

**DELHI STATE INDUSTRIAL & INFRASTRUCTURE DEV. CORP. LTD.**  
**N-36 , BOMBAY LIFE BUILDING, CONNAUGHT CIRCUS NEW DELHI-110001**

**OFFICE OF THE DIVISIONAL MANAGER (EXHIBITION)**

**TENDER**

**REQUIREMENT OF SERVICES OF DESIGNER CUM CONTRACTOR FOR SETTING UP DELHI PAVILION AND PROVISION OF RELATED SERVICES IN IITF-2018 AT PRAGATI MAIDAN, NEW DELHI-110001**

**NIT No. 01/2018 (Tender ID - 2018\_DSIDC\_160089\_1)**

- 1.) Tender Submission mode : On line ( e-Tendering)  
[https:// govtprocurement.delhi.gov.in](https://govtprocurement.delhi.gov.in)
- 2.) Name of Work : “Engagement of Designer cum Contractor for designing, decorating the façade Exterior & Interior of Delhi Pavilion and provision of related services in IITF-2018 at Pragati Maidan, New Delhi-110001 to be held from 14<sup>th</sup> November 2018 to 27<sup>th</sup> November 2018”
- 3.) Estimated cost of work : Rs 18,00,000/-
- 4.) Earnest Money : Rs. 90,000/-
- 5.) Contact Person : Divisional Manager (Exhibition), DSIIDC Ltd.
- 6.) Date of Release of Tender : 09/10/2018
- 7.) Last date & time for Download of Tender & Bid Submission : 18/10/2018 at 03:00 PM (Thursday)
- 8.) Date and Time of Opening of Part-I (Technical Bid) : 18/10/2018 at 4:00 PM (Thursday)
- 9.) Date and Time of Presentation to be given by Tenderers who qualify in the pre qualification criteria : 22/10/2018 at 10:30 AM (Monday)
- 10.) Declaration of results of Presentation : 22/10/2018 at 04:00 PM (Monday)
- 11.) Opening of Financial Bids : To be intimated

**DM (EXH.)**

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**OFFICE OF THE DIVISIONAL MANAGER (EXHIBITION)**

**NOTICE INVITING TENDER**

**Tender ID No. DM (EXH)/01/2018**

E-tenders are invited in two bid system i.e. Part-I ( Technical Bid ) and Part-II ( Financial Bid ) on behalf of the Managing Director, DSIIDC, from well established, reputed , Designer/Interior and Exterior Decorator cum Contractor having wide experience in designing such Pavilion, Exhibition/Event Management at National/International level in the last 5 years for the following work.

<b>S.No</b>	<b>Name of Work</b>	<b>Division</b>
1.	Engagement of Designer cum Contractor for designing, decorating the façade Exterior & Interior of Delhi Pavilion and provision of related services in IITF-2018 at Pragati Maidan, New Delhi-110001 to be held from 14 <sup>th</sup> November 2018 to 27 <sup>th</sup> November 2018	DSIIDC, EXHIBITION DIVISION, Plot No 70, Property Tax Building, Ring Road, Lajpat Nagar, New Delhi-110024

The *Theme* of the IITF-2018 is “**Rural Enterprises in India**”.

**SCOPE OF WORK**

- (a) Setting up the Delhi Pavilion as per approved Theme Based Concept & Design.
- (b) Decorating the Façade (Exterior as well as Interior).
- (c) Preparation of site layout.
- (d) Installation of stalls for allotment to participants
- (e) Wood works
- (f) Painting work in the interior and exterior
- (g) Horticulture Support: Upkeep of interior and exterior plants, plantations  
Provision of bouquet and daily requirement of fresh flowers.
- (h) Translites, banners, posters etc.
- (i) Furniture and Fixtures
- (j) Theme based beautification of atrium.
- (k) Providing two Security Guards on daily basis
- (l) Providing two female Guides on daily basis
- (m) Housekeeping services
- (n) Setting of the office area and lounge
- (o) Preparation, designing and installation of Backdrops for Delhi Day
- (p) Any other related work

The tenderer shall ensure that all the necessary approvals of the Schemes/Plans from various local bodies etc. and other Statutory Authorities are taken. Further, work should comply with the instructions of the Fire Department.

