

TENDER DOCUMENT FOR SELECTION OF AN AGENCY

FOR DESIGNING, FABRICATION AND BRANDING OF PAVILION &
STALLS OF MINISTRY OF MINORITY AFFAIRS, GOI.

LOCATED IN HALL NUMBER- 7G & 7H

AT INDIA INTERNATIONAL TRADE FAIR, PRAGATI MAIDAN, NEW DELHI

BEING ORGANISED FROM 14th TO 27th November, 2017



NATIONAL MINORITIES DEVELOPMENT & FINANCE CORPORATION
1ST FLOOR, CORE-1, SCOPE MINAR, LAXMI NAGAR, DELHI.
www.nmdfc.org

Uploaded on Website of NMDFC 11th October, 2017
Last Date for Submission of Bids up to 12.00 Hrs on 23.10.2017

Details about Tender: Tender Notice No. _____ of 2017

Department Name	:	National Minorities Development & Finance Corporation (NMDFC)
Address	:	The Assistant General Manager (H&A), NMDFC, 1st Floor, Core-1, Scope Minar, Laxmi Nagar, Delhi-110092. Phone: 91-11-22441438, 22441453.
Name of Work	:	Engaging Agency for Fabrication, Designing & Branding of Pavilion & Stalls of Ministry of Minority Affairs located in Hall Number-7G & 7H of India International Trade Fair, Pragati Maidan, New Delhi.
Period of Contract	:	Full Period of IITF from 14 th to 27 th November, 2017
Tender Currency Type	:	Single
Tender Currency Settings	:	Indian Rupee (INR)
Joint Venture \ Consortium	:	Not Applicable
<i>Amount Details</i>		
Bid Processing Fee	:	Rs.2,000/- in form of Demand Draft (Non Refundable)
Bid Processing Fee Payable to	:	Non-refundable DD in favour of "National Minorities Development & Finance Corporation"
EMD (INR)	:	Rs. 45,000/- (Rupees Forty Five Thousand only)
EMD in favour of	:	(Rupees Forty Five Thousand only) by DD or Bank Guarantee in favour of "National Minorities Development & Finance Corporation" from any Nationalised Bank. Bank Guarantee should be valid for a period of 180 days from the date of opening of Bid.
Expected Cost of the Work	:	Rs. 22.00 lacs (Rupees Twenty Two Lakhs only)
<i>Tender Dates</i>		
Bid Document Downloading Start Date	:	11/10/17
Bid Document Downloading End Date	:	23/10/17 at 12.00 hrs
Last Date & Time for Submission of Technical Bid & Financial Bid.	:	23/10/17 at 12.00 hrs
Date of Tender opening	:	23/10/17 at 14.00 hrs
Bid Validity Period	:	90 days from opening of price bid
Submission of certain documents, etc.	:	Submission of EMD, Bid Processing Fees, Technical Bid and Financial Bid along with other Documents from 11/10/17 at 15.00 hrs. up to 23/10/2017 at 12.00 hrs in the office of NMDFC, 1st Floor, Core-1, Scope Minar, Laxmi Nagar, Delhi - 110092.

Remarks	: Tenders will be opened on 23 rd October, 2017. At 14.00 hrs. Representatives of the bidders are invited to attend the bid opening meeting. The technical bids will be opened and scrutinised with regard to the eligibility criteria as mentioned in the Tender Document under the heading “Instructions to Bidders”. The design of Ministry Pavilion, Gates etc. submitted by the bidders will be evaluated by a Tender Evaluation Committee (TEC). Only those bidder/bidders whose design are found to be impressive & in-line with the theme of the Exhibition, will be shortlisted for next stage. The results will be up-loaded on to the website of NMDFC (www.nmdfc.org) and also on the Notice Board of NMDFC at 1st Floor, Core-1, Scope Minar, Laxmi Nagar, Delhi-110092. Financial Bids of Technically Qualified Bidder/Bidders will be opened with due notification. Representatives of such bidders will be invited to attend the Financial Bid opening. The work will be awarded to bidder (s) whose design is finally approved and accepted by the competent authority. In case of any clarification, the bidders may contact Sh. K. Sudesh, Manager (Finance), NMDFC at 22441438.
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INVITATION FOR LIMITED TENDER

National Minorities Development & Finance Corporation (NMDFC) incorporated u/s 25 of Companies Act, 1956 (now section 8 under companies Act, 2013) is organising Hunar Haat Exhibition during the India International Trade Fair, 2017 on behalf of Ministry of Minority Affairs, GOI by hiring 77 stalls comprising of approximately 693 sqr mtrs in Hall Number 7G & 7H of Pragati Maidan, New Delhi from 14th to 27th November, 2017.

