

Government of India
Ministry of Agriculture and Farmers Welfare
Department of Agriculture, Cooperation and Farmers Welfare
Directorate of Extension
KrishiVistarSadan,
New Delhi-110012.

E-TENDER FOR ENGAGING AGENCY ON TURN-KEY BASIS
FOR EXHIBITION WORK OF IITF-2017

F.No.4(2)/2017-Exhibition.
(September, 2017)

(Visit us at - www.agricoop.nic.in/ www.krishivistar.gov.in)

F.No.4(2)/2017-Exhibition.
Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agriculture, Cooperation & Farmers Welfare (DAC&FW)
Directorate of Extension (DOE)

E - TENDER FOR EXHIBITION ON AGRICULTURE AND ALLIED SECTOR ON “TURNKEY BASIS”

Subject: Invitation of e - tender for Exhibition on Agriculture and Allied subjects on “TURNKEY BASIS” by the Ministry of Agriculture & Farmers Welfare to be held from 14th to 27th November, 2017 during IITF 2017 at PragatiMaidan, New Delhi.

- I. The Directorate of Extension (DOE), Department of Agriculture, Cooperation & Farmers Welfare, Ministry of Agriculture & Farmers Welfare, Government of India intends to invite online bid (e-tender) through CPP portal i.e., www.eprocure.gov.in from reputed and experienced agencies for Exhibition/Display work for Exhibition from 14th to 27th November, 2017 during IITF - 2017 at PragatiMaidan, New Delhi, on “TURNKEY BASIS” only. The online bids will be accepted through CPP portal latest by 04.00 pm on or before 28th September, 2017. **No manual (off-line/physical) bids will be accepted/considered.**
- II. **A pre-bid meeting will be convened on 18th September, 2017 at 11:30 am in Room No. 142 at Krishi Bhawan, New Delhi. Interested agencies may attend per-bid meeting on the said date & time. Confirmation for participation in pre-bid meeting should be communicated at the email address us.singh@nic.in for necessary action for issuing Entry/Security passes.**
- III. The technical bid will be opened on 29.09.2017 at 04.00 pm in Syndicate Hall, KrishiVistarSadana, CTO, Pusa, New Delhi- Pin Code -110 012.
- IV. Interested agencies may submit tender through online portal i.e., www.eprocure.gov.in along with scanned copies of all requisites/ documents including scanned copy of EMD-Bank Guarantee of Rs. 10.00 Lakh issued by any scheduled/ nationalized bank only. Each page of the tender document must be self-certified by the tenderer/ authorized signatory, without which, the tender will not be considered.
- V. **The original of the above EMD of Rs. 10.00 Lakh** as mentioned above must be issued in favour of “Drawing & Disbursing Officer, Directorate of Extension” and payable at New Delhi, should be submitted to the Joint Director (FI/Exhibition), in Room No. 203, Directorate of Extension, KrishiVistarSadana, Pusa, New Delhi – 110 012 latest by 3.30 pm on or before 28th September, 2017. Late submission of original EMD would disqualify the bid.
- VI. **The non-refundable tender processing fee of Rs. 5, 000/-** by Demand Draft/Pay Order in favor of ‘Drawing & Disbursing Officer, Directorate of Extension’ payable at New Delhi, is required to be deposited with the office of Joint Director (FI/Exhibition), in Room No. 203, Directorate of Extension, KrishiVistarSadana, Pusa, New Delhi – 110 012 latest by 3.30 pm on or before 28th September, 2017.
- VII. **Theme of the Exhibition: will be “START UP INDIA and STAND UP INDIA”** which will showcase Indian Agriculture and allied subjects with multimedia/Digital display including virtual/ immersive technology from 14th to 27th November, 2017 during IITF- 2017 at PragatiMaidan, New Delhi (India). **The concept note may be seen at Annexure- E.**
- VIII. The Directorate of Extension (DOE)/ Department of Agriculture, Cooperation & FW, Ministry of Agriculture & Farmers Welfare, Government of India reserves the right to accept or reject the whole tender or any part of rates received without assigning any reason. DOE will entertain no request for any change in the rates after receiving the tender.
- IX. Tender Form detailing on Terms & Conditions and detailed numerical criteria for evaluation of Technical Bids (Annexure –A & B) & Qualification and other information (Annexure – C) and Financial Bid Format (Annexure – D) may please be seen on CPP portal and www.krishivistar.gov.in and www.agricoop.nic.in.

Sd/-

(Dr. Umashanker Singh)

Joint Director (FI/Exhibitions)

011-25841385

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F.No4(2)/2017-Exhibition
Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agriculture, Cooperation & Farmers Welfare (DAC&FW)
Directorate of Extension (DOE)

KRISHI VISTAR SADAN
PUSA, NEW DELHI

NOTICE INVITING TENDER

(For publishing on the website)

Tender No. 4(2)/2017-Exhibition

Tender No.	File No. 4(2)/2017-Exhibition
Tender forms available on website	For online tender: http://eprocure.gov.in/eprocure/app/
Date and Time of Issue/Publishing	14.9.2017 4:00 pm
Document download starting date and time	14.9.2017 4:00 pm
Bid submission starting date and time	14.9.2017 4:00 pm
Bid submission last date and time	28.09.2017 4.00 pm
Date and time of opening of Technical bid	29.09.2017 4.00 pm
Place of opening of technical bid	<i>Syndicate Hall, KrishiVistarSadan, CTO Pusa, New Delhi-110012</i>
Date of opening of Financial bid	To be intimated later
Date of Pre-bid meeting with interested agencies	18.09.2017. 11.30 am
Place of Pre-bid meeting	Room No.142, Krishi Bhawan, New Delhi-110001

