



## केन्द्रीय आयुर्वेदीय विज्ञान अनुसंधान परिषद्

(भारत सरकार स्वास्थ्य एवं परिवार कल्याण मन्त्रालय के अधीन गठित स्वशासी निकाय)

जवाहर लाल नेहरू भारतीय चिकित्सा एवं होम्योपैथी अनुसंधान भवन

नं. ६१-६५, इन्स्टिट्यूशनल एरिया, सम्मुख 'डी' ब्लॉक, जानकपुरी, नई दिल्ली-११००५८

## CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES

(An autonomous organisation under Ministry of Health & Family Welfare, Govt. of India)

Jawahar Lal Nehru Bhartiya Chikitsa Evam Homeopathy Anusandhan Bhawan

No.61-65, Institutional Area, Opp. 'D' Block, Janakpuri, New Delhi-110058

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Dated 1.9.2014

### NOTICE INVITED TENDER

Sub:- NIT for Design/Fabrication/Fair/Display of theme (Interior) and Transportation of exhibits for Arogya Exhibitions/Melas to be organized at State Level throughout the Country.

1.1 Sealed quotations are invited by the Central Council for Research In Ayurvedic Sciences (CCRAS) New Delhi from reputed agencies engaged in organizing exhibition, structure fabricating & design fabrication, decoration, printing, panelling and display of theme (interior) of Arogya Fair/Exhibitions/Melas to be organized at State Level throughout the Country. The tender document is available at a price of Rs. 200/- from CCRAS, Office New Delhi may be downloaded from the website [www.ccras.nic.in](http://www.ccras.nic.in) and cost of tender document is submitted in form of Demand Draft / Pay Order in favour of Director General, CCRAS, New Delhi payable at New Delhi.

#### 1.2 Organisation Brief

CENTRAL COUNCIL FOR RESEARCH IN AYURVEDIC SCIENCES

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- 1.3 The firm/agencies must have minimum 03 (three) years experience in designing & fabrication.
- 1.4 Bidders must furnish full data and information as required in the tender document, incomplete and unsigned bids will be rejected.
- 1.5 Award of work against the tender is at the sole discretion of Director General, CCRAS, New Delhi as per rule and Director General, CCRAS New Delhi reserves the right to accept or reject any or all tenders without assigning reasons thereof and also he is not bound to award work to the lowest Bidder.
- 1.6 The document shall have to be submitted along with a refundable security bid fee of Rs. 50,000/- (Rupees fifty thousand only) by DD/Pay Order in favour of Director General, CCRAS, New Delhi payable at New Delhi.
- 1.7 Bids documents submitted without the tender cost will not be entertained.
- ✓ 1.8 Sealed Tenders may be submitted to CCRAS (Hqrs) New Delhi latest by 22-9-2014<sup>5 pm</sup> which will be opened on 23.9.2014 at 11.00 a.m in the present of authorised representatives of the Bidders who desire to be present.
- 1.9 Canvassing shall be deemed as reason for disqualification.

## **2. Instructions to Bidders**

### **2.1 Eligibility and Qualification of the bidder**

Agencies applying for the bid should have preferably

- (i) An office in New Delhi.
- (ii) Designed & Fabricated and Supervised at least 05 similar exhibition works (out of which three exhibition work should be in any state or Delhi) in the last 3 financial years. (Submission of work orders/letters relating to eligibility criteria must).
- (iii) Agency also should have an exhibition turnover of not less than Rs. 25 lakh (Rupees twenty fifty lakh) in a financial year during the mentioned period (to be substantiated with documents, especially work orders). The agency preferably has executed similar work with similar area for the pavilions/stalls in large Industrial exhibitions in the last three years anywhere in the country.

### **2.2 Rates and Quotes**

The rates quoted shall be inclusive of all taxes and duties as applicable as per law. The quoted rates shall be firm and shall not be subject to any change whatsoever. Agencies should quote rates for 500 sq.mt (Ground Floor theme area) exhibition space and also rate as per details mentioned at S. No. 4 which is to be occupied by 2 to 6 different participants (may vary) and CCRAS, New Delhi.