2. Hunar Haat is an exhibition organized under the USTTAD Scheme of the Ministry of Minority Affairs, wherein opportunity is given to the artisans belonging to Minority Communities, to market their finest handicrafts and handloom products. The artisans are provided shared /single stall free cost. The exhibition also showcases the schemes and programme of the Ministry through an aesthetically designed pavilion and the entire area is decorated in line with the theme of the exhibition. The theme of this exclusive crafts exhibition would be “Hunar Ko Hausla”.

3. The Event Management Agency (EMA) shall be required to Design, Fabricate & Branding of the Pavilion of Ministry comprising of approximately 72 sqr mtrs in the area as earmarked in the enclosed map of Hall Number-7G & 7H and other works as indicated in Scope of Works.

4. Detailed terms and conditions are prescribed in the Tender Document, which can be downloaded from the website of NMDFC www.nmdfc.org, or Ministry at <http://www.minorityaffairs.gov.in> or CPP Portal. The bidder can approach NMDFC for any clarification with regard to submitting its bid up to 18.10.17 . The cost of works under the scope is estimated at Rs. 22.00 lacs (Rupees Twenty Two Lakhs only). The work will be assigned on Turn Key basis.

5. Bidder has to submit hard bound document duly numbered. Loose documents shall be out rightly rejected. The Tender should be submitted in the following manner:-

- i. The First Envelope should contain the Bid Processing Fee of Rs.2000/-(Non Refundable) & EMD of Rs. 45,000/- (Rupees Forty Five Thousand only) in form of Demand Drafts drawn in favour of “National Minorities Development & Finance Corporation” payable at Delhi or Bank Guarantee in prescribed format with validity of 180 days from the date of opening of bid.
- ii. The Second Envelope should contain the Technical Bid in sealed envelope complete with Design of the proposed Pavilion, Gates, Stall & Table Facias, Bunting, Advertisements, Badges, etc. The Technical Bid Document must also include the Technical and Commercial Details of the bidder, Copy of Work Orders bringing out their relevant experience in organising similar Events at IITF or Pragati Maidan, Photographs of the Events organised by them as proof, etc. bringing out the fact that they meet the Eligibility Criteria as mentioned in the Tender Document under the heading “Instructions to Bidders”. There should be no mention of the prices in the Technical Bid Document. Original printed document shall be considered as authentic. Filling up prices in ‘Second Envelope’ will disqualify the Bidder.
- iii. The Third Envelope should contain the Financial Bid only. Itemised cost as indicated in the scope of work is to be provided so that payment could be made as per actual deployment/usage during the exhibition.
- iv. The first, second & third envelopes should be enclosed in a larger envelope duly sealed. All pages of the offer must be signed.

6. Tenders will be opened on 23rd October, 2017 at 14.00 Hrs. Representatives of the bidders are invited to attend the bid opening meeting. The technical bids will be opened and scrutinised with regard to the eligibility criteria as mentioned in the Tender Document under the heading “Instructions to Bidders”. The design of Ministry Pavilion, Gates, etc. submitted by the bidders will be evaluated by a Tender Evaluation Committee (TEC). Only those bidder/bidders whose design are found to be impressive & in-line with the theme of the Exhibition, will be shortlisted for next stage. The results will be up-loaded on to the website of NMDFC (www.nmdfc.org) and also on the Notice Board of NMDFC at 1st Floor, Core-1, Scope Minar, Laxmi Nagar, Delhi-110092.

7. Financial Bids of Technically Qualified Bidder/Bidders will be opened with due notification. Representatives of such bidders will be invited to attend the Financial Bid opening meeting. The work will be awarded to bidder whose design is finally approved and accepted by the competent authority.

TERMS OF REFERENCE

INTRODUCTION

National Minorities Development & Finance Corporation (NMDFC) incorporated u/s 25 of Companies Act, 1956 (now section 8 under companies Act, 2013) is participating in the India International Trade Fair, 2017 on behalf of Ministry of Minority Affairs, GOI by hiring 77 stalls comprising of approximately 693 sqr mtrs in Hall Number 7G & 7H of Pragati Maidan, New Delhi from 14th to 27th November, 2017.

2. Hunar Haat is an exhibition organized under the USTTAD Scheme of the Ministry of Minority Affairs, wherein opportunity is given to the artisans belonging to Minority Communities, to market their finest handicrafts and handloom products. The exhibition also showcases the schemes and programme of the Ministry through an aesthetically designed pavilion and the entire area is decorated in line with the theme of the exhibition. The theme of this exclusive crafts exhibition would be “Hunar Ko Hausla”.

3. The detail of work to be undertaken is given in this document and the bidder who will be assigned this work, shall be working on it further in consultation with the officials of NMDFC & Ministry of Minority Affairs. The cost of works under the scope is estimated at Rs. 22.00 lacs (Rupees Twenty Two Lakhs only).

