

**OFFICE OF THE MANAGING DIRECTOR
RANCHI INDUSTRIAL AREA DEVELOPMENT AUTHORITY
NAMKUM INDUSTRIAL AREA, RANCHI**

NOTICE INVITING EMERGENT QUOTATION

Sealed quotations are invited from commercial interior decorators for decorating & furnishing the stall allotted to RIADA on the eve of Jharkhand International Trade Fair, 2012 to be organized at Morahabadi Ground, Ranchi from 19th to 26th February 2012.

The stall allotted to RIADA is 2 x 3m x 3m size which requires to be furnished. Quotations will be received in the Office of undersigned on 14th February 2012 upto 3.00 P.M. and will be opened on the same day on 3.30 P.M. before the quotationers or their authorized representative.

Quotationers are required to deposit earnest money Rs. 5000/- in form of Bank Draft payable to RIADA, Ranchi which is refundable.

Details of work may be seen or downloaded from our website www.riada.in or may be had from the office of Managing Director of undersigned upto 14.02.2012 till 11.00 A.M.

**Secretary
Ranchi Industrial Area Development
Authority
Ranchi**

Invitation for Tender
RANCHI INDUSTRIAL AREA DEVELOPMENT AUTHORITY
Short Tender Notice

1.1 Sealed tenders are invited by the Ranchi Industrial Area Development Authority, RIADA Bhawan, Namkum Industrial Area, Ranchi from reputed exhibition agencies for organizing design, decoration, paneling, supervision and display of exhibition space for Jharkhand at Jharkhand International Trade Fair 2012 (19 – 26 February, 2012), Morabadi Maidan, Ranchi. The Bidders should submit the proposals in two parts – Technical Bid & Financial Bid.

Agencies should quote the lumpsum rate for 18 sq. mtr. area for designing of facia and interiors of exhibition space which is to be occupied by RIADA in which an overall synergy of theme/designs should be maintained.

Terms & Conditions

Following information, with supporting evidence must be furnished by the bidder

The firm must have worked with different State & Central Government Department/ Organization/IITF (five work orders).

Only those firms who have minimum 05(five) years experience of executing exhibition related jobs may apply.

The firm should have adequate manpower and other facilities to arrange and execute the job smoothly.

The firm should enclose photographs with appreciation certificate (if any) of similar jobs done by them. (5 events).

The firm must enclose their SERVICE TAX registration Certificate.

List of five testimonials establishing professional excellence of the firm should also be submitted as enclosure in TECHNICAL OFFER of the tender.

The firm has to submit Coloured concept designs of the proposed theme/stall and creative for display panels.

The Bid should be in a Two Envelope format. Envelope ‘A’ should be marked as **TECHNICAL OFFER** and should have all the above mentioned details. Envelope ‘B’ should be marked as **FINANCIAL OFFER**. Both envelopes should be sealed in a third envelope marked as – **“TECHNICAL & FINANCIAL OFFER for RIADA”**.

The bidder must submit a Bank draft of **Rs. 5,000/-** drawn in favor of RIADA, Ranchi, **Jharkhand**, payable at Ranchi as earnest money with the Technical Bid.

The firm has to quote rate for each 18 sq.mtr. area. The firm should **also quote separately** for each **Display Panel** (including concept, copy, design and vinyl printing/ fabrication).

Bidders must furnish full data and information as required in this tender document.

Complete and sealed offer should reach this office by 14.02.2012 Up to 3.00pm. The **Technical bid will be opened on the same day at 3.30pm.** Presentation before member of tender committee and bidders. All bidders are required to necessarily make a short PowerPoint Presentation of design proposed. Financial bid will be opened of those bidders who will successfully qualify in the Technical Bid part. The undersigned reserves the right to reject, cancel any particular or all bid offers without assigning any reason whatsoever. The decision of the undersigned shall be final and binding.

Secretary
RIADA, Ranchi.

2. Instructions to Bidders

2.1 Eligibility and Qualification of the bidder

Agencies applying for the bid must have designed and supervised at least 5 such similar exhibition works in the last 05 (five) financial year. (Submission of work orders/letters relating to eligibility criteria must). The agency preferably must have executed similar work with similar area for the pavilions/stalls in large Industrial exhibitions in the last three years.

2.2 Rates and Quotes

The rates quoted shall be inclusive of all taxes and duties as applicable as per the law. The quoted rates shall be firm and shall not be subject to any change whatsoever. Agencies should quote in lumpsum for each 18 sq.mtr. area. (including concept, copy, design and vinyl printing/fabrication).