Bid document can be downloaded from DAC & FW website www.agricoop.nic.in. www.krishivistar@gov.in
& CPP Portal Website <http://eprocure.gov.in/eprocure/app/>

Sd/-
(Dr. Umashanker Singh)
Joint Director (Exh./FI)
011-25846612

F.No4(2)/2017-Exhibition
Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agriculture, Cooperation & Farmers Welfare (DAC&FW)
Directorate of Extension (DOE)

BID DOCUMENTS- The services required, bidding procedures and contract terms are prescribed in Bid Documents. The bid Documents include:

- Notice Inviting Tender
- General Aspects of Tender
- Instructions to Bidders
- Instructions for online Bid Submission
- Terms and Conditions of the Contract
- Format of Tender acceptance letter.
- Format of Price Bid



Government of India

Ministry of Agriculture & Farmers Welfare

Department of Agriculture, Cooperation & Farmers Welfare (DAC&FW)

Directorate of Extension (DOE)

TERMS AND CONDITIONS OF TENDER (ToR)

1. Engagement of agency shall be valid for exhibitions on turnkey basis only to be organized from 14- 27th November, 2017 during IITF 2017 at PragatiMaidan New Delhi. The job shall be completed under the direct supervision and direction of the officer/officers deputed by the Directorate of Extension/Department of Agriculture, Cooperation & Farmers Welfare (DAC&FW).
2. The contract shall be reviewed any time during the assigned period by DOE with respect to the work done and services provided by the agency. If the work/services of the agency are found unsatisfactory on any account, the contract may be terminated by the Directorate of Extension without any cost.
3. The contractor/bidder/agency will not be allowed to alter or modify their bids after expiry of the deadline for receipt of bids.
4. **THE ESSENTIAL AND MINIMUM ELIGIBILITY CONDITIONS/CRITERIA FOR CONSIDERATION OF BID FOR EVALUATIONS:**
 - 4.1. *The following are the minimum eligibility criteria essential for consideration of any bid for further scrutiny or evaluation. Interested agencies must ensure their eligibility based on following prescribed minimum criteria, before submitting online bid.*
 - 4.2. *All supporting documents required as proof of eligibility must be submitted /attached along with tender bid documents duly signed by tenderer on each page. The bids without supporting documents as mentioned against each eligibility criteria shall be summarily rejected without any notice. The page number must be filled in the prescribed column by the bidder himself, without which the application will be treated as deficient and rejected without any notice*

S.No.	ESSENTIAL AND MINIMUM ELIGIBILITY CONDITIONS/CRITERIA	SUPPORTING DOCUMENTS AS PROOF MAY BE CONSIDERED (NO OTHER DOCUMENT SHALL BE CONSIDERED)	Page No. of supporting document submitted online as proof of eligibility as mentioned in column No. 2 & 3
(1)	(2)	(3)	(4)
1.	Earnest Money Deposits (EMD) of Rs. 10.00 Lakh	Submission of Original EMD of Rs. 10.00 Lakh by Bank Guarantee at prescribed address as mentioned in tender document latest by 3.30 pm on or before 28 th September, 2017.	
2.	Non-refundable tender bid processing fee of	i. Deposit of Bank Draft/ Bank Pay order of Rs 5,000/- only in favor of 'Drawing &	

	Rs.5, 000/-	Disbursing Officer at prescribed address as mentioned in tender document latest by 3.30 pm on or before 28 th September, 2017.	
3.	Minimum three years relevant professional experience	i. Firm/ Agency/ Company Registration Certificate issued by Govt. Authority only	
		ii. Work order issued in the name of said agency during the consecutive last 03 years w.e.f. 01.04.2014 to 31.03.2017.	
		iii. Proof of work done as empanelled agency only(NOT on ad hoc contract basis)	
		iv. Copy of empanelment letter against eachwork order mentioning reference of each tender (rate approved)	
4.	Minimum Annual Turnover of not less than Rs. 5.00 crores (five crores) from Exhibition work on Turnkey Basis only for the last three consecutive years i.e., 2014-15, 2015-16 and 2016-17.	i. A CA certified copy of annual turnover from the Exhibition work executed on TURNKEY BASIS only during the last three consecutive years i.e., 2014-15, 2015-16 and 2016-17.	
		ii. Work order issued in the name of said agency for exhibitions on turnkey basis only during the consecutive last 03 years w.e.f. 01.04.2014 to 31.03.2017 as proof of above turnover.	
		iii. Supported by bank transaction statement clearly mentioning the amount of payments received from client organizations paid against each work order, as claimed for turn over	
		iv. The work order of Less than Rs. 10.00 Lakh will not be considered for any purpose - neither for turnover nor number of exhibitions nor evaluations. v. Only works of exhibitions executed on TURNKEY BASIS will be considered for calculating annual turn-over and income against supply of items/services on rate contract basis will not be considered as turnover for any other purpose.	
		vi. The turnover pertaining to advertisement, rental of super structures & film making will not be considered.	
		vii. Balance-sheet and profit/loss account of last three financial year's w.e.f. 2014-15, 2015-16. 2016-17 to be duly certified by CA	
5.	At least two (2) National or International Exhibitions done with a minimum work order of Rs. 50.00 lakh on turnkey basis during last three years w.e.f. 2014-15, 2015-16. 2016-17	i. At least two (2) work orders with a minimum of Rs.50.00 lakhs during last three years w.e.f. 2014-15, 2015-16. 2016-17, on turn-key basis only for work of exhibitions at National or International Exhibitions ii. Work order below the amount of Rs.50.00 lakhs will not be considered for any purpose. Rate contract work will not be considered for	