SCOPE OF SERVICES

4. The Agency would be required to provide/undertake the following items/services during the event:-

S.NO	PARTICULARS	QTY
1.	Designing, Printing, fabrication & installation of Flex Hoardings outside the Hall no 7G & 7H	40x20 fts (3 nos.)
2.	Designing, Printing, fabrication & installation of box shape Gate at the entrance of Hall no. 7G & 7H	4x12 ft. each box – Two sides + On Top (Two number of Gates)
3.	Designing and fabrication of 3 side open Pavilion of the Ministry with 12 fts height in 72 sq.mtr on raised wooden platform in hall no. 7G & 7H on bare space as per enclosed map of Hall Nos-7G & 7H. The Agency shall provide one 10 fts x 8 fts front LED wall, 15 LED Sandwitched Display of 5 fts x 3 fts for display of schemes of Ministry and Photographs including their designing and printing, Two Backlit trans slides in the front of pavilion for Photographs of PM & Minister (including design & printing). Backlit Flex panel for display at the back wall of the Pavilion for display of Ministry schemes/photographs (including design & printing), Two 4 fts x 6 fts steel racks for placing brochures, Reception area with table & two chairs, 8 seater Sofa sets for seating of Guests, 12 LED Metal Lights, Live Demonstration Area for Artisans, wooden flooring, water facility for guests/attending officials, Good Quality Visitor Book, Tea/Coffee vending machine etc.	As per detail.
4.	Providing & installation of 4 fts x 3 fts Scrollers (with stand including their design & printing) on the front of exhibition stall.	6 in Nos
5.	Designing, Printing & Installation of Bunting of size 5x25 ft for inside the hall no. 7G & 7H	10 NUMBER
6.	Designing, Printing and fabrication of Table front on sun board 2x3 ft. for all stalls	140 NUMBER
7.	Designing, Printing & installation of Bunting of size 5 fts x 3fts for Electric poles within the Pragati Maidan Premises.	25 NUMBER
8.	Facia on flex with frame (including designing, printing & installation) for stalls and on sun board for pavilion.	70 STALLS AND ONE PAVILION OF MINISTRY

9.	Flower Decoration of the Pavilion, venue & Main Gate on Inauguration day.	AS PER ACTUALS
10.	Ushers for Inauguration day & for other days.	3 USHERS FOR 14 DAYS
11.	Two Dhol wala in traditional dress and traditionally dressed artists for the inaugural function.	AS PER ACTUAL.
12.	Designing of Outside Branding	AS PER ACTUAL
13.	Designing of Advertisement for Inaugural Event & Two more occasions.	AS PER ACTUAL
14.	Designing, fabrication and placing of 10 Welcome Standees in consultation with officials of NMDFC/Ministry.	TEN WELCOME STANDEES
15.	Designing & Printing of Badges with strings & Plastic Cover for the Artisans	200 IN NUMBER

INSTRUCTIONS TO THE BIDDERS

I. PROPOSED PROJECT

National Minorities Development & Finance Corporation (NMDFC) incorporated u/s 25 of Companies Act, 1956 (now section 8 under companies Act, 2013) is participating in the India International Trade Fair, 2017 on behalf of Ministry of Minority Affairs, GOI by hiring 77 stalls comprising of approximately 693 sqmtrs in Hall Number 7G & 7H of Pragati Maidan, New Delhi from 14th to 27th November, 2017. The Bidder shall be required to design, fabricate & branding of the Pavilion of Ministry of Minority Affairs comprising of approximately 72 sqmtrs (8 bare stall area) in the area as earmarked in the enclosed map of Hall Number-7G & 7H and other works as mentioned in the Scope of Work.

II. ELIGIBILITY CRITERIA

- a). Annual Turnover should be more than Rs.100 crores for each of the last 3 years.
- b). The Agency should be DAVP Empanelled A Category Multi Media Agency.
- c). The Agency should have organized at least one event at IITF/Pragati Maidan during last 3 years.

III. REJECTION OF BIDS

The Bid will be considered Non Responsive & summarily rejected in case it does not fulfil any one or more of the following conditions:-

- a). If Bid processing fees is not enclosed.
- b). If EMD is not provided by the bidder.
- c). If the bidder tries to put any influence.
- d). If the bidder furnished false information.
- e). If the Authorised Signatory has not signed with official seal on all pages of the bid document.
- f). If the bid document has been submitted in unbound & un-numbered sheets loose sheets.
- g). Any bid received by NMDFC after the bid due date/time prescribed in the Tender Document shall be rejected.
- h). Any bid indicating conditions beyond those indicated in this Tender Document i.e. conditional bid shall be rejected.
- i). Bids shall remain valid for 90 days after the date of Bid opening prescribed by NMDFC. A Bid valid for a shorter period shall be rejected as non-responsive.

IV. CRITERIA FOR SELECTION OF BIDDERS

The bids shall be evaluated in two stages

1.) Technical Bid & 2.) Financial Bid.

