

**Council of Handicrafts Development Corporations
(COHANDS)
[Under the aegis of Office of Development Commissioner(Handicrafts)
Govt. of India, Ministry of Textiles]**

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TENDER NOTICE

Council of Handicrafts Development Corporations (COHANDS) invites sealed tenders from the potential contractors/ event management agencies for providing infrastructure and publicity for organizing Thematic Exhibition at Baroda, Chandigarh, Solan (HP), Dharamshala (HP), Amritsar and Delhi (Craft Museum/ Dilli Haat) during the month of September/ October, 2016.

The tender documents can be obtained from the Council of Handicrafts Development Corporations, West Block No. 7, R.K. Puram, New Delhi – 110066 on any working day. The tender documents terms & conditions and other details can be downloaded from the Council's website www.cohands.in.

Last date for submission of tender	:	18.08.2016 by 3.00 PM
Presentation	:	18.08.2016 at 3.15 PM
Tender opening	:	18.08.2016 at 4.15 PM
Venue:	:	Committee Room, O/o DC(Handicrafts) West Block No. 7, R.K. Puram, New Delhi – 110066

**Authorized Signatory
(COHANDS)**

ANNEXURE-I

Financial bid for organizing Thematic Exhibition for the benefit of SC artisans at Baroda, Chandigarh, Solan(H.P), Dharamsala (HP), Amritsar and Delhi (Craft Museum/ Dilli Haat) during the month of September/ October, 2016

Infrastructure:-

SI No	Particulars	Qty.
1	Theme Setting, interiors & decoration/ erection of stalls and entrance gate etc. which shall include the following: <ul style="list-style-type: none">➤ Construction & Erection of Gate at the entrance of size 20 ft. x 20 ft. (artistic, theme based)➤ Construction & erection of 20 well designed stalls of size 3 mtr. x 3 mtr. with fascia.➤ 1 table, 2 chairs with 02 tube lights, adequate shelves, display props in each stalls➤ Proper light arrangements with power backup➤ Drinking water facility Public convenience if require (Temporary)➤ NOC from Police, Fire Service, Municipal Corporation and Electric department etc. if required and all other such expenses related to organizing the event.➤ Arrangements of stage etc. for performance /ongoing activities during the event➤ Arrangements of Thematic Display of Products developed by SC Artisans.	01 20 20 1
2.	Transportation of goods/merchandise including insurance	
3.	Publicity & Promotion, Advertisement, Directory Entry including banners, hoardings, photography, videography etc. <ul style="list-style-type: none">❖ Preparation & Erection of one big hoarding size 10 ft. x 20 ft.❖ 5 standees of size 3 ft. x 6 ft.; Hoardings/ banners, directory entry, pole bunting etc.❖ Directory Entry including banners, photography, videography etc.❖ Printing of Invitation Cards❖ Printing of backdrops❖ Printing of handbills❖ Flower Bouquets (preferably rose bouquets)❖ Ushers / other VIP Protocols for 5 days	

In case your firm is interested to undertake the above specified job, please submit your technical bid and financial bid separately in a sealed cover superscripted as "Quotations for Thematic Exhibition of Indian handicraft products for the benefit of SC artisans from various parts of the country in Baroda, Chandigarh, Solan(H.P), Dharamsala (HP), Amritsar and Delhi (Craft Museum/ Dilli Haat) and send the same to **Council of Handicrafts Development Corporations, West Block No. 7, R. K. Puram, New Delhi - 110066** as per details given in the tender on or before 18.08.2016 up to 3.00 PM. The agency shall make a presentation on 18.08.2016 at 3.15 PM. The financial quotations shall be opened on 18.08.2016 at 4.15 PM.

Eligibility criteria

1. The organization shall be private, public, Government owned legal entity or a registered advertising and event management company of repute.
2. The organization shall be in the business of managing events, exhibitions, advertising, publicity and allied services for at least past five years continuously starting from 2009-10 with the turnover of not less than Rs.1.00 crore per year and having valid PAN No., Service Tax registration No. of the company duly supported with credible documents including experience in the field of Event Management.
3. The organization should not be debarred or blacklisted by CBI or any State/ Central Govt. Department.

Technical Bid

1. The technical bids shall comprise of dummies of entrance gate, hoardings, banner, pole bunting, Invitation card, fascia of the stalls and beautification etc. in a sealed cover and superscripted as "Quotations for Thematic Exhibition of Indian handicraft products for the benefit of SC artisans from various parts of the country in Baroda, Chandigarh, Solan(H.P), Dharamsala (HP), Amritsar and Delhi (Craft Museum/ Dilli Haat) (Technical Bid).
2. Company profile, experience, turnover in the core business etc.
3. The applicant and all parties constituting the applicant shall provide such evidence of their continued eligibility satisfactory of Chairman (Cohands) as he shall demand.
4. The Technical Bid should be accompanied by EMD of Rs.50,000/- in the form of Pay Order/ Demand Draft issued by any Nationalized Bank in favour of "Council of Handicrafts Development Corporations", New Delhi. Earnest money in any other form will not be accepted.
5. Tender not accompanied by Earnest money are liable to be summarily rejected.
6. EMD of unsuccessful applicants will be returned without interest after the finalization of the tender at the expenses of such applicants within a reasonable time as per rules and regulations in this behalf.
7. Technical Bids shall be evaluated and list of technically qualified applications will be prepared by the Committee.
8. Financial bids of only those tenders will be opened who are found to be technically qualified and suitable by the Committee.
9. The tendering firms whose technical bid is found to be in order shall be asked to make a presentation of their concept plan.
10. The applicant should produce valid evidence such as copy of balance sheet at least five years, registration certificate if any.