		turnover iii. supported by bank payment transaction against each payment towards above work order	
6.	Service Tax Deposit/ VAT Receipts	i. Copies of Service Tax Deposits/ VAT Deposits of last three years w.e.f. 2014-15, 2015-16. 2016-17 to be annexed.	
7.	Final Income Tax Returns	ii. Copy of ITR (last revised if any) with Acknowledgment Certificated of last three years w.e.f. 2014-15, 2015-16. 2016-17.	
8.	Only firms/agencies registered with taxation authorities of the Government of India and respective state governments	iii. Copy of PAN Card	
		iv. Copy of TIN Registration	
		v. Copy of Service Tax Registration	
		vi. Copy of VAT Registration	
		vii. Copy of GST/SG Registration	
9.	Work Completion/ Execution Certificate	i. Satisfactory Work/ Task Completion/ Execution Certificate for each work order submitted for any purpose.	
		ii. Work order will not be considered for any purpose if satisfactory Work/Task Completion Certificate from client organizations is not submitted.	

4.3. IMPORTANT INSTRUCTION: IN THE ABSENCE OF ANY OF THE ABOVE SUPPORTING DOCUMENTS AS MENTIONED IN COLUMN NO. 3 OF ABOVE TABLE REQUIRED AS PROOF FOR DECIDING MINIMUM ELIGIBILITY, TENDER WILL BE REJECTED WITHOUT ANY NOTICE. NO CORRESPONDANCE WILL BE ENTERTAINED AT ANY LEVEL.

4.4. SUPPORTING DOCUMENTS SHALL BE VERIFIED WITH ORIGINALS DURING ANY TIME OF TENDER PROCESS. SUPPORTING DOCUMENTS MAY ALSO BE SOUGHT AS PROOF. FURTHER, VERIFICATIONS OF DOCUMENTS, CLAIMS, ETC., MAY ALSO BE DONE BY DEPARTMENT ANY TIME EVEN BEFORE/DURING OR AFTER FINALIZATION OF TENDER BID/PROCESS.

4.5 Work executed under ad hoc contract and NOT by following due procedure laid down by CVC guidelines of tendering shall not be taken into consideration for assessing turnover of the company

5.0. Other Terms and conditions

- 5.1. Work order without work completion certificate and bank transactions statements against each work order will not be considered for any purpose neither for eligibility or technical evaluations.
- 5.2. No relaxation will be provided in any condition in minimum eligibility criteria prescribed in above table and document.
- 5.3. Sub contracted or sublet job, not in their name will not be considered towards eligibility. The agency which has the work order shall only be considered for this purpose.
- 5.4. EMD and bid processing fees must be submitted on or before last day of bid to Joint Director (Exhibition), Directorate of Extension, Room no. 203, KrishiVistarSadan, Pusa New Delhi, failing which bid document will be treated as incomplete and rejected without any notice. Applicants must submit an Earnest Money of **Rs. 10.00 Lakh** only as Bank Guarantee by any Nationalized/ scheduled bank in favor of the Drawing and Disbursing Officer, Directorate of Extension, Pusa, New Delhi-11 0012. Bank Guarantee should be valid for 180 days which will be considered from the date of first publication of this e-tender document on CPP portal. No other date is considered in any circumstances. The Earnest Money (EMD) will be returned to the unsuccessful tenderer, while the Earnest Money of the successful tenderer will be retained by the Ministry which will be returned at the end of the contract period after successful completion of the job.

- 5.5. All Items/components mentioned at Sr. No.1 to 9 of the above table are mandatory for consideration of application. Without these, the tender will be treated as deficient and rejected without any further notice.**
- 5.6. Adequate manpower - both technical & skilled-unskilled. Must have their own workshop.
- 5.7. Multimedia Power Point Presentation or 3-D Scale Model/Dummy by the agencies will carry extra weightage during technical bid.
- 5.8. Qualified agency must carry-out modification/ alteration of model as per requirement by MoA&FW without any extra payment.
- 5.9. MoA& FW reserves the right to reject/cancel the tender of any or all applications without assigning any reason thereof. No correspondence in this regard shall be entertained.
- 5.10. A Committee of DoE/MoA& FW officials will examine the received bids. The Committee may inspect the business premises/workshops physically of those firms/agencies whose bids are found eligible to check the capacity/capability of the agency, if required.
- 5.11. Tender will be valid for the said Exhibition only. No request for increase of rate will be entertained under any circumstances during the contract period.
- 5.12. Time and quality will be the essence of the contract. If the agency is found unsuitable (i.e., delayed execution/poor workmanship) the contract can be cancelled at any time without assigning any reason, or a certain percentage of amount may be deducted as recommended by the reviewing committee as thereof.
- 5.13. Nominated officers of the Ministry will inspect quality of the job/materials. Decision of the Ministry in this regard will be final and binding on the firms.
- 5.14. All electronic/ electrical display items, plants, carpets, 3D models, exhibits etc., will be provided by the successful firm on hire basis, except photo panels.
- 5.15. All electronic / electrical, etc., items should be in working condition during exhibition hours. Operation / maintenance in all respects will be the sole responsibility of the agency. Any break-down of the equipment will invite deduction of amount.
- 5.16. The successful tenderer should deposit 20% amount as **Security Money** of the total job order by pay order/ Bank Draft in favor of Drawing and Disbursing Officer, Directorate of Extension, Pusa, New Delhi 110 012, before acknowledging the receipt of job order.
- 5.17. Any accident/ mishap during the execution of the job will be the responsibility of the agency concerned, which will get the necessary insurance done at their cost.
- 5.18. All contracts shall contain a provision for recovery of liquidated damages for defaults on the part of the contractor.
- 5.19. All rights are reserved with the Directorate of Extension, Ministry of Agriculture & FW to reject the services/ goods which do not conform to the specifications.
- 5.20. Failure to meet the time schedule & quality may result in imposition of penalty of the contract price as per provisions of GFR.
- 5.21. One official/officer in charge/Coordinator from the agency should be available for the entire period at the pavilion on all days and respond to queries from the Department.
- 5.22. General terms and conditions of Tender of Government will also be applicable.
- 5.23. In case of default of any kind, including following the terms and conditions of the job agreement/tender, the security deposit provided by the agency shall be forfeited to this Directorate.
- 5.24. Submission of Quotation/proposal by the Agency will imply that it has read all the documents carefully and made itself fully aware of the work.
- 5.25. The last date for online submission of tender/bid along with all the necessary documents/scanned copies including scanned copy of Bank Guarantee/ Bank Draft against EMD is 28th September, 2017 till 4.00 pm.**
- 5.26. Bids/quotations received without earnest money will be rejected and their Technical and Financial Bids would be returned unopened.
- 5.27. EMD/Security money shall be valid for a period of 180 days w.e.f. last date of online tender as mentioned in this document. No other date is considered.
- 5.28. The contractor/bidder will have to make his/her own arrangements for the procurement of materials for the execution of the assigned work/jobs in the events. The Directorate of Extension will not make any advance payment for execution of any of the job/work.
- 5.29. No excuse will be entertained for non-compliance of the job in the stipulated time frame. If at any stage it is found that the work done by the contractor/bidder in any area is substandard or not up to the mark, the Directorate of Extension will have full power/right to get the job completed from any**