## **ELIGIBILITY**

- The Tenderer shall have to fulfill the Eligibility Criteria as laid down in para 1A.1 and para 3 of the tender, failing which the bid will be rejected in pre qualification stage itself.
- The procedure for submission and opening of Tenders have been described in para 1A.2

### **1A.1 PREQUALIFICATION CRITERIA & WORK EXPERIENCE**

- i) Average Turnover: The tenderer should have an average turnover of not less than Rs. 25 Lakh per annum during the last five years. The details should be filled in Annexure-A. (Copies of proof to be enclosed)
- ii) The tenderer should not have been blacklisted by any Govt. Department / agency during the last seven years.
- iii) The tenderer should have done atleast one project of Rs.15 lakh and above or atleast 2 projects of Rs. 9 lakh and above or atleast 3 projects of Rs. 7 lakh and above of similar work of Designing, setting up of such pavilion and provision of related services. All tenderers are required to fill up and submit Annexure 'C' along with tender giving details of work including its financial value, which are similar in nature during last 5 financial years ending 31<sup>st</sup> March 2018. Necessary proof for execution of such works should also be submitted.
- iv) Work Experience: The tenderer should have experience of rendering such services in its own name in the last 5 financial years ending 31 March 2018 for designing such Pavilions, Exhibitions, Stalls at National/International level. The tenderer should also have experience of complete Events Management covering all aspect such as Creative Communication, Audience Management, Stage, Sound, Performance set up etc.  

The tenderer should have work experience of rendering such services in Central Government, State Government, Public Sector Units, Government Societies, other Government Authorities in last five years.
- v) Apart from being adequate technical and support staff, the tenderer should have atleast two designers and atleast two copywriters in-house. Curriculum Vitae of their technical staff should be submitted in Annexure 'D'.
- vi) The tenderer must be registered with Goods and Service Tax Department. Copy of Goods and Service Tax registration and copy of PAN must be submitted.
- vii) Submission of all documents including EMD as detailed in Annexure 'E' is mandatory. Non submission of any of these documents will lead to automatic rejection of the tender without any further reference.

### **1A.2 SUBMISSION OF TENDER**

The tenderer shall submit the tender in the following manner:-

- 1A2.1 The tenderer shall submit the tender in the e-procurement format and upload all the required documents on the site: - <https://govtprocurement.delhi.gov.in>. Further, detailed Terms and Conditions can also be viewed at our website:- [www.dsiidc.org](http://www.dsiidc.org).

**No document will be accepted in physical form. All the documents should be scanned and uploaded on the above site.**

1A2.2 EMD of Rs. 90,000/- shall be deposited through RTGS of a Scheduled Bank in favour of DSIIIDC Ltd Account No. 006511002524, Bank name- Dena Bank, Branch G-Block, Connaught Place, IFSC Code-BKDN0710065 by the due date & time of closing of tender. A scanned receipt of the same needs to be uploaded.

1A2.3 The tenders which do not qualify in the Pre Qualification Criteria shall be rejected.

## **1B. EVALUATION OF BIDS**

After short listing based on the prequalification criteria the successful tenders will be evaluated on Combined Quality cum Cost Based System wherein Technical Bid will be given a weightage of 70% and Financial Bid will be given a weightage of 30%.

**2. Criteria, Sub-criteria and Point System for Evaluation of Technical Bid** having maximum of 100 marks, is as under:-

**i) Specific experience of the tenderer firm relevant (10 marks)**

- Team profile of two Designers and two Copywriters as submitted in Annexure 'D' (10 marks).

**ii) PRESENTATION BY THE PRE-QUALIFIED TENDERERS (90 MARK)**

Pre-qualified Tenderers alone will be considered at the presentation stage. Pre-qualified tenderer will be required to make a presentation giving detail of plan design, concept etc. for setting up of Delhi Pavilion, before the Committee. The presentation shall be evaluated on the following parameters:-

- a) Concept & Design (20 marks)
- b) Site layout and Human traffic management (10 marks)
- c) Aesthetics (10 marks)
- d) Innovative idea for interactive participation with public (20 marks)
- e) Creative communication with respect to onsite posters etc. (20marks)
- f) Originality of creative communication (10 marks)

**iii)** Bids securing a minimum of 50% marks in technical evaluation will be considered for opening of financial bid. The financial bid with the lowest tendered value will be given a financial score of 100 and the other bids will be given financial score that are inversely proportional to their respective tendered values. The total score, both technical and financial, shall be obtained by weighing the Technical and Financial scores and adding them up.