- a). NMDFC/Ministry of Minority Affairs, GOI reserves the right to verify the claims made by the Bidders and to carry out the capability assessment of the Bidders and the decision of the Competent Authority shall be final in this regard. Competent Authority, may waive any minor infirmity (ies) and/or requirements in the Tender in respect of any or all the bidders which do not have bearing on the financial quotes.
- b). Techno-Commercial Bids will be evaluated by the Tender Evaluation Committee (TEC). The TEC shall also evaluate the design of Ministry Pavilion, Gates etc. and if the designs are found to be in-line with Hunar Ko Hausla theme of the exhibition, financial bid/bids of only such bidder/bidders will be considered for opening.
- c). Evaluation of Financial Bid/Bids shall be done on the basis of quoted amount by the TEC.

- d). The Contract Price shall however be determined on the basis of quoted price and the amount worked out for exact quantity of items anticipated to be used and their realistic rates. In case less number of items/articles is used, the payment would be released accordingly. Further, the cost for undertaking the work will be conveyed through the work order covering the items to be executed out of the scope of work covered in this Tender Document.
- e). The decision of competent authority with regard to selection of the design of Ministry Pavilion, Gates, etc. will be final & binding and no communication in this regard will be entertained.

V. OTHER CONDITIONS:-

- a). **Liquidated Damages:-** The entire work as listed in the scope of work is to be completed by the evening of 12th November, 2017 as the exhibition is to be inaugurated on 14th November, 2017. The bare space will be handed over by the ITPO on 8th November, 2017 and the entire work is to be completed accordingly. The above time schedule is required to be strictly adhered to and followed. Liquidated Damages will be applicable, on the entire value of the contract. In case of delay in completion of a specific job beyond the date of completion as indicated above. Penalty would be applicable at the rate of 25% of the contract value for delay of each day, subject to maximum of 50% of the contract value. The penalty shall be recoverable from the Performance Guarantee provided by the agency.

Further, in case of delay to deliver the work within stipulated program, NMDFC reserves the right to terminate the contract and get all the jobs or the delayed job completed through another agency of its choice. Any extra expenditure that NMDFC incurs for completion of the balance job/s through another agency on account of higher rates quoted by the new agency, will be recovered from the selected bidder's account or Performance Guarantee. Moreover, NMDFC shall also be entitled to all other legal proceedings as may be required for shortfalls in recovery.

b). EARNEST MONEY DEPOSIT (EMD)

- (i). The Bidder shall furnish, EMD of Rs. 45,000/- (Rupees Forty Five Thousand only) in form of Demand Drafts drawn in favour of "National Minorities Development & Finance Corporation" payable at Delhi or Bank Guarantee in prescribed format with validity of 90 days from the date of opening of bid in a separate envelope. Only after the confirmation of valid EMD, the Technical Bid will be opened.
- (ii). No interest shall be paid on EMD.
- (iii). EMD of Bidders not short-listed will be refunded within 30 days from the date of declaration of Short-listed Bidders.
- (iv). The successful Bidder's EMD will be discharged upon the Bidder signing the LOI/Agreement, and furnishing the Performance Bank Guarantee.
- (v). The EMD may be forfeited either in full or in part, at the discretion of NMDFC, on account of one or more of the following reasons:-
 - a) The Bidder withdraws their Bid during the period of Bid validity of 90 days.
 - b) Bidder does not respond to requests for clarification of their Bid.
 - c) Bidder fails to co-operate in the Bid evaluation process, and
 - d) In case of a successful Bidder, the said Bidder fails:
 - 1. to sign the Agreement in time; or
 - 2. to furnish Performance Guarantee.

c). **PERFORMANCE GUARANTEE**

- (i). The selected bidder shall submit Performance Guarantee equal to 10% of the contract price to the Asst. Gen. Mgr, NMDFC at the time of signing of Agreement and shall be issued as per the given format and shall be issued from any Scheduled Bank.
- (ii). The performance guarantee shall be valid for the period of contract and which will be released after successful and satisfactory completion of the exhibition.
- (iii). If the selected bidder fails to remit the performance guarantee, the EMD remitted by him will be forfeited and his bid will be held void.
- (iv). Format of Performance Guarantee will be provided to the shortlisted bidder along with the LOI.

d). **PAYMENT TERMS**

All the payments as indicated below shall be treated as advance payment which shall be given only against irrevocable bank guarantee of the payment under consideration from scheduled bank as per approved format. The stages of payment shall be as under:-

Stage	Mile Stone	Amount (%)
1 st	Issue of Work Order (on submission of Bank Guarantee of Equal Amount)	30%
2 nd	On successful inauguration (on submission of Bank Guarantee of Equal Amount)	30%
3 rd	After successful completion of the event	40%

- e). NMDFC reserves the right to reject any or all the Bids without assigning any reason whatsoever.
- f). The bidder must comply with the terms and conditions of contract. No deviations shall be entertained.
- g). In case of any dispute, decision of competent authority will be final and binding.
- h). The bidder must furnish a declaration to the effect that it has not been blacklisted in the past by any Government Authority / Public Sector Organization etc.
- h). The format for Technical Bid & submission of relevant documentary evidence is enclosed as Annexure-4. Bidders are requested to submit their technical bid strictly in the enclosed format.

