

INVITATION FOR BIDS/QUOTATIONS

INFRASTRUCTURE FOR
SILK MARK EXPO 2019
INDORE



Your Assurance of Pure Silk

Silk Mark Organisation of India
Central Silk Board Ministry of Textiles, Govt. of India
16, Mittal Chambers, Barrister Rajni Patel Marg, Nariman Point,
MUMBAI – 400 021.
(Phone No. 022-22020330, 22020326, Mobile No. 9561757578/9843332500)
Email : mumbai@silkmarkindia.com



Your Assurance of Pure Silk

**SILK MARK ORGANISATION OF INDIA
CENTRAL SILK BOARD,
MINISTRY OF TEXTILES, GOVT OF INDIA.**

16, Mittal Chambers, Barrister Rajni Patel Marg,
Nariman Point, MUMBAI – 400 021.

Phone : - 022-22020330 & 22020326 FAX 022-22020329

Email: - mumbai@silkmarkindia.com

NO: SMOI/MUM/48/2019-20/Indore Expo/

Date: 28/08/2019

To

SECTION – I

PREAMBLE:

Silk Mark Organisation of India has been established for promoting 'Silk Mark', an initiative of the Central Silk Board, Ministry of Textiles, Govt. of India with the sole objective of ensuring Quality Silk Products to the consumers. SMOI organizes various programmes/events including Silk Mark Expos to create awareness among consumers about pure silk products. One such Silk Mark Expo is being organized at Hotel Mangal City, Vijay Nagar, Indore – 452010 Madhya Pradesh (India) from **16th October 2019 to 21st October 2019**. In this connection, Silk Mark Organisation of India invites **sealed quotations** from well experienced and capable Service Providers to create required infrastructure for conducting the Silk Mark Expo Indore 2019.

SUBMISSION OF QUOTATIONS:

The sealed quotations should reach our office or submitted in person / representative on or before **17.09.2019 at 05:00p.m.** to:

The Assistant Director (Insp.),
Silk Mark Organisation of India,
Central Silk Board, 16, Mittal Chambers, Barrister Rajni Patel Marg,
Nariman Point, MUMBAI – 400 021.
(Phone No. 022-22020330, 22020326, Mobile No. 9561757578/9843332500
Email : mumbai@silkmarkindia.com

The sealed envelope containing the quotations should be superscripted
"QUOTATION FOR SILK MARK EXPO INDORE - 2019, INFRASTRUCTURE".

OPENING OF QUOTATIONS :

The quotations shall be opened at our office
Silk Mark Organisation of India,
Central Silk Board, 16, Mittal Chambers, Barrister Rajni Patel Marg,
Nariman Point, MUMBAI – 400 021
at 11.00 A.M on 18.09.2019

P.J. KOLARKAR
The Assistant Director (Insp.),
Silk Mark Organisation of India,
Central Silk Board, 16, Mittal Chambers, Barrister Rajni Patel Marg,
Nariman Point, MUMBAI – 400 021.

SECTION-II

INSTRUCTIONS TO SERVICE PROVIDERS

The TENDER will be of two part bids and each part of bid is to be kept in separate envelope super scribing the description of the bid on the envelope as described below.

1. Pre - Qualification cum Technical bid
2. Price bid / Bid having rate quotation

Criterion for qualification

1. The agency should have executed similar jobs in the past 3 – 5 years
2. The agency should have minimum 5 years of experience in this field
3. Price Schedule in Detail for Each Item and total cost of the contract.
4. Documentary evidence showing that the Service Provider is eligible to submit the quotation.

Documents Comprising the Quotation

The quotations prepared by the Service Provider shall comprise the following components:

1. Pre - qualification cum Technical bid -

EMD of the tender for Rs. 10,000/ (Rupees Ten Thousand Only)

(Demand Draft issued by a nationalized/ scheduled bank acceptable to the SMOI, in favour of "SILK MARK ORGANISATION OF INDIA- EXPO", Payable at Mumbai.)

