



Council of Handicraft Development Corporations
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File No. Cohands/1194/M.E./Mumbai/16

Dated: 19.08.2016

To,

Subject: **Calling quotations for providing infrastructure and beautification for organizing National Handicrafts Fair under title Mega Fair during Festive Season at Korakendra Ground 1 Borivalli, Mumbai- regarding.**

Sir,

I am directed to inform that on behalf of Office of DC (Handicrafts) the Council is organizing a National Handicrafts Fair under title_Mega Fair during Festive Season at Korakendra Ground 1 Borivalli, Mumbai for the benefit of the Handicrafts Artisans.

In this connection, it is desired to undertake infrastructure work related to the erection of the main gate, erection of 200 stalls, hoardings, pole bunting, Security guard, fascia of the stalls and beautification to be raised in and outside of the ground and to undertake publicity during the Mega Fair at Korakendra Ground 1 Borivali, Mumbai. The scope/ item of work is annexed.

In case your firm is interested to undertake the above specified job, please submit your technical bid and financial bid separately. The technical bids shall comprise of dummies of entrance gate, Stalls, hoardings, banner, pole bunting, fascia of the stalls and beautification etc. along with the company profile, experience, turnover in the core business etc.

The financial bid (separately) shall comprise item wise rate required for infrastructure, publicity and hi-tea and inaugural function etc. (Annexure-I) in a sealed cover superscripted as "Mega Fair during festive season at Korakendra Ground 1 Borivali, Mumbai" and may be forwarded to Council of Handicrafts Development Corporations, West Block No.7, R.K. Puram, New Delhi (First floor) on or before 29/08/2016 up to 3.00 PM. The agency shall make a presentation at 4.00 PM on 29/08/2016 in respect of entrance gate, hoardings, invitation cards, banners etc. The financial quotations shall be opened on 29/08/2016 at 5.00 PM. Based on the outcome of the presentation and overall lowest rates offered by the agency, the Council may consider the assigning of work order to the successful tenderer.

Thanking you,

Yours faithfully,

Encl: "As above."

(A.Subramaniam)
Authorized Signatory



NOTICE INVITING TENDER

Sealed tenders are invited from reputed agencies for providing infrastructure and beautification to be raised in and outside of the premises of Korakendra Ground 1 Borivalli, Mumbai during the National Handicrafts Fair under title Mega Fair to be held w.e.f. 5th to 19th September, 2016.

The tender documents can be obtained from The Council of Handicrafts Development Corporations, West Block No. 7, R.K. Puram, New Delhi on any working day between 11.00 AM to 5.00 PM.

The tender documents and other details are also available at the website www.cohands.in.

The last date for submission of tender document is on or before 29.08.2016 at 3.00 PM.

Financial bids for Organizing a National Handicrafts Fair under title_Mega Fair during Festive Season at Korakendra Ground 1 Borivalli, Mumbai.

Infrastructure:-

Sl. No	Particulars	Quantity	Amount
1	Construction & Erection of Gate at the entrance of size 20 ft. x 20 ft. (artistic, theme based)	01	
2	Construction & erection of 200 octonorm stalls of size 3 mtr. x 3 mtr. With pre fabricated water proof sheds and carpet flooring.	200	
3	02 table, 01 chairs with 02 tube lights in each stalls.	200 stalls	
4	Preparation & Erection of one big hoarding size 10 ft. x 20 ft.	01	
5	Pole Bunting at the entrance and inside of size 3 ft. x 4 ft..	30 @ 2 per pole	
6	Hoardings/ standees of size 5 ft. x 7 ft.	15 No.	
7	Cloth Buntings (Hanging) for outside and inside in the ground for beautification and festive look	Where ever required	
8	Help Desk of size 3 mts. X 3 mts.	01	
9	Proper light arrangements in the ground with electrical pole		
10	130 K.V Generator for additional lighting inside and outside	02	
11	Arrangement for a) Security guards round the clock b) Fire extinguisher equipment c) Drinking water facility d) Public convenience (Temporary) for Gents & Ladies e) Arrangement of Ceiling Fans f) Arrangement of Temporary Boundary Walls (Fencing) g) Arrangement of CCTV Cameras h) NOC from Police, Fire Service, Municipal Corporation and Electric department etc. i) Water Proofing includes Cleaning/ Clearing of the ground in view of the Monsoon Season.	10 No. 20 No. - 10 Nos. 20 Nos. 10 Nos.	
12	Carpeting wherever required	In and outside	
	Total (A)		