VI. Force Majeure

If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligations under this contract shall be prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions quarantine restrictions, strikes, lockouts or act of God (herein after referred to as events) provided notice of happenings, of any such eventually is given by party either party to the other within 21 days from the date of occurrence thereof, neither party shall be reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance, or relay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the NMDFC will be final and conclusive.

VII. Arbitration

(a) If a dispute of any kind whatsoever arises between the NMDFC and the bidder in connection with, or arising out of, the Contract or the execution of the works or after their completion and whether before or after the repudiation or other termination of the contract, including any disagreement by either party with any action, in action, opinion, instruction, determination, certificate or valuation of the Engineer, the matter in dispute shall be settled by arbitration in accordance with the Indian Arbitration and Conciliation Act, 1996 or any statutory amendment thereof.

(b) The reference to arbitration may proceed notwithstanding that the works shall not then be or be alleged to be completed, provide always that the obligations of the NMDFC and the bidder shall not be altered by reason of the arbitration being conducted during the progress of the works. Neither party shall be entitled to suspend the works, payments to the bidder shall be continued to be made as provided by the contract.

(c) Arbitration proceedings shall be held at Delhi and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.

(d) The decision of the majority of arbitrators shall be final and binding upon both parties. The expenses of the arbitrator as determined by the arbitrators shall be shared equally by the NMDFC and the bidder. However, the expenses incurred by each party in connection with the preparation, presentation, etc., of its case prior to, during and after the arbitration proceedings shall be borne by each party itself.

(e) All arbitration awards shall be in writing and shall state the reasons for the award.

(f) Penalty/Liquidate Damages shall not fall under the Arbitration clause.

VIII) Cancellation / Postponement of Programme

In case the participation of NMDFC in IITF 2017 is cancelled or postponed due to any reason, no claims shall be made by the bidder on NMDFC.

IX). ANNEXURES (To be filled up and submitted by the bidders)

- a).Annexure- 1 :-Technical Proposal Submission Letter
- b).Annexure-2 :- Financial Bid Format
- c).Annexure-3 :- Profile of the Bidder
- d).Annexure-4 :- Format for Submission of Technical Bid
- e).Annexure-5 :- Obligation / Compliance to be Ensured by Bidder
- f). Annexure-6 :- List of Similar Work Executed in Last Three Years
- g).Annexure-7 :- History of Litigation
- h).Annexure-8 :- Indemnity Undertaking

ANNEXURE-1
TECHNICAL PROPOSAL SUBMISSION LETTER

To:
Assistant General Manager (H&A)
National Minorities Development & Finance Corporation
1st Floor, Core-1, Scope Minar,
Laxmi Nagar, Delhi – 110 092.

[Location, Date]

Dear Sir:

We / I, the undersigned, offer to provide the services to design, fabricate & branding of the Pavilion & stalls of Ministry for participation in the exhibition in Hall Nos-7G & 7H being organised during India International Trade Fair from 14th to 27th November, 2017 at Pragati Maidan as per the Guidelines, terms & conditions mentioned in this Tender document. We / I are/am here by submitting our Proposal, which includes the Technical Proposal& Financial Bid.

The enclosed technical proposal includes the authority document in partners of the Authorized Signatory and Consent letters, in Original and Copy.

We confirm that we are qualified as per the Qualification Criteria specified in tender document. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it would lead to our disqualification.

We undertake, if our Proposal is accepted, to initiate the services related to the assignment not later than a week from the date of issue of letter of award. This bid shall be valid for a period of 180 days from the last date of submission of the bids.

Thanking You,

Yours Sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Firm:

Address:

* Proposal should be submitted on the official letter head of the company

ANNEXURE -2
FINANCIAL BID FORMAT

Tender Document No. : _____

To:
Assistant General Manager (H&A)
National Minorities Development & Finance Corporation
1st Floor, Core-1, Scope Minar,
Laxmi Nagar, Delhi – 110 092.

[Location, Date]

Dear Sir:

I/We hereby bid to provide the services to design, fabricate & branding of the Pavilion & stalls of NMDFC/Ministry of Minority Affairs, GOI for participation in the exhibition in Hall Nos-7G & 7H being organised during India International Trade Fair from 14th to 27th November, 2017 at Pragati Maidan, as per the Terms of Reference given in this Tender Document of the Ministry of Minority Affairs, GOI within the time specified and in accordance with the specifications, design and instructions as per General Terms and Conditions. The detail price bid in prescribed format is enclosed herewith.

Thanking you.