PAN No , GST No. with registration certificate, job completion certificate, Past experience in executing similar jobs etc.

2. Price bid-Price bid should clearly mention the taxes & duties as applicable separately for each Item and probable total cost of the contract.

The Service Provider is expected to examine all Instructions, Forms, Terms and Conditions in the Quotation Documents. Failure to furnish all information required in the Quotation Documents or submission of a quotation not substantially responsive to the Quotation Documents in every respect will be at the Service Provider's risk and may result in rejection of this quotation.

Amendment of Quotation Documents:

At any time prior to the deadline for submission of quotations, the SMOI, Mumbai chapter may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Service Provider, modify the Quotation Documents by amendment.

In order to afford prospective Service Providers reasonable time in which to take the amendment in to account in preparing their quotations, the SMOI, Mumbai chapter may, at its discretion, extend the deadline for the submission of quotations.

Documents Establishing Service Provider's Eligibility and Qualifications

The Service Provider shall furnish, as part of its quotation, documents establishing the Service Provider's eligibility to quotation and its qualifications to perform the Contract if its quotation is accepted.

The documentary evidence of the Service Provider's qualifications to perform the Contract if his quotation is accepted, shall establish to the SMOI, Mumbai Chapter's satisfaction viz. the Service Provider's financial and service capability necessary to perform the contract.

Earnest Money Deposit (EMD)

The Service Provider shall furnish, as part of its quotation, **for a sum of Rs. 10,000/ (Rupees Ten Thousand Only)** The EMD is required to protect the SMOI's interest against the risk of Service Provider's conduct, which would warrant the security's forfeiture.

The EMD shall be in one of the following forms:

A Demand Draft issued by a nationalized/ scheduled bank acceptable to the SMOI, in favour of SILK MARK ORGANISATION OF INDIA-EXPO, Payable at Mumbai.

Unsuccessful Service Provider's EMD will be discharged/ returned as promptly as possible as but not earlier than 30 days after the expiration of the period of quotation validity prescribed by the SMOI.

The successful Service Provider's EMD will be returned after executing the Contract

The EMD may be forfeited under the following cases:

- (a) If a Service Provider withdraws his quotation during the period of quotation validity specified by the Service Provider; or
- (b) In the case of a successful Service Provider, if the Service Provider fails to sign the contract or fails to Execute the Contract.

Period of Validity of Quotations

Quotations shall remain valid for a period of **90** days from the date of opening of the tender. A quotation valid for a shorter period shall be rejected by the SMOI, Mumbai Chapter as non – responsive. The same may be extended on mutual consent if required.

Deadline for Submission of Quotations

The Quotations must be received by the SMOI at the address specified not later than 17.09.19 at 5:00 pm. In the event of the specified date for submission of Quotations being declared a holiday for the SMOI, the Quotations will be received up to the appointed time on the next working day.

The SMOI may, at its discretion, extend this deadline for submission of quotations by amending the Quotation Documents in which case all rights and obligations of the SMOI and Service Providers previously will thereafter to the deadline as extended.

Any quotation received by the SMOI after the deadline for submission of quotations prescribed by SMOI, will be rejected and/or returned unopened to the Service Provider.

Opening of Quotations

The SMOI will open the quotations, in the presence of Service Providers' representatives who choose to attend at **11.00 A.M. on 18/09/2019** at Silk Mark Organisation of India, Mumbai Chapter at the address mentioned above.

Contacting the SMOI

Any effort by a Service Provider to influence the SMOI in the SMOI's quotation evaluation, quotation comparison or contract award decisions may result in the rejection of the Service Provider's quotation.

Qualification

The SMOI will determine to its satisfaction whether the Service Provider selected as having submitted the lowest evaluated responsive quotation is qualified to satisfactorily perform the Contract.