other agency at the risk and responsibility of the contractor/bidder and deduct the expenditure so incurred from the bill and also forfeit the Performance Security money.

- 5.30. The Security money/ Performance Security so deposited shall remain valid up to 180 days or completion of all contractual obligations, whichever is later.
- 5.31. The rates quoted for the tender shall include transportation charges, packing and unpacking, loading and delivery of the material at the exhibition site/Directorate of Extension as the case may be. VAT, Service Tax, GST or any other Government levies as applicable should be indicated separately for each item in the final bill/vouchers after work is over. VAT & service tax shall be paid as per rates prevalent at the time of award/execution of work.
- 5.32. The goods supplied shall be of ISI (BIS) standards/AGMARK, as per admissibility.
- 5.33. The responsibility of safety and security of the material of the contractor/bidder at the exhibition site will rest entirely on them. The Directorate of Extension will not be responsible for any loss or damage to the items.
- 5.34. The bid shall be valid for acceptance for a period of ninety days from the last day of its submission.
- 5.35. If an item is executed not to the satisfaction of the Physical Verification Committee (in terms of quality & workmanship) and the Committee has no option but to accept it due to paucity of time, penalty of up to 50% may be imposed on such item as may be deemed appropriate by the Committee if defects are not rectified even after giving opportunity to the contractor to rectify the defects.
- 5.36. If certain items included in the work order are not completed at all, a penalty of 50% of the value of such item may be levied in addition to withholding payment for such not completed items.
- 5.37. If execution of certain items is delayed up to a period not exceeding 30% of duration of the event, penalty @ of 10% per day of the value of such items will be imposed. After expiry of period of 30% of the event duration, the work will be deemed to be incomplete and will be dealt with as per terms & conditions of this ToR.
- 5.38. The material/items prepared/provided on lump sum/turnkey/purchase basis such as digital prints for display, flax, photographs, model, translites, rotogloves, diorama, storytelling board, electronic signage, etc other than on hire basis after the exhibition will belong to Directorate of Extension and the agency will have no claim on it.
- 5.39. At any time prior to the deadline for submission of bids to DAC&FW, for any reason, whether at its own initiative or in response to the clarification(s) requested by prospective bidders may modify the bidding documents by issuing amendments.
- 5.40. The bidders will be notified of the amendments on the DAC&FW/DOE websites (<http://agricoop.nic.in> <http://vistar.nic.in>) under the head "Tender" and these will be binding on them. Therefore, bidders are requested to visit the said website on a regular basis for checking necessary updates.
- 5.41. The resultant contract will be interpreted under Indian Laws and all disputes emanating from the resultant contract shall be settled under the jurisdiction of the Delhi High Court.
- 5.42. The Agency will solely be responsible for insurance of all items provided by it. Damage, if any, due to theft/ fire/ or due to any other mishappening shall be borne by the Agency. In any such eventuality, the replacement of such damaged/stolen items will have to be done within 2 hours. Delay if any, will attract penalty as per clause 26 above
- 5.43. The agency shall also be responsible for damage/loss, if any, to the property of the Department on account of negligence/poor quality workmanship during preparation/installation/conduct and maintenance of exhibits.
- 5.44. The Department shall have the copyright for all the designs and material prepared for the exhibition. A soft copy of the same shall also have to be provided by the agency. Under no circumstances shall the agency use this material elsewhere without the permission of the Department.
- 5.45. *The Directorate of Extension reserves the right to accept or reject any or all the tenders or accept only part of any tender or entrust the entire work to one or more contractors on item- wise/or lump- sum basis without assigning any reason or explanation therefore to the bidder/bidders.*
- 5.46. For any clarification regarding contract/terms and condition of tender bid please contact Joint Director (Exhibition), Room No. 101, Directorate of Extension, KrishiVistarSadan, Pusa, New Delhi – 110 012 between 2.30 p.m to 3.30 p.m