Yours faithfully,

Signature of the Bidder with Seal

FINANCIAL BID IN RESPECT OF SCOPE OF WORK FOR AGENCY BEING HIRED FOR DESIGNING, FABRICATIONG & BRANDING FOR PARTICIPATION IN IITF, 2017

S.NO	PARTICULARS	Quantity	Price in Rs.
1.	Designing, Printing, fabrication & installation of Flex Hoardings outside the Hall no 7G & 7H	40x20 fts (3 nos.)	
2.	Designing, Printing, fabrication & installation of box shape Gate at the entrance of Hall no. 7G & 7H	4x12 ft. each box – Two sides + On Top (Two number of Gates)	
3.	Designing and fabrication of 3 side open Pavilion of the Ministry with 12 fts height in 72 sq.mtr on raised wooden platform in hall no. 7G & 7H on bare space as per enclosed map of Hall Nos-7G & 7H. The Agency shall provide one 10 fts x 8 fts front LED wall, 15 LED Sandwitched Display of 5 fts x 3 fts for display of schemes of Ministry and Photographs, Two Backlit trans slides in the front of pavilion for Photographs of PM & Minister. Backlit Flex panel for display at the back wall of the Pavilion for display of Ministry schemes/photographs, Two 4 fts x 6 fts steel racks for placing brochures, Reception area with table & two chairs, 8 seater Sofa sets for seating of Guests, 12 LED Metal Lights, Live Demonstration Area for Artisans, wooden flooring, water facility for guests/attending officials, Good Quality Visitor Book, Tea/Coffee vending machine. etc.	As per detail.	
4.	Providing & installation of 4 fts x 3 fts Scrollers (with stand) on the front of exhibition stall (in between two stalls)	6 in Nos	
5.	Designing, Printing & Installation of Bunting of size 5x25 ft for inside the hall no. 7G & 7H	10 Number	
6.	Designing, Printing and fabrication of Table front 2x3 ft. for all stalls	140 Number	
7.	Designing, Printing & installation of Bunting of size 5 fts x 3fts for Electric poles within the Pragati Maidan Premises.	25 Number	
8.	Facia on flex with frame on stalls & on sun board for pavilion.	70 stalls and One Pavilion of Ministry	
9.	Ushers for Inauguration day & for other days.	3 Ushers for 14 days	
10.	Two Dhol wala in traditional dress and traditionally dressed artists for the inaugural function.	As per detail.	

11.	Flower Decoration of the Pavilion, venue & Main Gate on Inauguration day.	As Per Actual	
12.	Designing of Outside Branding	As Per Actual	
13.	Design of Advertisement for Inaugural Event & Two more occasions.	As per Actual	
14.	Designing, fabrication and placing of 10 Welcome Standees in consultation with officials of NMDFC/Ministry.	Ten Welcome Standees	
15.	Designing & Printing of Badges with strings & Plastic Cover for the Artisans	200 in Number	
	TOTAL		

The above cost is exclusive of GST. The taxes will be chargeable as per applicable rule. Payment to the Agency will be released after deduction of TDS as applicable.

Signature of the Bidder with Seal

ANNEXURE – 3

PROFILE OF THE BIDDER

All individual firms and each partner are requested to complete the information in this form. Information should be provided for all owners or applicants that are partnerships or individually owned firms.

Where the Applicant proposes to use sub-contractors for critical components of the works or for work contents in excess of 10 percent of the value of the whole works, the following information should also be supplied for the specialist subcontractors.

Sr.	Particular	
1	Name of bidder	
2	Type of firm: Proprietary/ Partnership/ Pvt Ltd, Public Ltd Company/ Society/NGO	Partnership deed/MoA-AoA/Society as applicable
a	Year of Incorporation/ Registration number	Incorporation certificate as applicable
3	Communication Detail	
a	Head Office address /Local Office address (if any)	
b	Head Office address	
4	Contact detail	
a	Mobile Number	
b	Landline Number	
c	Fax Number	
d	Email detail	
5	Nature of Business	
	1. Since _____	
	2. Since _____	

No disclosure or wrong information /non-acceptance any shall result the disqualification of the firm. Change of the name of company or firm shall be supported by legal resolution as per applicable norms.

Signature of the bidder with seal

ANNEXURE – 4
FORMAT FOR SUBMISSION OF TECHNICAL BID

Sr.	Criteria	Documentary evidence	List of Documents Enclosed Along with Page Nos.	Whether Relevant Document Provided (For office use)
1	The Agency should be DAVP Empanelled A Category Multi Media Agency.	Certification from DAVP.		Yes / No
2	Annual Turnover should be more than Rs.100 crores for each of the last 3 years.	Audited Financial Report. Chartered Account certificate indicating minimum annual financial turnover from similar works.		Yes / No
3	The Agency should have organized at least one event at IITF/Pragati Maidan during each of the last 3 years.	Work Order & Photographs is to be attached for authenticating claim.		Yes / No
4	Organised at least One Similar Event/Work in value of at least Rs.36.00 lacs during each of last 3 years	Work Order/Work Completion certificate clearly mentioning the detail scope of work, cost of work etc.		Yes / No
5	Whether Model/Prototype of Proposed Pavilion Submitted	Please provide the model/prototype of the Pavilion to be fabricated in 72 sqr fts of bare space proposed in Hall Nos-7G & 7H of Pragati Maidan.		Yes / No
6	Whether Model/Prototype of Gates/ Gates, Stall & Table Facias, Stall Backdrop, Bunting Designs Submitted.	Please provide the model/prototype of the Gates, Stall & Table Facias, Stall Backdrop, Bunting Design.		Yes / No