The determination will take into account the Service Provider's financial, technical and production/service capabilities as indicated by the service provider in the respective statement. It will be based upon an examination of the documentary evidence of the Service Provider's qualifications submitted by the Service Provider as well as such other information as the SMOI deems necessary and appropriate. It may be noted that the evaluation of quotations for Financial Bid of the service provider will be considered only after qualifying the Pre Qualification Bid cum Technical Bid submitted. The Service Provider, who might have Quoted the least price in Financial Bid will not be entertained since he is not qualified in Part (1) Pre Qualification cum Technical Bid during the process.

Awarding of Contract

The SMOI will award the Contract to the successful Service Provider whose quotation has been determined to be substantially responsive and has been determined as the lowest evaluated quotation among the substantially responsive firms and further that the Service Provider is determined to be qualified to perform the contract satisfactorily.

The SMOI reserves the right to accept or reject any quotation, and to cancel the quotations and reject all quotations at any time prior to award of Contract. Decision of the SMOI is final. The bidder shall question the bidding condition, process or rejection of its bid..

Signing of contract

At the same time as the SMOI notifies the successful Service Provider that his quotation has been accepted, the SMOI will send the Service Provider the Contract Form provided in the Quotation Documents, incorporating all agreements between the parties. Within 7 days of receipt of the Contract Form, the successful Service Provider shall sign with date the contract firm and return it to the SMOI.

SECTION-III.

GENERAL CONDITIONS OF CONTRACT (GCC)

Transportation

Transportation of the material to the venue of the expo and back after the completion of the event shall be the responsibility of the Service Provider and will be borne by the service provider.

Prices

Prices charged by the Service Provider for the Services performed under the Contract shall not vary from the prices quoted by the Service Provider in his quotation.

Assignment

The Service Provider shall not assign, in whole or in part, its obligations to perform under the Contract, except with the SMOI's prior written consent.

Sub-contracts

The Service Provider shall notify the SMOI in writing of all subcontracts awarded under the contract if not already specified in his quotation. Such notification, in his original quotation or later, shall not relieve the Service Provider from any liability or obligation under the contract.

Taxes and Duties

The Service Provider shall entirely responsible for all taxes, duties, octroi, license fees, etc., incurred until delivery of the contracted goods/services to the SMOI. It may be noted that the SMOI will not issue **Form C or D** or any other tax/duty concessional certificate. SMOI will issue only letter for transportation of goods to & fro for the event.

Insurance

The insurance in an amount equal to value of the materials belongs to Service Provider. The Insurance coverage shall include "All Risks" basis including accidental fires and the fire caused due to short circuit or any other reasons etc.

Payment

Payment of the contract price shall be made to the Service Provider by RTGS/NEFT after **completion of the obligation in time** as per agreement.

Tax deduction at Source

Appropriate deductions as per relevant Income Tax Rules applicable at the time shall be made on the bills submitted by the Service provider and such deducted amounts shall be remitted by the SMOI with Income Tax Department on behalf of the Service provider as per rules.

Sufficiency of Tender

The Service Provider shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his Tender for the Works and of the rates and prices stated in Price Schedule.

SAFETY MEASURES

The Service Provider should provide necessary safety arrangement against fire and short circuit etc. During such crisis, the event organizer should keep informed the required infrastructure ready for crisis management. The cost of such arrangement should be included in the tender price. It is also the responsibility of the service provider to keep fire fighting devices ready in case of emergency. The service provider should arrange FIRST AID BOX with required medicines and other medical items to treat the injured in course of any such accident.

Damage to persons and property

Injury to persons or damage to the property in course of execution of this contract should be borne by the Service Provider. The SMOI will not be responsible for such damage to the life and property in the course of providing the said services.

Accident or Injury to workmen

The SMOI shall not be liable for or in respect of any damages or compensation payable at law in respect or in consequence of any accident or injury to any workmen or other persons engaged by the Service Provider or any sub-contractor in course of providing the said services during the entire contract period. The SMOI will not take any responsibility in this regard.