6.0. SELECTION CRITERIA:

- 6.1. **Selection procedure would be made on the basis of combined Quality- Cum- Cost-Base- Selection (QCFCBS). Technical Bid will carry 70 marks and Financial Bid will carry 30 marks.**

- 6.2. Technical bids will carry a total of 70 marks
- 6.3. Financial bids will carry a total of 30 marks.
- 6.4. The Technical evaluation will have a weightage of 70 marks on the basis of various parameters like 3D/ P.P. Presentation, conceptualization of theme, display, creative strength like Creative Director, Visualizer, Copy writer, etc. All bidders are required to necessarily make a short Power Point Presentation of design proposed.
- 6.5. The financial bids will be opened only of those bidders whose technical bids would be complete in all respects as per tender document and such bidders secure a minimum 50% (35 Marks) marks in the technical evaluation.
- 6.6. The Financial scores (Tn) will be calculated on the basis of lowest financial quote (Fm) by awarding maximum financial score (i.e., 100) to the lowest bid i.e., Fm. The scores awarded to other bidders with a bid value of Fb will be $Tn = Fm/Fb \times 100$.
- 6.7. The bids with lowest cost will be given a score of 100%. 30 marks that will be L-1, the other bids will be given in financial score that are proportionate to their price.
- 6.8. The agency getting overall maximum marks (technical and financial) will be selected for award of work on L1 basis.
- 6.9. Final selection of the agency will be done on the basis of final score of the bid i.e., $(0.3 \times Tn) + (0.7 \times Tb)$. The bid with the highest final score calculated in this fashion shall be considered as the best value bid. In case of a tie, the bid that scores a higher Technical scores (Tb) will be considered the best value bid.

(Technical Bid Evaluation)

Parameters/Yardstick and Evaluation Criteria of Technical Bid:

- I. The marks for Technical Bid will be calculated on the basis of technical presentation, length of experience, turnover and past work, etc., as per criteria/mark matrix. Following are the Parameters/Yardstick and Evaluation Criteria for evaluating Technical Bid: Criteria/Marks System for calculating marks for Technical Bid (Tb).

Sl. No.	Items	Supporting Document (Submitted / Not Submitted)	Page No. in the tender document	Maximum Marks	Marks Obtained
1.	Turnover (during last three consecutive years only)			Max. 30 Marks	
	a. Single work order (Turnover) of above Rs.50.00 lakh and up to Rs. 75.00 lakh /- per work order- 02 marks b. Single work order (Turnover) of above Rs.75.00 lakh and up to Rs.1.00 crore /- per work order- 04 marks c. Single work order (Turnover) of above Rs.1.00 crore and below 1.25 crores - per work order- 6 marks d. above Rs. 1.25 crores- per work order- 8 marks				
2.	Experience in the field of organizing Exhibitions on Turnkey basis (work order should not be below Rs. 50.00 lakhs each)			Max. 15 Marks	
	a. National Level Exhibitions organised during last three years in India organised by Central Govt/ Central PSUs etc. (not less than 50.00 Lakh each) • Above 2 events - - 1 mark • Above 2 and below -5 - 2 marks • Above - 5 - 3 marks b. International Level Exhibition organized within India by Central Govt/ Central Autonomus/ Central PSUs etc (not less than 50 lakh each) • Below 2 events - 2 marks • Above 2 and below 5 - 4 marks • Above 5 and below 8- - 6 marks c. International Level Exhibition organised outside India by Central Govt/ Central Autonomus/ Central PSUs etc • Below 2 events - 3 marks • Above 2 and below 5 - 6 marks • Above 5 - 9 marks				
2	PRESENTATION (BEFORE PRESENTATION COMMITTEE) - PPP/3D			Max. 20 Marks	

	Concept: of Exhibition: Model Presentation, Conceptualization, Theme treatment, planning & Display Decoration, Display panels with modern equipment, Electronic gadgets, using of modern lighting, Laser Show etc. Maximum Marks- 18				
	Theme of the Exhibition (Maximum Marks- 2				
	Awards- Award winning works execute on Turnkey Basis - Minimum 1 award during last three years by Central Government Organizations only - 05 marks A. One award -2 B. Two awards- 3			Max. 05 Marks	
	Total			Max. 70 Marks	

SCOPE OF WORK

JOB TO BE DONE

The scope of work includes conceptualization, designing of panels/visuals, fabrication, display, mounting and erecting (exterior and interior) of international standard. The proposed tentative work has to be undertaken on a turn-key basis.

- **Design may be prepared on the basis of SCOPE OF WORK**
- **Time Frame:** The Exhibition task/work is to be completed well in advance before the commencement of IITF 2017, that is, by November 12, 2017.
- **Theme:** Theme of the Exhibition is “**Start-up India and Stand up India** ”which will showcase Indian Agriculture and allied subjects. All Documents, Materials will be provided by Ministry of Agriculture &FW and **can be contacted at: Exhibition Cell of Directorate of Extension .**
- Rate should be quoted in all respects, including applicable VAT/TAX/GST with, designing, erecting, dismantling, transportation at exhibition site, etc. The electrical, electronic equipments, plants, carpet, etc., are to be provided by the successful firm on hire basis. Beside this, any other materials which are on hire basis may please be mentioned clearly.
- **Important: Quotations must be submitted on line on CPP portal. Ministry of Agriculture & FW reserves the right to accept or reject any or all tenders without assigning any reason whatsoever. If at all any disputes arises, then such disputes will be settled within the jurisdiction of Delhi only.**

Façade:

- **Front Facia.** Facia and main entrance of hall should be well fabricated with attractive decoration, multimedia application either in flex mural, **2D relief mural, LED Wall** for Audio visuals or any other **suitable animated visuals** based on the theme of exhibition. Title of the exhibition could be in **2 D letter in Hindi and English** or whatever suitable design proposed.
- All structures to be dismantled/removed after the exhibition at agency’s cost within three days.