On the basis of the combined weighted score for Technical and Financial bid, the tenderer shall be ranked in terms of the total score obtained. The bid obtaining the highest total combined score will be ranked as H-1 followed by the bids securing lower marks as H-2, H-3 etc.

The bids with the highest total points (H-1) will be considered for award of contract.

### **3. OTHER REQUIREMENTS**

- 3.1 The tenderer should have sufficient number of Technical and support staff for the proper execution of the contract.
- 3.2 If the offer is submitted by a proprietary firm it shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.
- 3.3 If the offer is submitted by a firm in partnership, it shall be signed by all the partners of the firm with their full names and current addresses or by a partner holding the power of attorney for the firm by signing the offer in which case a certified copy of the power of attorney shall accompany the offer. A certified copy of the partnership deed, current address of the firm and the full names of partners shall also accompany the offer.
- 3.4 If the firm is a Ltd. /Pvt. Ltd. firm then it needs to be signed by the duly Authorized Signatory.
- 3.5 Bidding in consortium is not allowed.
- 3.5 The tenderer shall furnish an undertaking in the form of an affidavit guaranteeing the truth and accuracy of all statements and information furnished in the format given (Annexure B).

### **4. OTHER GENERAL INFORMATION & INSTRUCTIONS**

- 4.1 The tenderer will provide all services as per Scope of Work
- 4.2 The successful tenderer will have to furnish a performance guarantee amounting to 5% of the value of the contract in shape of either account payee Demand Draft or Fixed Deposit Receipt or Bank Guarantee is in favour of DSIIDC Ltd.
- 4.3 All information called should be furnished against the relevant columns. Additional information may be furnished on a separate sheet, by mentioning the same against the relevant column. If any particular / query is not applicable, it should be stated as `Not-Applicable`. Tenders having incomplete information shall be summarily rejected.
- 4.4 If any information furnished by the tenderer is found incorrect at a later stage, the firm shall be liable to be debarred from bidding/taking up of work in DSIIDC. The Corporation reserves the right to verify the particulars furnished by the applicant independently.
- 4.5 Canvassing whether directly or indirectly, in connection with proposals is strictly prohibited and the bids submitted by the tenderer who resort to canvassing will be liable to rejection.
- 4.6 All documents enclosed should be signed with seal.
- 4.7 Managing Director, DSIIDC, reserves the right to reject any or all the bids without assigning any reason thereof and no correspondence in this regard shall be entertained.
- 4.8 The site for the work is **Hall No 12A** situated at Pragati Maidan, near gate no 10 New Delhi. Before the submission of bid, the bidders may visit the site, if required, from 2 PM to 5PM on any working day.

**5. FINANCIAL BID**

The tenderer are required to quote fee for comprehensive job inclusive of all prevailing taxes and levies except the statutory goods and service tax for the Consultancy Services. The Financial offer should contain fee for the whole job as per Scope of Work and shall be submitted in Part-II (Financial Bid). Care must be taken to quote the rate which is Rs per sq. mtr. Total amount will be calculated automatically.

**6. TIME FRAME**

The work in Delhi pavilion should be completed in all respect by 12 the November 2018

**7. AWARD OF CONTACT**

Formal agreement will be entered into with the successful tenderer by DM (EXHIBITION), DSIIDC

**8. ARBITRATION**

In the event of any dispute between the parties hereto arising out of or in any way touching or concerning this work disputes or differences shall be referred for adjudication through arbitration by the sole arbitrator appointed by the MD, DSIIDC.

That the reference to the Arbitration shall be deemed to be submission within the meaning of Arbitration and Conciliation(amendment) Act, 2015 or any other statutory modification or reenactment thereof and the rules there under for the time being in force shall apply to such reference. The venue and seat of reference will be New Delhi only.