### **2.3 Tender Contents**

The tender shall be submitted in ONE large sealed packet, named and duly marked as "Strictly Confidential- Bid for Designing, Fabrication display of theme (interior) and transportation of Exhibition /Melas of AROGYA/AYUSH. The contents of the packet are described below.

There will be three (03) sealed envelopes duly marked as follows: -

- i) "Envelope 1 – "Technical Bid".
- ii) "Envelope 2 – Design of pavilion".
- iii) "Envelope 3 – Financial bid for design, fabrication and display".

**Envelope 1 should contain the following:-**

- Bid security Rs. 50,000/- in form of Account Payee Demand Draft, Fixed Deposit Receipt, Bankers Cheque or Bank Guarantee from any of the Commercial Banks in an acceptable form, safeguarding the purchaser's interest in all respects. The bid security is normally to remain valid for a period of forty five days beyond the bid validity period. The bid validity period is 90 days from the last date of bid submission.

- Bid securities of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract.
- Proof of bidder's qualification to participate in tender in terms of clause 2.1.
- Copies of Service Tax registration certificate and Trade license.
- Copy of PAN Card.
- Balance sheet for last three years duly approved by C.A.
- Copies of I.T return for last three years.
- The Tender Document- The original Tender Document shall be duly signed on all pages.

**Agency details:-**

1. Name of the person duly authorized to clarify, negotiate and finalize the tender along with telephone, e-mail and fax numbers.
2. No. of years in this field.
3. Past experience of exhibition stall fabrication supported by photographs and work.
4. Orders/letters (attached annexure must be filled for quality evaluation).

**NB:-**

Signing of Tender: Persons tendering shall submit their Tenders duly ink signed on all pages. Signature will indicate acceptance of the contents of the tender papers. Corrections and alterations, if any, are to be signed.

***Envelope 2 should contain the following:-***

The design of stall -not more than 02 options.

***Envelope 3 should contain the following:-***

1. The price (inclusive of all taxes and duties as applicable) for Design, Fabrication, Decoration, Printing, Panelling and display of pavilion for 500 sq.mt. area of ground floor) comprising 2 to 6 different enclave/stalls (may vary) and CCRAS, New Delhi strictly as per details provided at S. No. 4.
- 2.4** Bidders should put all the 3 envelopes in a common sealed envelope addressed to "D.G, CCRAS, New Delhi. Each sealed cover shall be marked Arogya fairs. If the envelopes are not sealed and marked as instructed shall not be entertained. CCRAS will assume no responsibility for the misplacement or premature opening of the tender. A tender opened prematurely due to this sub-clause may be rejected and returned to the bidder.

## 2.5 Time of submission

The tenders must reach the office of CCRAS by 29-9-2014 by 5.00 PM CCRAS may, at its own, sole discretion, extend the deadline for submission of tenders by issuing an amendment in accordance in which case all rights and obligations of CCRAS and the bidders, previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

## ✓ 2.6 Pre-Bid meeting

There shall be pre-bid meeting on 16.9.2014 at ~~11.00~~ <sup>3.00 PM.</sup> am in the Committee Room No. 223, CCRAS, New Delhi.

## 2.7 Opening of tenders:

✓ The tender shall be opened on 23-9-2014 at 11.00 am in presence of such representatives of the bidders who wish to be present.

## 3. Evaluation of Tenders

The bids will be evaluated on the basis/parameters given below: -

### *Stage I*

The design bid i.e. envelope 2 (two) of those bidders who have submitted all documents in envelope I (one) under clause 2.3 and satisfy the eligibility and qualification criteria as stated in clauses 1.6 and 2.1 of the Tender Document, will be opened.

### *Stage II*

The agency will have to make presentations before the evaluation Committee.

The evaluation of the bid proposals will be based on the following parameters

#### i. Presentation of design – 100 marks

(The presentation would comprise design, presentation and visual impact and quality appreciation of past fabricated work of pavilions) a maximum of 2 design options.

The presentation should comprise of model/mock-up and 3-D presentation.

Out of the 100 marks (as indicated against i above) a minimum of 60 marks will have to be obtained by an agency to qualify for opening of the financial bids.

ii. Financial bid –As per S. No. 4

The financial proposal would be evaluated and L-1 will be selected. In case of a tie, the bidder with the higher score against quality evaluation in the presentation (as stated in i above) shall be selected.