Exhibition Area

- **Area of MoA& FW Stand: 500 Sq.mtrs (Approx.)**
 - No. of stalls : 20 (Approx.) of 9 Sq.mtrs. (octonorm)
 - Office Area : 18 Sq.mtrs
 - VIP lounge : 27 Sq.mtrs
 - Theme Area : 275 Sq.mtrs
- **Reception counter-** One wooden reception table with glass top. Size of the table could be approximately 8’(L)x2’(W)x2.5’(H), Three good quality revolving chairs.
- **Revolving translite-** Size approx. 6’x3’x3” Qty: 4/or any new idea/ design for beautification.
- **Touch Screen Kiosks.** Monitor size 52” (approx3) including preparation of software for Touch screen.
- **Digital prints** including mat lamination & mounting on 4 mm sun board. size according to design –approx20/30.
- **Backlit panel-** according to design. Size approx-8’x4’

- **Plasma/ LCD** screen 62” size to be mounted on panels.
- **LED** display Board for running message/slogans 12’x2’approx size or available size.
- **LED Wall - 12ft x 8ft approx.**
- **Neon Sign:** Preparation and installation of neon sign for Exhibition Theme in Hindi & English.
- One Kiosk (Vertical) four side pillar For hearing sound/ Voice through earphone and with software to be prepared if any
- Entire Exhibition panel should be made of fire resistant wood duly painted.
- Any other requirement at any point of time to be carried out by the agency
- Hiring of 4 CCTV Cameras- Hiring of 4 CCTV cameras, hard disc digital video recorder with 1 TB, HDD, centralized monitoring at venue as well as remote monitoring through internet for 14 days. The quality of camera should be 600 TVI of branded make, and other related accessories along with operator on hire basis.
- **Wifi facility:** Wifi facility to be provided in the exhibition area by the agency.
- **Security- Adequate** fire extinguishers **on hire basis**
- 4 Security Guards for Entire period of IITF-2107 x 24Hrs.
- One lady Guard for Entire period x 24Hrs.
- Lady Receptionist- 1
- Girl Guide- 4
- Hand Metal detector- 4
- Automatic Visitors Counting Machine
- **Furniture-** Approx. 15 good chairs and 15 tables, 5 center tables, 4 sofa sets, 6 office chairs, 6 steel dustbins, 4 standing fans, etc., for office and sales counter.
- **Approximately 50 good quality potted/ flower plants including their watering,** to be displayed inside and outside the exhibition area for beautification of the exhibition area
- **Taxi/Transport-** Tentatively Four Taxis required for DoE/Ministry of Agriculture & FW Staff from Execution period till the end of the Fair.
- **Pantry-** Water dispensers with Mineral water for all- day supply, tea/coffee (with and without sugar), biscuits, namkeen, disposable tumblers for tea/coffee and water.
- **Inaugural Ceremony-** Aesthetically designed flower decoration and flower bouquets for guests, etc.
- **Note: All electrical wiring & fixtures should be of ISI mark.**
- All materials used should be of fire resistant materials.
- Each panel should be fitted with slick spotlights.
- **COVER OF NON-WOVEN CARPET:** The entire Exhibition area should be laid with non-woven carpet duly pasted on platform as per the required colour (Approximate 500 Sq. mtrs).
- Cleaning, sweeping, supervision, maintenance of stall/pavilion for entire exhibition period.
- **In addition to above scope of work, agency can propose any new ideas or concept.**
- **DISPLAY SYSTEM TO BE USED FOR EXPERIENCING DIGITAL/ VR EXHIBITION/PAVILION:** Digital art is an artistic work where digital technology makes an essential part of a creative presentation and it can be used as per the purpose, more appropriately and effectively. Different digital components are used in the fabrication/decoration of a pavilion as these digital components are very efficient in delivering the message in an appealing manner: Main components are as under:
 - **TVs (with stands/ mounting facility):** TVs are popular choice for event displays and to draw attention to booth at a exhibitions/show. TVs range from 24 inches to 80 inches and are well-suited as event displays for booths or exhibits. Also may put screens on stands in key locations around event floor. TVs may also be mounted on a permanent or facade wall.
 - **LED Video Walls & Jumbotrons and Panels:** Video walls and panels for indoor & outdoor hoardings for overall experience of the audience. Jumbotrons are one of the priciest options for event displays. These displays are meant for outdoor venues and have a huge impact.

- **Projectors-** For creating event displays viewable by attendees at once.
- **Kiosks-** A standing display kiosk windows-based software for use to load images and video.
- **Scroll Message LED:** to running messages continuously on a screen mainly at fascia visible to all.
- **Touch Screen:** Touch Screen for display of message & information that can be accessed by the touch of a finger for engaging visitors.
- **Digital Signage:** LED signage for seamless content integration, saving from manually-loaded content.
- **Clip on Display Board:** handy Clip on Display Board and hassle free comparing to traditional sun board/front lit panels.
- **Laptop & Dedicated PC:** For connecting to a display via a shared input/output between laptop and the display: HDMI, VGA, DVI, or Display Port required.
- **Images and Video-** Simple event display content management system (CMS) to show a loop of images and video and designing of the images and video.
- **Social Media Walls-** For using event displays as social media walls, streaming the conversation taking place at the event on Twitter, Instagram, Facebook, etc.
- **Virtual Reality Shows -** at least 3 films for the 30- 60 sec.duration will be produced by selected agency for VR shows in 360 degree panoramic view in 3-D formats, on Agriculture & allied sector
- **Connectivity: Internet connectivity with WiFi connections:** Wi-Fi internet connection for connecting event displays to the network.

