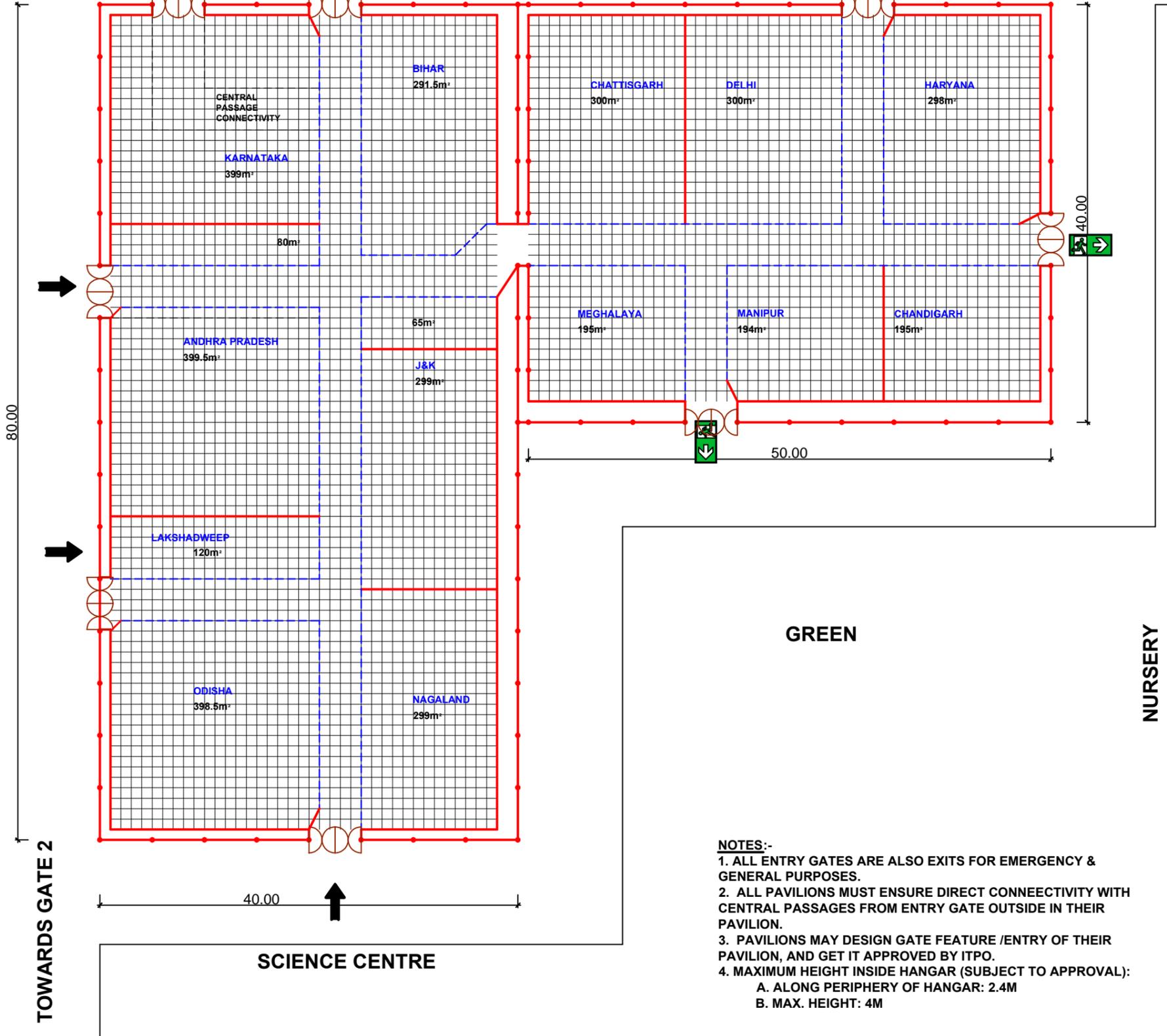
TOWARDS HALL-7

PARKING AT GATE-1

TOWARDS GATE 1

HANGAR 2

HANGAR 1



- NOTES:-**
1. ALL ENTRY GATES ARE ALSO EXITS FOR EMERGENCY & GENERAL PURPOSES.
  2. ALL PAVILIONS MUST ENSURE DIRECT CONNECTIVITY WITH CENTRAL PASSAGES FROM ENTRY GATE OUTSIDE IN THEIR PAVILION.
  3. PAVILIONS MAY DESIGN GATE FEATURE /ENTRY OF THEIR PAVILION, AND GET IT APPROVED BY ITPO.
  4. MAXIMUM HEIGHT INSIDE HANGAR (SUBJECT TO APPROVAL):
    - A. ALONG PERIPHERY OF HANGAR: 2.4M
    - B. MAX. HEIGHT: 4M