4. **The bidder should quote for stall design. Fabrication and display based on the following specification.**

S. No.	Particulars	Tentative No.	Rate (In ₹)	Gross Amt. (In ₹)
1.	Entrance gate for stall of Deptt. of AYUSH and participating councils/institutes in octanorm system mixed with wooden structure of size 3 mtr width and 3 mtr height with back lit translite on both sides of gates of size 2.5 mtr X 1 mtr. with tube lights provisions for a period of event.	7	Per gate	
2.	Name fascia with logo of Deptt. of AYUSH and participating Council's/Institutes on top of the gate in digital solvent vinyl print mounted on 3 mm sun board with tube lights provisions for a period of event.	7	Per fascia	
3.	Back lit mural printed on back lit flex star media of size 2.5 mtr width to 2.5 mtr(ht) with steel framing including fixing the same site on octanorm system with tube lights provisions for a period of event.	14	Per mural	
4.	Complete flower decoration of the pavilion including gates, murals with the fresh flowers for a period of event and rangoli at the entrance on first day.	-	Lump Sum	
5.	Providing on rent real decorative fresh live plants with pots and plates (as per need tentative minimum 500 plants) for decoration of the theme pavilion for a period of event.	-	Lump Sum	
6.	Fixing of translite (39"X 48") system made out of octanorm	As per requirements	Per box	

	system with tube lights provisions and planter box below made in octanorm system for a period of event (min 100)			
7.	Providing and Fixing octanorm panels of size 1mtr width to 2.5mtr as per layout of the theme pavilion. (minimum 100)	-do-	Per box	
8.	Providing and fixing spot lights with 100 w lights in pavilion for a period of event (minimum 100).	-do-	Per light	
9.	Providing and fixing power socket of 5/15 Amp for a period of event (minimum 20).	-do-	Per socket	
10.	Providing plasma/LCD 42'' with DVD player and stand for a period of event (minimum 7).	7	Per set	
11.	Providing and Fixing of stage 2'high of size 12'X10'with foam on top of it for a period of event.	As per requirement	Per stage	
12.	Providing sound system with cordless MIC (3 no.), Speaker (2 no.), amplifier for a period of event.	As per requirement	Per set	
13.	Providing furniture to each stall as per requirement for a period of event, such as Reception Table (special curved design – (minimum 7). Counter table size 1 mtr X 0.5 mtr. X 0.7 mtr in octanorm system (minimum 50) Chairs (minimum 50) Glass self for display of books/ raw drugs/ medicines (minimum 100) Wooden steps for demonstration of live medicinal plants (minimum 5)	As per requirements	Per table Per table Per chair Per self Per wooden step	
14.	Providing/Fixing of New Carpet of approved shade and colour/design for a period of event.	As per requirement	Per sq. mtr	
15.	Labour charges for fixing and dismantling of pavilion	-do-	Lump Sum	
16.	One laptop with printer for a period of event.	-do-	Per set	

17.	Providing of tea/coffee alongwith tea/coffee vending machine with consumable for a period of event	-do-	Lump Sum	
18.	Preparation of transliates including designing composing digital printing and 4 mm clear/040 milky GE make acrylic sheets (in size 39"X48")	-do-	Per sq. feet	
19.	Transportation charges per km including loading and unloading, toll tax and Octroi (if any) anywhere in India except J&K and North eastern states viz. Sikkim, Arunachal Pradesh, Assam, Meghalaya, Mizoram, Tripura, Manipur, Nagaland from CCRAS, Delhi and back for material of Deptt of AYUSH and participating Council/Institutes	Small vehicle (like Mahindra pick up) Medium vehicle (like tata 407) Big vehicle (like truck)	Upto 200 km. Upto 300 km 301-500 km 501-1000 km Upto 300 km 301-500 km 501-1000 km More than 1000 km	
20.	Transportation charges per km including loading and unloading and toll tax and Octroi (if any) from CCRAS, Delhi to J&K and North eastern states viz. Sikkim, Arunachal Pradesh, Assam, Meghalaya, Mizoram, Tripura, Manipur, Nagaland and back for material of Deptt of AYUSH and participating Council/Institutes	Big vehicle (like truck)	Per km	