CONCEPT NOTE

DEVELOPMENT OF THEME PAVILION: START UP INDIA & STAND UP INDIA (in respect of Agriculture & Allied Sectors)

On January 16, Prime Minister Narendra Modi unveiled a 19-point action plan for start-up enterprises in India. He also announced a self-certification scheme related to nine labour and environment laws. He also said that there would be no inspection of the enterprises during the first three years of the launch.

The PM had announced an all-inclusive action plan to boost such ventures that would boost employment generation and wealth creation.

1. Self-certification

The start-ups will adopt self-certification to reduce the regulatory liabilities. The self-certification will apply to laws including payment of gratuity, labour contract, provident fund management, water and air pollution acts.

2. Start-up India hub

An all-India hub will be created as a single contact point for start-up foundations in India, which will help the entrepreneurs to exchange knowledge and access financial aid.

3. Register through app

An online portal, in the form of a mobile application, will be launched to help start-up founders to easily register.

4. Patent protection

A fast-track system for patent examination at lower costs is being conceptualised by the central government. The system will promote awareness and adoption of the Intellectual Property Rights (IPRs) by the start-up foundations.

5. Rs 10,000 crore fund

The government will develop a fund with an initial corpus of Rs 2,500 crore and a total corpus of Rs 10,000 crore over four years, to support upcoming start-up enterprises. The Life Insurance Corporation of India will play a major role in developing this corpus. A committee of private professionals selected from the start-up industry will manage the fund.

6. National Credit Guarantee Trust Company

A National Credit Guarantee Trust Company (NCGTC) is conceptualised with a budget of Rs. 500 crore per year for the next four years to support the flow of funds to start-ups.

7. No Capital Gains Tax

At present, investments by venture capital funds are exempt from the Capital Gains Tax. The same policy is being implemented on primary-level investments in start-ups.

8. No Income Tax for three years

Start-ups would not pay Income Tax for three years. This policy would revolutionise the pace with which start-ups would grow in the future.

9. Tax exemption for investments of higher value

In case of an investment of higher value than the market price, it will be exempt from paying tax

10. Building entrepreneurs

Innovation-related study plans for students in over 5 lakh schools. Besides, there will also be an annual incubator grand challenge to develop world class incubators.

11. Atal Innovation Mission

The Atal Innovation Mission will be launched to boost innovation and encourage talented youths.

12. Setting up incubators

A private-public partnership model is considered for 35 new incubators and 31 innovation centres at national institutes.

13. Research parks

The government plans to set up seven new research parks, including six in the Indian Institute of Technology campuses and one in the Indian Institute of Science campus, with an investment of Rs 100 crore each.

14. Entrepreneurship in biotechnology

The government will further establish five new biotech clusters, 50 new bio incubators, 150 technology transfer offices and 20 bio-connect offices in the country.

15. Dedicated programmes in schools

The government will introduce innovation-related programmes for students in over 5 lakh schools.

16. Legal support

A panel of facilitators will provide legal support and assistance in submitting patent applications and other official documents.

17. Rebate

A rebate amount of 80 percent of the total value will be provided to the entrepreneurs on filing patent applications.

18. Easy rules

Norms of public procurement and rules of trading have been simplified for the start-ups.

19. Faster exit

If a start-up fails, the government will also assist the entrepreneurs to find suitable solutions for their problems. If they fail again, the government will provide an easy way out.

Government of India
Ministry of Agriculture & Farmers Welfare
Department of Agriculture, Cooperation & Farmers Welfare (DAC&FW)
Directorate of Extension (DOE)

Qualification Information- A

(For Individual Bidders)

	Particulars	Details	Name of the document attached	Attach ment/ page no.
1	Constitution of legal status of bidder		Documents issued for the purpose by Government	
2	Place of registration		Proof of Registration mentioning the place of registration	
3	Principal place of business		Proof of address with Registration document for business at mentioned address	
4	Power of attorney of signatory of bid (Attach)		Copy of power of attorney of signatory of bid	
5	Total value of similar work executed and payments received in the last three years from 2014 to 2016-17	2014-15..... 2015-16..... 2016-17.....	CA certified of total value payments received against work executed during the year (year- wise)	
6	Work performed as prime contractor (in the same name) on works of similar nature over the last three years from 2014 to 2016-17	2014-15..... 2015-16..... 2016-17.....	Copy of work order against the Work Performed (Year- wise)	

2. Qualification Information- B

(For Individual Bidders)

Sl. No.	Pro-ject name	Name of employ-er	Descrip-tion of work	Contr-act No.	Value of contr-act (Rs.)	Date of issue of work order	Stipulated period of completion	Actual date of comp-letion	Re marks explain -ingrea-sons for delay & work comp -leted	Documents attached ((YES/NO) (if yes, then attachment no. with page no.)
1										
2										
3										

Note: Information of Bid Capacity (works for which bids had been submitted and works which are yet to be completed) as on the date of this bid.