Arrangements for inauguration/cultural programme of the event

Sl. No	Particulars	Quantity	Consolidated Amount
1	Construction of wooden stage for inauguration for one day	01	
2	Red Carpet for welcome for 01 day	200 mtrs.	
3	Setting up of Dias with floral arrangements for 01 day	01	
4	Podium for 01 day	01	
5	Carpeting at Stage if required		
6	Monitor with speaker at stage if required.	2 Nos.	
7	Music system with 09 mike if required (02 Singing Mike, 02 Stand Mike, 02 Small Stand Mike, 02 Big Stand Mike and 01 cordless)		
8	LED Parcan lights and Wim Par		
9	Base sound system with speakers & column for 01 day	01	
10	Backdrop of size 24' x 10' on stage for 01 day	01	
11	Pandal with Ceiling of size 40' x 100' at Stage and in front of stage for 01 day	01	
12	Carpet on Dias & General Area for 01 day	450 sq. feet	
13	Chairs with cover for inaugural day	400 approx. No.	
14	3 seater leather sofa (White) for Inaugural day	10 Nos.	
15	VIP chairs for Inaugural day	05 Nos.	
16	Light arrangements at stage on Inaugural day	Where ever required	

Sl. No	Particulars	Quantity	Amount
17	Printing of two type of Invitation Cards (Imported Art Card and Printing in 4 colour)	500	
18	Brochures write up of Products of Shilp Gurus, National Awardees along with Photographs	3000	
19	Fascia for Stalls (size 1 ft. x 5 ft.)	200	
20	PFS Scripts	2 languages	
21	Flower Bouquets (preferably rose bouquets)	10	
22	Ushers / other VIP Protocols for 15 days	2 Nos.	
	Total (B)		

Miscellaneous

1	Arrangements of Hi-Tea/ lunch for VIP's	200	
2	Arrangement of Tea for VIP etc. for 15 days		
	Total (C)		
	Total amount (A + B + C)		
	Tax & duties etc. applicable if any with details		
	Grand total		

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 National Handicrafts Fair under title_Mega Fair during festive season at Korakendra Ground 1 Borivali, Mumbai" and send the same to, Council of Handicrafts Development Corporations, West Block No.7, R.K. Puram, New Delhi (First floor) on or before 29/08/2016 up to 3.00 PM. The agency shall make a presentation at 4.00 PM on 29/08/2016 in respect of entrance gate, hoardings, invitation cards, banners etc. The financial quotations shall be opened on 29/08/2016 at 5.00 PM.

Eligibility criteria

1. The applicant shall be private, public or Govt. owned legal entity.
2. The applicant shall be in the business of providing Infrastructure/ beautification etc. for at least past five years continuously starting from 2009-10 with the turnover 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 applicant 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 Organizing National Handicrafts Fair under title_Mega Fair during festive season at Korakendra Ground 1 Borivali, Mumbai", (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.

- 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.

- Tender not accompanied by Earnest money are liable to be summarily rejected.
- 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.
- Technical Bids shall be evaluated and list of technically qualified applications will be prepared by the Committee.
- The applicant should produce valid evidence such as copy of balance sheet at least five years, registration certificate if any.
- An Affidavit regarding non involvement in any corrupt practices and non black listed by any govt. agency.

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 bid

- The financial bid (separately) shall comprise item wise rate required for infrastructure, publicity and hi-tea and inaugural/Cultural function etc. (Annexure-I) in a sealed cover superscripted as “Quotations for Organizing National Handicrafts Fair under title_Mega Fair during festive season at Korakendra Ground 1 Borivali, Mumbai” (Financial Bid).
- 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.

LAST DATE

1. The last date for receipt of tender is on or before 29/08/2016 upto 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 at 4.00 PM on 29/08/2016 of entrance gate, hoardings, invitation cards, banners etc.
- c) The financial quotations shall be opened on 29/08/2016 at 5.00 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. The decision of the Committee shall be final and binding on all applicants.

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 Greater Mumbai for putting of banners and hoardings etc.
- iii. The successful tenderer should obtain temporary electric connection from the concerned department.

ACCEPTANCE AND WITHDRAWAL

- 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.