**9. GENERAL**

- i. The tenderer shall be fully responsible for the technical soundness of the work including those of the specialists engaged, if any, by him and also ensure that the work is carried out generally in accordance with drawings, specifications and the concept, as approved by DSIIDC.
- ii. MD, DSIIDC will have the work of tenderer supervised/inspected at any time by any officer nominated by him.
- iii. The appointment of DSIIDC's own supervisory staff, if any, does not absolve the tenderer of his responsibility of general supervision. The tenderer shall be responsible for designs of structures and all provisions / services of the work entrusted to him.
- iv. The tenderer hereby agrees that the fees to be paid as provided herein will be in full discharge of functions to be performed by him and no claim whatsoever shall be made against DSIIDC in respect of any proprietary rights or copy right on the part of any other party relating to the plans, models and drawings.

**10. PENALTY PROVISIONS**

In case the tenderer who has been awarded the contract, fails to complete the work of the Pavilion by the given date, a penalty of Rs. 1,00,000/- would be levied for each day of delay. The EMD may be forfeited and the cost of completing the work would be recovered from him in case the Corporation has to get the work done from other sources if he fails to do the work. The decision of the MD, DSIIDC would be final in this regard.



(To be executed on a Stamp paper of Rs.50)

**ANNEXURE - B**

**UNDERTAKING**

I / We have read and understood the instructions and the terms and conditions contained in the tender document. I / we do hereby declare that the information furnished in the application and in the supplementary sheets from page ..... to page .....are correct to the best of my/our knowledge and belief. It is certified that we have not been blacklisted by any Government Department / Agency during the last 7 years. I / We have neither failed to perform on any agreement nor have been expelled from any project or agreement nor have any agreement terminated for breach during the last three years. The undersigned is fully authorized to sign and submit this document on behalf of the Organization. I/We authorize DSIIDC to approach individuals, employers, firms and Corporations etc. to verify our competence and general reputation.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Seal

Place : \_\_\_\_\_

Date : \_\_\_\_\_



## ANNEXURE – C

**Experience details of maximum works executed during last 5 financial years ending 31/03/2018 which are similar in nature for Central Government, State Government, Public Sector Units, Government Societies, other Government Authorities etc.**

<b>Sl.No.</b>	<b>Name of work</b>	<b>Organization for which work executed</b>	<b>Date of award of contract</b>	<b>Value in Rs.</b>
<b>1.</b>				
<b>2.</b>				
<b>3.</b>				
<b>4.</b>				
<b>5.</b>				

Note:- The details in respect of the above work, such as copy of completion certificate, work order, TDS Certificate etc., to substantiate and support the claim for execution of the said works should be enclosed.

## **ANNEXURE – D**

**Detail of team comprising of 2 Designers and 2 copywriters (Separate sheet be used for individual employee)**

- 1. S. No.**
- 2. Name**
- 3. Designation held with the firm**
- 4. Education Qualification**
- 5. Working Since in the firm**
- 6. Total work experience**
- 7. Important Projects undertaken**
- 8. Photo**
- 9. ID Proof**

**(Signature of Employee)**

**I hereby certify that the information submitted by the above employee is true and correct and he is in the continuous service in the firm since last \_\_\_\_\_ years.**

**Name and Signature of  
Proprietor/Partners/Directors  
(With Stamp)**

## ANNEXURE 'E'

### CHECKLIST

**The Tenderer are required to submit the following documents along with the tender :-**

1. EMD of Rs. 90,000/- as per the process defined in NIT
2. Details of Financial Turnover (As per ANNEXURE-A)
3. Undertaking (as per ANNEXURE B).
4. Details of works done for Central Government, State Government, Public Sector Units, Government Societies, other Government Authorities etc (ANNEXURE-C)
5. Detail of team comprising of 2 Designers and 2 copywriters.( ANNEXURE-D)
6. Copy of PAN.
7. Copy of Goods and Service Tax Number
8. Proof in support of annual turnover in the last 5 financial years ending 31.03.2018
9. Proof of work experience.

Sl. No.	Description of work / item(s)	Quantity	Units	TOTAL AMOUNT Without Taxes in Rs. P
1	Engagement of Designer cum Contractor for designing, decorating the Delhi Pavilion and provision of related services in IITF-2018 at Pragati Maidan, New Delhi-110001	126	Per Sqm	