3. (A) Existing commitments and on-going works:

Description of work	Place & State	Contract No. & date	Name & address of employer	Value of contract (Rs.)	Stipulated period of completion	Value of work remaining to be completed (Rs.)	Anticipated date of completion	Document attached (YES/NO) (if yes then attachment no. with page no.)

3. (B) Work for which bids already submitted:

Description of work	Place & State	Name & address of employer	Estimated value of works (Rs.)	Stipulated period of completion	Date when decision is expected	Remarks, if any	Document attached (YES/NO) (if yes then attachment no. with page no.)

4. Qualification and experience of key personnel proposed for administration and execution of the contract.

Attach biographical data.

Position	Name	Qualification	Years experience (general)	of	Years of experience in the proposed position	Document attached (YES/NO) (if yes then attachment no. with page no.)

5. Proposed sub contracts and firms involved

Sections of the work	Value of sub - contract	Sub-contractor's name & address	Experience in similar work	Document attached (YES/NO) (if yes then attachment no. with page no.)

- 6 Financial reports for the last 5 years, balance sheets, profit and loss statements, auditor's reports (in case of companies/corporations), etc. List them below and attach copies.
- 7 Evidence of access to financial resources to meet the qualification requirements, cash in hand, lines of credit, etc. List them below and attach copies of documents.
- 8 Name, address and telephone, telex and fax numbers of the bidder's bankers who may provide references, if contacted by the employer.
- 9 Information on litigation history in which the bidder is involved.

Other party (ies)	Employer	Cause of dispute	Amount involved	Remarks showing present status	Document attached (if yes then attachment no. with page no.)

**SAMPLE FORMAT FOR EVIDENCE OF ACCESS TO OR AVAILABILITY
OF CREDIT FACILITIES**

BANK CERTIFICATE

This is to certify that M/s (name of the agency/firm/company) is a
reputed company with a good financial standing.

If the contract for the work, namely
is awarded to the above firm, we shall be able to provide overdraft/credit facilities to the extent of Rs.
.....to meet their working capital requirements for executing the above contract.

Sd. –

Name of the Bank
Senior Bank Manager
Address of the Bank

Time Frame

The agency selected for the execution of the job has to complete the exhibition as per deadline and time schedules fixed by the Ministry so as to enable fine-tuning of the processes involved in fabrication as per requirement from time to time before the display. Ministry of Agriculture & FW will have the right to make necessary modifications/ alterations in the layout till the last moment in order to ensure that a quality product is finally put on display. Last date for erecting the exhibition is 12th November 2017. Failure to meet the time schedule & quality may invite penalty at the discretion of Ministry of Agriculture & FW and as per Government rules, if any.

Terms of payment

1. Payment shall be made to the agency as per the following schedule.
2. **No advance payment will be paid to the agency**
3. Final payment shall be paid after satisfactory completion of the job in all respects.
4. Deduction at source for TDS or any other tax applicable shall be made as per law.
5. The Department shall not be liable for any default of payment by the agency to other parties, manpower involved or engaged by it for this project.
6. The department will not bear any additional cost of any kind for any work that the agency may have to undertake in course of the project beyond agreed amount as per tender.
7. In case of default of any kind including failure to fulfill the terms and conditions of the job agreement/tender, the Ministry of Agriculture & FW can reduce the amount as per admissible rule(s).

(FINANCIAL BID)

The Financial Bid (Tender Form – Annexure – (D) would be submitted mentioning the rates as per proforma. The contractor / bidder/Agency are required to quote the rates on turnkey basis only of Tender Form (Annexure-D). The rates are to be quoted for all items and in the manner as specified above; otherwise the tender/bid is liable to be rejected by the tender committee constituted for the purpose without any notice.

I, authorized representative of the Company, hereby quote the rates inclusive of all incidental expenses and taxes for the following job of Ministry of Agriculture & FW through the Directorate of Extension for Exhibition at IITF 2017 PragatiMaidan New Delhi, on behalf of my Firm/Organization on **Turnkey basis**.

Rate approved based on this e-tender may also be adopted and accepted on pro rata basis for other exhibitions of Ministry of Agriculture &FW organized in future outside Delhi/ NCR or any place in the country, if the agency agrees to. This will be at the sole discretion of Ministry of Agriculture &FW or agency and not binding on either of them.

Sl.No.	Description of job	Rate in figures & words
1.	Designing, Fabrication &Execution of entire job as mentioned in Annexure-IV(Scope of Work) of above said Exhibition on Turnkey basis.Approx Size, tentatively 500 sq. mtrs	Turnkey basis, per sq. meter Total..... GST----- GRAND TOTAL.....

Rate should be quoted on Trunkey basis as per Annexure-D above or as agency proposes to use various items /design (**Rate should be quoted for each Item , Sqmtr, unit etc., separately as well as on Trunkey basis**)

I, undertake to abide by the terms & conditions as laid down in the tender documents of Ministry of Agriculture & FW, Government of India, Delhi and to follow the instructions given by the Evaluation Committee as well as Expert Committee of the Ministry of Agriculture & FW Government of India, from time to time.

Signature:

(Name of the person with designation)

Date:

Name of the Firm:

Address:

Tel.No.

Fax No.:

Mobile No.:

Important reminder

- Being a time bound and prestigious assignment, you are directed to maintain strict timelines and maintain highest quality of standard. You are also directed to submit an action plan with time schedule.
- **Selected agency should complete the job latest by 12th November, 2017 positively so as to enable inspection by the team of senior officers.**
- All rights are reserved with Ministry of Agriculture & FW/ DoE to reject the services/goods which do not conform to the specifications. Failure to meet the time schedule & quality may invite a penalty of up to 20% of the contract amount or as per provision of GFR.