2.3 Tender Contents

The tender shall be submitted in ONE large sealed packet, named and duly marked as “Strictly Confidential- Bid for Design, Supervision and Display of International Trade Fair, 2012 at Morabadi Maidan, Ranchi.

The contents of the packet are described below.

There will be two (02) sealed envelopes duly marked as follows: -

- i. **Envelope 1** –Technical Bid including Design of the Stall
- ii. **Envelope 2** – financial bid for design and decoration, supervision and display of the Stall.

Envelope 1 should contain the following: -

- a. Refundable Security Deposit of Rs. 5000/- (Rupees five thousand) only by Demand Draft/ Pay Order in favour of Ranchi Industrial Area Development Authority, payable at Ranchi
- b. Authorization of the person signing the Tender.
- c. Proof of bidder's qualification to participate in tender in terms of clause 2.1.
- d. Copies of Service Tax registration certificate and Trade license.
- e. Balance sheet and copy of I.T. return for last three years.
- f. The Tender Document - The original Tender Document shall be duly signed on all pages.
- g. Agency details:
 - i. Name of the person duly authorized to clarify, negotiate and finalize the tender along with telephone, e-mail and fax numbers.
 - ii. No. of years in this field
 - iii. Past experience of exhibition stall fabrication supported by photographs and work orders/letters.(attached annexure must be filled for quality evaluation)

NB:

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

Envelope 2 should contain the following:-

The lump sum price (inclusive of all taxes and duties as applicable) for 18 sq.mtr. area. The firm should **also quote separately** for each **Display Panel** (including concept, copy, design and vinyl printing/fabrication).

2.4 Bidders should put all the above 2 envelopes in a common sealed envelope addressed to

"Managing Director, Ranchi Industrial Area Development Authority, RIADA Central Office, Namkum, Ranchi."

If the envelopes are not sealed and marked as instructed, Director Industry, Jharkhand will assume no responsibility for the misplacement or premature opening of the tender. A tender opened prematurely due to this sub-clause may be rejected and returned to the bidder.

2.5 Time of submission

Complete and sealed offer should reach this office by 14.02.2012 up to 3.00pm. The Technical bid will be opened on the same day at 3.30pm.

2.6 Opening of tenders : The tenders shall be opened on **14th February 2012 at 3:30 pm** in presence of such representatives of the bidders who wish to be present.

3. Evaluation of Tenders

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

Stage I

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

Stage II

The agency will have to make presentations before the evaluation Committee. The evaluation of the bid proposals will be based on the following parameters:

i. Presentation of design - 50 marks

(The presentation would comprise design, presentation & visual impact and quality appreciation of past fabricated work of pavilions) - A maximum of 2 design options. The presentation should comprise a PowerPoint presentation. Out of total 50 marks (assigned for Technical Bid) a minimum of 40 marks will have to be obtained for an agency to qualify for opening of the financial bids. In the event of large number of qualified bidders (who obtained more than 40 marks) only the top five bidders will be accepted for opening of financial bids.

ii. Financial bid – The evaluation of bid will be based on lowest price.

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

a. Stall Area: Design, Decoration, Paneling & supervision shall be for each 18 sq. mtr area. The

firm should **also quote separately** for each **Display Panel** (including concept, copy, design and

vinyl printing/ fabrication).

b. Display of panels, either backlit or front lit with modern & sleek spotlights. (Panels *will be designed & fabricated by the agency*)

c. Seating Arrangement: common passage with decorating, seating arrangement for not less than persons Adequate provision of fixing of Backlit/ Front lit / acrylic Panels

d. Display Podium wherever needed

e. Daily maintenance / cleaning of the stall

f. Additional Electrical Fittings (if required)- as per design

g. Carpeting of the entire floor area

h. 4 inches raised platform

i. 42 inches Plasma TV/ LCD with DVD player.

j. Catalogue stand at least 2 nos.

k. Reception tables

l. The stalls should have a mix of plywood/modular system, glass / truss material. Usage of fire retardant material for making the stall.

5. Mode of payment:

- a. 60% after completion of pavilion
- b. Balance 40% after successful completion of the event and certified by designated officers.

6. Rules for designing:

- a. Any design and concept presented by the agency should be in accordance with the theme
- b. All design should be created in conformity with the rules laid down by event organizer or PBD.
- c. The design should be as per the layout plan of the Jharkhand Pavilion.
- d. Layout plan will be supplied at the time of issuing of work order.

Secretary
RIADA Ranchi.