11. An affidavit regarding non involvement in any corrupt practices and non black listed by any govt. agency.
12. Score Criteria for selection of technical bids

Technical evaluation criteria:

S No.	Items	Documents required to be submitted by the bidders	Marks
1.	Turnover in core business - Rs. 1 crores or above	Balance Sheet of the applicant	15
2.	Experience of Event Management Agency in the particular state (Local)	Documentary evidence through Award letters/ Completion Certificate/ Event Photographs references, etc.	15
3.	Experience in managing events, exhibitions, advertising, publicity	Copies Orders/ Work Orders from any State/ Central Govt. Agencies, Public Sector Enterprises, etc.	15
4.	Experience of managing at least 2 to 3 events of similar nature in Metro cities of India.	Documentary evidence through Award letters/ Completion Certificates/ Event Photographs references. Describing the task/work executed successfully	30
5.	Presentation with approach/methodology, concept, innovative/idea (value additions) etc. in actual execution.	Presentation	25

There will be cut off marks of 60 depending upon the response for shortlisting of agencies for opening of financial bids. The Chairman (Cohands) may at his discretion reduce the cut off marks upto 50 in case of agencies getting 60 marks is less than three. Actual marks will be given on pro-rata basis w.r.t. Maximum marks at maximum limit of technical evaluation criteria.

Financial Bids

1. The financial bid (separately place/ location wise) shall comprise item wise rate required for infrastructure, publicity and hi-tea and inaugural function etc. (Annexure-I) in a sealed cover superscripted as "Quotations for Thematic Exhibition of Indian handicraft products for the benefit of SC artisans from various parts of the country in Baroda, Chandigarh, Solan(H.P), Dharamsala (HP), Amritsar and Delhi (Craft Museum/ Dilli Haat)" (Financial Bid).
2. The rate should be clearly indicated in words and figures. There should not be any overwriting cutting in the rates tendered and the terms and conditions other than these shall not be considered and shall be rejected forthwith.
3. The financial bid should be clearly specifying as to whether the rates quoted are inclusive or exclusive of taxes & duties. Failing which the rates quoted shall be considered as net price including all hidden expenditure.

LAST DATE

1. The last date for receipt of tender is on or before 18.08.2016 up to 3.00 PM.
2. The tenders received after the stipulated date and time will not be considered and rejected summarily.
3. The Council of Handicrafts Development Corporations will not accept any responsibility or grant any relaxation of time for any postal delay in the submission of tender.

OPENING OF TENDER AND EVALUATION THEREOF

- a) The tenders received will be opened by a Committee constituted by Chairman (COHANDS) in the presence of those applicants or their representative (with a letter of authority who prefer to attend the opening)
- b) The agency shall make a presentation of the overall designs on 18.08.2016 at 3.15 PM
- c) The financial quotations shall be opened on 18.08.2016 at 3.15 PM.
- d) Tenders in unsealed conditions or without the required documentation and certificate are liable to be rejected summarily.
- e) Commercial Bids in respect of the organization qualifying in the Technical Bids for the services offered shall be opened in the O/o Council of Handicrafts Development Corporations, West Block No. 7, R.K. Puram, New Delhi as per the date and time outline in the tender document.
- f) In awarding the contract, Chairman, O/o the Council of Handicrafts Development Corporations shall not be bound by the highest or lowest bidder. The decision shall be taken based on the credentials deliverability and the price bid all taken together.

STATUTORY REQUIREMENT

- i. The successful tenderer should obtain NOC/ permission/ all statutory requirements from the relevant Police, Fire Service and other departments before organizing the said event.
 - ii. The successful tenderer should obtain permission from the Municipal Corporation of the respective places i.e. Baroda, Chandigarh, Solan(H.P), Dharamsala (HP), Amritsar and Delhi (Craft Museum/ Dilli Haat) for putting of banners and hoardings etc.
 - iii. The successful tenderer should obtain temporary electric connection from the concerned department.
- a) The final acceptance of the tender would entirely vest with Chairman (COHANDS) who reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.
 - b) Chairman (COHANDS) reserves the right to accept the bid for anyone or all the activities as mentioned in the scope of work of this tender.
 - c) If any applicant does not accept any of the conditions, his tender shall not be considered