

## TENDER DETAILS

### SCOPE OF WORK:

1. Interior decorations, maintenance, etc. of Meghalaya pavilion during India International Trade Fair (IITF) 2015.

#### Technical Bid:

1. Preparation of a 3-D Model (in scale) of the Meghalaya Pavilion with the Front Facia based on the proposed theme i.e. "Make in India" relevant to the State.
2. Providing thematic Interior Decoration on the three walls and floor area of the exhibition hall, the area of the Pavilion is 460 sq.m approximately. The scope of work includes the following which should also be reflected in detail in the 3-D Model.
3. Providing of the thematic 3-D model (in scale) and also on CD as Power Point Presentation; a **Ground Plan of the submitted 3-D Model duly signed by an Architect.**
4. Providing of diorama depicting "Make in India" unique to the State.
5. Providing of frame/box duly fitted with electrical fittings i.e. back lit, attractive turn table with adequate load rotating capacity, attractive scroller device of appropriate size and blow up of suitable photographs in vinyl/translide for display through back lit projection with attractive design format.
6. Providing of stalls with shelves at the back and sales counter in the front, in a space area of 200 sq.m. Approximately.
7. Providing of Reception-cum Enquiry Counter in the Pavilion.
8. Providing video/CD projection system with stable power supply through UPS and Plasma screen.
9. Providing two computers with one laser printer cum scanner, UPS and uninterrupted internet connections in the office room/hall.
10. Installation of CCTV cameras at entry and exit gate and vantage points of the pavilion to cover the visitors to prevent any theft or sabotage.
11. Providing of jute matting in the path ways.
12. Providing of floral decoration with potted and ornamental plants inside and outside the Pavilion.
13. Providing suitable lighting in the Pavilion for the exhibits and adequate emergency lights in case of power failure.
14. Designing and display of exhibits.
15. Providing with sufficient Nos. of fans/air conditioners in the Pavilion Hall.
16. Maintenance of Fire Fighting System in the Pavilion and obtaining of NOC form Fire Service, New Delhi.
17. Providing refrigeration facility for perishable agriculture products.
18. The materials to be used for all items of works should be clearly specified and reflected in the 3-D model and on CD.
19. Providing of audio equipments during the period of the Fair. (14<sup>th</sup> to 27 November).
20. 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, 2015 including deployment of required numbers of Security Guards.
21. Providing of tea/coffee and lunch to all the participants of Meghalaya Pavilion from 14<sup>th</sup> – 27<sup>th</sup>, November, 2015.
22. Transportation of the Exhibits by Big Truck (Container Body) to Meghalaya Pavilion, Hall No.16, Pragati Maidan, New Delhi from the office of the Directorate of Information and Public Relations, Meghalaya, Shillong and bringing them back after the IITF 2015 is over. The rate per Truck (Container Body) is to be indicated. The Exhibits to have insurance cover for Shillong-New Delhi journey and back.
23. Providing of Hand-held and walk through metal detector at the entrance of the Pavilion alongwith qualified security personnel for checking visitors before entry inside the Pavilion.
24. **The Tenderer must have an annual turnover of more than 40 lacs for last 3 years. Documentary proof to be submitted.**
25. **The Tenderer must furnish a List of Exhibition projects handled till date duly supported by photographs and other documentary proof.**
26. The Tenderer must have 5 years experience in handling State Pavilions at India International Trade Fair at Pragati Maidan, New Delhi. Documentary proof to be submitted.
27. **The Tenderer must indicate if any prizes have been won by the Firm with regard to the Exhibition Projects handled** by the Firm and the same must be supported with documentary evidence.

28. The Tenderer should note that the prescribed interior decoration work of the exhibition hall, front facia, designing of exhibits, blowups of photographs and diorama etc. should be harmonious with the theme and Traditional Culture of the State and should reflect its life, Culture and potential of the State.
29. The selected Tenderer/Firm 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, 2015.
30. Proposals are liable to be summarily rejected if the firms do not submit the 3-D Model, all supporting documents and the EMD.
31. Blown up Vinyl Photographs displayed in the Fair should be sent to Directorate of Information and Public Relations, Shillong after the Trade Fair.

#### **FINANCIAL BID:**

1. The rate quoted must be in detail for each item of all works including transportation charge, incidental charges and statutory taxes, if any.
2. Service Tax, if any should also be inclusive in the rates to be quoted.
3. The tendering firms should quote the rates **item wise/work wise**, and the total amount quoted should be realistic and reasonable.

#### **GENERAL TERMS:**

1. The tendering firm should be financially sound and copy of the audited balance sheet of the firm for the last two years from a Chartered Accountant must be submitted with the tender.
2. The tender should be accompanied by Earnest Money of ₹ 20,000/- in the form of Bank Draft in any Nationalized Bank to be pledged in favour of *the “Director of Information and Public Relations, Meghalaya, Shillong”*. The Earnest Money is refundable to the unsuccessful Tenderers. In case of successful tenderer the amount will be converted into a Security Deposit and in addition the successful tenderer has to deposit another ₹30,000/- to make a total amount of ₹ 50,000/- as security Deposit till the satisfactory completion of the work. The Tenderer must submit documentary evidence in support of appreciation of the work carried out for different Clients.
3. The tenderer should note that the prescribed Interior Decoration work of the exhibition hall, front facia, designing of exhibits, blowups of photographs and diorama etc. should be harmonious with the theme and traditional culture of the State and should reflect its life, culture and potential of the State. Request for enhancement of rates during the contract period or request for advance payment shall not be considered under any circumstances.
4. Latest Professional Tax Clearance Certificate in the name of the firm and not in individual's name, should invariably be submitted along with tender papers. PAN/TAN is also to be submitted.
5. Salvage value of the materials which the tenderer may obtain/retain on demolition of the decoration structure on conclusion of the IITF 2015 to be offered if any, should be quoted in terms of percentage of the total quoted amount.
6. **Selected firm should apply and obtain the NOCs for Meghalaya Pavilion from (i) Fire service for Firefighting system, (ii) Inspector Electrical for electrical installation and (iii) DCP (Licensing), Delhi Police for performance License in respect of Meghalaya Pavilion for IITF-2015. All the NOCs should be obtained before the commencement of the Fair.**
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.
8. The tender should be addressed to the **“Director of Information and Public Relations, Meghalaya, Shillong – 793001”** by designation only. The word **“Tender for Interior Decoration of the Meghalaya Pavilion”** should be superscribed on the sealed cover containing the tender in two Bids Format i.e. Technical Bid and Financial Bid.
9. The Director of Information and Public Relations, Meghalaya, Shillong is not bound to accept the lowest tender and reserves the right to accept or reject any or all tender without assigning any reasons thereof.

**NOTE: THE TENDERER MUST SUBMIT THE CASH RECEIPT IN ORIGINAL ISSUED BY THIS DIRECTORATE TOWARDS COST OF TENDER DETAILS ALONG WITH THEIR TENDER, IN ABSENCE OF WHICH, THE TENDER WILL BE SUMMARILY REJECTED.**

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