#### Details of pavilion and event:

- i) Total area shall be approx. 500 sq. mtr it may vary  $\pm 20\%$
- ii) Each event shall be min 2/3/4 days.
- iii) In case, the event is extended more than 4 days additional 10 % of cost shall be paid extra for each day.
- iv) Daily maintenance/cleaning of stalls and security of pavilion shall be provided by firm without any extra cost.
- v) It may be noted that fabricators shall have to make use of modern/space saving and modular system for smart and sleek looks. The stalls should have a mix of plywood/modular system, glass/trass material. Usage of fire retardant material for making the pavilion/enclave.
- vi) Minor addition and alteration may have to be done depending upon requirement of the pavilion without any extra cost.
- vii) Display of panels, either backlit or front lit with cromptolux spotlights (panels will be designed and fabricated by the agency).
- viii) Adequate provision of fixing of back lit/front lit/acrylic panels.

5. (i) Performance security is to be obtained from the successful bidder awarded the contract. Performance security should be for an amount of Rs. 2,50,000/- may be furnished in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial Bank, Bank Guarantee from a Commercial Bank in an acceptable form.
- (ii) Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligation of the supplier including Warranty obligations.
- (iii) In case the selected bidder fails to provide furnished and decorated pavilion as per the work order on previous evening of the event, the performance security of Rs. 2,50,000/- shall be forfeited & empanelment of the firm shall be treated cancelled with ~~the~~ immediate effect.
- (iv) Bid security will be refunded to the successful bidder on receipt of performance security.

**6. Mode of payment:-**

- 1) 30% as mobilizing advance of accepting order and balance 70% payment released after successfully completion of the event and certified by CCRAS.

**7. Rules for designing:-**

- 1) Any design and concept presented by the agency should be in accordance with the Theme of the event.
- 2) The design should be as per the specification given by CCRAS.

**8. Insurance:-**

The agency shall be responsible for any injury to persons, animals, etc. and for any damages to the work structure and decorative works in the property which may arise from operation or neglect of himself or any of his subcontractors or of his or sub-Contractor's employees, and such injury or damage may arise from carelessness, accident or any other cause whatsoever connected with carrying out of this contract. This clause shall be held to include any damage to buildings, whether immediately adjacent to or otherwise, any damage to roads, streets, footpaths, etc., as well as any damage caused to the works forming the subject to this contract by any inclemency of weather. The agency shall indemnify the CCRAS and hold them harmless in respect of all and any expenses arising from any such injury or damage to persons or property as aforesaid and also in respect of any claim made in respect of injury and damage, under any acts of Government or otherwise, and also in respect of any award of compensation consequent upon such claims.




9. The Contractor shall comply with all the bye-laws and regulations of local and other statutory authorities having jurisdiction over the works and shall be responsible for the payment of all fees and other charges and the giving and receiving of all necessary notices, and inform the said compliance with bye-laws, payments made, notices issued and received.

10. The entire fabricated structure and fixtures provided by the successful bidder will be the property of the bidder and will be removed at his own cost expenses successful completion of the event after seeking permission from the CCRAS authorities/representative.

**11. Contract Period:**

Any contract which may result from the evaluation of the bid submitted by the successful bidder shall be for a period of one year. The contract may be further extendable for maximum three years and can only be extended for one year in one time.

  
(H.O. Kaushik)  
Administrative Officer (Admn)

## TECHNICAL DATA SHEET

Name of the Bidder :
Address :
Head of the Organization:
Office in New Delhi:
Date of incorporation of the organization:
Nature of Organization (Proprietorship/Partnership/Pvt. Ltd/Limited):
PAN NO:
Turnover for last three years:

Experience of last 3 years in designing, fabrication and supervision of stalls/pavilion	Year ending 31st March	Client company	Event	Venue & location	Area covered	Job value (in Rs)	Work order from client	Photo enclosed (yes/no)	Awards Won (Documentary evidence to be submitted)
	2011								
	2012								
	2013								

Note: Strictly follow the format using separate sheets, if necessary for submission. All submissions are to be authenticated by necessary documents.

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Signature with official stamp