Signature of the Bidder with seal

ANNEXURE -5

OBLIGATION / COMPLIANCE TO BE ENSURED BY BIDDER

Sr.	Particular	To be complied by bidder	
		Yes	No
1	GST Registration Nos		
2	Compliance of Provision of child labor act, workman compensation act		
3	To ensure treatment in case of accident injuries suffered in performance of work including wages and compensation under WC Act		
4	Send accident report to Regional Labour Commissioner (RLC)		
5	PF registration number with detail of deployed staff		

Signature of the Bidder with seal

ANNEXURE -6

LIST OF SIMILAR WORK EXECUTED IN LAST THREE YEARS

Sr.	Name of Client	Location	Description of work	Value of Contract/Work in Rs.	Duration (Start dt.– Completion dt.)

NOTES:

- Each of the listed works shall be supported with the copy of work order & Work completion certificate. Work completion certificate shall mention the nature of work, value of work completed.
- At least 5 Photographs of the work executed shall be attached.
- Non disclosures of any information in the schedule will result in disqualification of the firm.

List of works on hand shall be attached as under.

Sr.	Name of Client	Location	Description of work	Value of Contract/Work in Rs.	Duration (Start dt. – Completion dtd)

If the company or Firm is divided among partners, the experience of the individual or new firm set up by the partner/s shall be considered provided past experience is subject to legal consent of individuals, partner/s or new firm set up by the partner/s.

Signature of Authorised Signatory of Bidder

Dated

Official Seal

ANNEXURE -7

HISTORY OF LITIGATION

Application should provide information on any history of litigation or arbitration resulting from contracts in last five year or currently under execution.

Year	Award for/ or against bidder	Name of Client	Litigation & Dispute Matter	Disputed Amount in Rs.

NOTE

If the information to be furnished in this schedule will not be given and comes to notice subsequently will result in disqualification of the bidder.

ANNEXURE -8

INDEMNITY UNDERTAKING

I on behalf of M/s hereby agree and undertake that I have understood all the safety rules and procedures and all staff Technical & Non-Technical working on behalf of M/s will abide by all safety rules and procedures. I declare that I M/s will be responsible for any safety violations/ accident etc. The AGM (HRM&A), NMDFC will not be responsible in case of any accident / incident and will not compensate financially or otherwise. I assure The AGM (HRM&A), NMDFC that enlisted Manpower deployment will be done at Venue from Mobilization to Completion of Event at

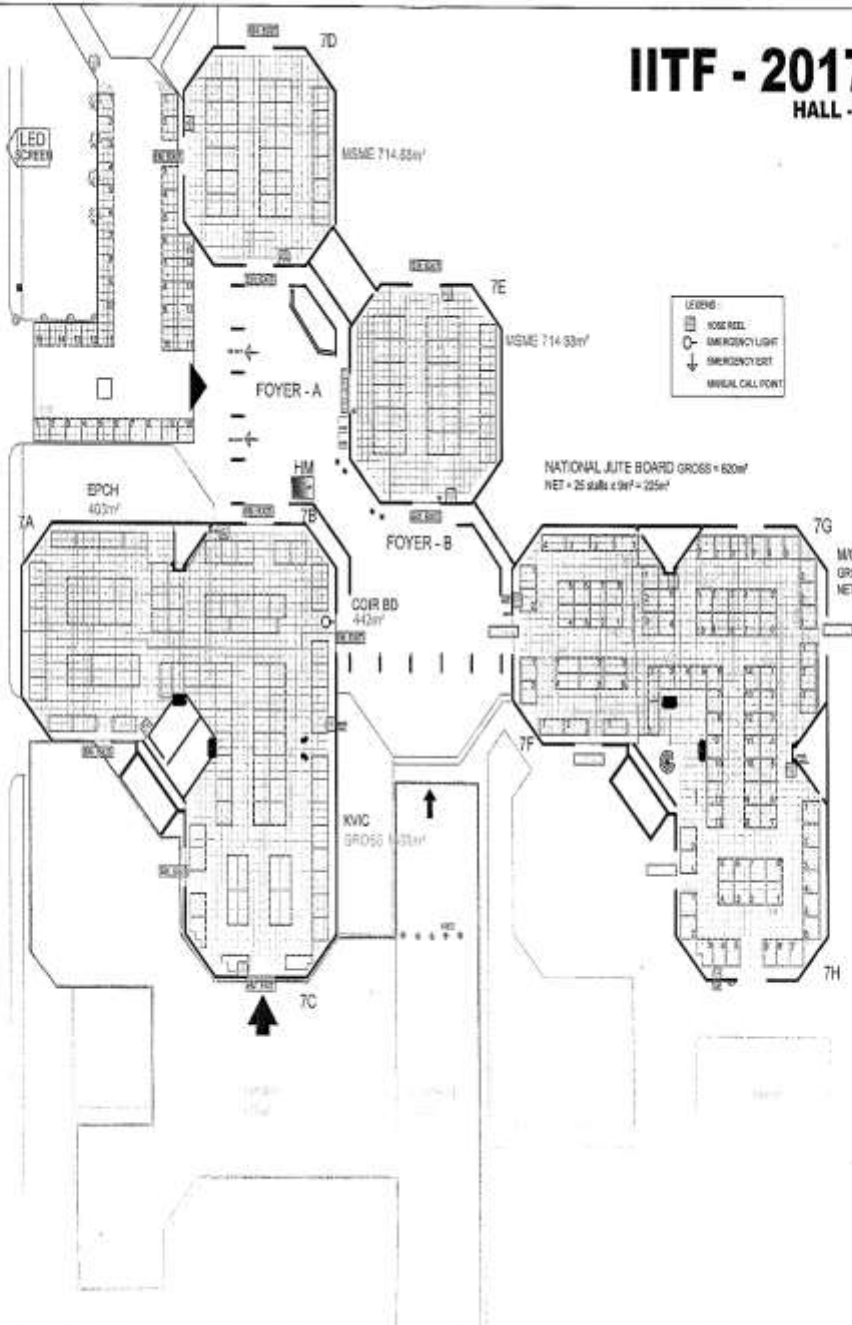
I hereby declare that I am sole responsible on behalf of M/s.. for giving such declaration.

Name of Indemnifier Signature of Indemnifier

Stamp/Seal of the Indemnifier /Contractor

IITF - 2017 HALL - 7

MO SOCIAL JUSTICE & EMPOWERMENT
 (PRAVESH) -
 HALL 7C (gross) =
 48 STALLS OF 36' x
 18' = 324m² OR GROSS = 432m²



LEGEND:
 [Symbol] HOSE REEL
 [Symbol] EMERGENCY LIGHT
 [Symbol] EMERGENCY EXIT
 [Symbol] MEDICAL CALL POINT

REVISION	DATE OF ISSUE	BY	FOR

INDIA TRADE PROMOTION ORGANISATION
 ARCHITECTURE DEPARTMENT
PRAGATI MAIDAN, N. DELHI

NOTE:
 1. ALL DIMENSIONS ARE IN METERS.
 2. ALL WALLS ARE 200MM THICK UNLESS SPECIFIED OTHERWISE.
 3. ALL DOORS ARE 900MM WIDE UNLESS SPECIFIED OTHERWISE.
 4. ALL FLOORS ARE TO BE FINISHED WITH POLISHED GRANITE TILES.
 5. ALL CEILING ARE TO BE FINISHED WITH POP PLASTER.
 6. ALL LIGHTING ARE TO BE AS PER ARCHITECT'S SCHEDULE.
 7. ALL ELECTRICAL WORK ARE TO BE AS PER ARCHITECT'S SCHEDULE.
 8. ALL MECHANICAL WORK ARE TO BE AS PER ARCHITECT'S SCHEDULE.
 9. ALL SANITARY WORK ARE TO BE AS PER ARCHITECT'S SCHEDULE.
 10. ALL PAINTS ARE TO BE AS PER ARCHITECT'S SCHEDULE.





एन एम डी एफ सी

राष्ट्रीय अल्पसंख्यक विकास एवं वित्त निगम

(भारत सरकार का उपक्रम, अल्पसंख्यक कार्य मंत्रालय)

National Minorities Development & Finance Corporation

(A Govt. of India Undertaking, Ministry of Minority Affairs)

NMDFC/PROJ/IITF/2017/

Dated: October 12, 2017

NOTICE

Subject : Tender Document for selection of an Agency for Hunar Haat during IITF-2017.

In continuation to the subject cited above dtd. 11.10.2017, for any clarification, Sh. Nixon Mathur, Manager (P) can also be contacted on NMDFCs official No. 011- 22441435 in addition to Sh. Kumar Sudesh, Manager (F).

(J.S. Chauhan)
AGM (P)

Circulation: DAVP Empanelled Category 'A' agencies.

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Telephones : 22441436/42/43/44/53/55 Fax : 22441441/1438/1452

Website www.nmdfc.org, Email: nmdfc@nmdfc.org, CIN-U74899DL1994NPL061852

हिन्दी में पत्राचार का स्वागत है।