(Undertaking to be given in the Letter Head along with Quotation)

UNDERTAKING

CONTRACT No.: _____

DATE _____

To:
The Nodal Officer,
Silk Mark Organisation of India,
Mumbai Chapter,
16, Mittal Chambers, Barrister Rajni Patel Marg,
Nariman Point, MUMBAI – 400 021.

Sir,

Having examined the Quotation Documents, the receipt of which is hereby duly acknowledged, the undersigned, offer to supply and deliver infrastructure for Silk Mark Expo-2019, Indore in conformity with the said Quotation Documents for the sum of
(Total Quotation Amount in words and figures) or such other sums as may ascertained in accordance with the Schedule of Prices attach herewith and made part of this quotation.

We undertake, if our quotation is accepted, to commence the work and provide all the infrastructure required by SMOI as per tender specifications.

We agree to abide by this quotation for a period of 90 days from date fixed for quotation opening and it shall remain binding upon us.

Until a formal contract is prepared and executed, this together with your written acceptance thereof and your notification award shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest quotation you may receive.

Date this _____ day of _____ 2019 _____

Signature
In the capacity of
Duly authorized to sign the quotation for and of behalf of _____

(PART -2)

FORMATS FOR SERVICE PROVIDER DETAILS

Annexure A

Sl. No	Particulars	Details
1	Details of the Company / Firm a) Name of the responsible person with contact No./e-mail ID b) PAN No (Copy attached) c) GST No (Copy attached)	
2	Details of achievements & Past experience in handling exhibitions / trade fairs etc	
3	Major Strengths and Capabilities	
4	Major clients (details to be enclosed)	
5	EMD Details DD No.....Date..... Drawn on.....	Rs. 10,000/-
6	Any other relevant information	

SILK MARK EXPO INDORE 2019 (16th Oct.- 21st Oct. 2019)

VENUE: - Hotel Mangal City, Vijay Nagar, Indore

Sl. No.	Particulars.	Specific-ations	Quote Amount in Rs.
1	<p><u>Fabrication of Octonorm Partition stalls with spot less panels and freshly powder coated pipes vinyl cut letters on Facia :</u> 3.0 Mtrs. X1.5 Mtrs. (9 Stalls), 2.5 Mtrs.x1.5 Mtrs.(31 Stalls), The stalls fully carpeted and include the following: a) Tables (Octonorm) 02 Nos. b) Chairs 02 Nos. c) Spot Lights- Yellow (Preferably LED) 05 Nos. d) Dust Bin 01 No. e) Power Point 01 No. f) Storage Rack of Full width of the stall x 1.5 ft (Approx.) In depth (3 Shelves , made of commercial ply board with enamel paint without any scratches) Complete Electrical Wiring using copper wire for the stalls and fixing Electrical spotlights. MCB board for distribution of load to be fixed for safer distribution of electrical supply to stalls. (Copy of license of Electrician must be attached).</p>	<p>Total 40 Stalls ----- 3.0 Mtrs. X1.5 Mtrs. (9 Stalls), 2.5 Mtrs.x1.5 Mtrs.(31 Stalls)</p> <p>Rate per Sq. mtr. Rs. _____</p>	
2	<p>Silk Mark Theme Pavilion / Silk Testing Counter (6mtr.x 2 mtr.) (with 6 tables, 6 Chairs, 6 Spotlights Yellow (Preferably LED), 2 Power socket, Dust bins & Facia) Silk Mark Office (3.0 mtrs. x 3.0 mtrs.) (Two Tables, Two Chairs, 3 Spot lights Yellow (Preferably LED), 1 Power socket, Dust bins Etc.) Any other structure as per size in Sq. Mtrs.</p>	<p><i>As per size</i></p> <p>Rate per Sq. mtr. Rs. _____</p>	
3	<p>a) Carpet for Passage area - New Rolls (In Sq.Ft) b) Red carpet for VIPs from entrance gate to inaugural point (only one day)</p>	<p><i>Per Sq.Ft. Rs.</i> _____</p>	
4	<p><u>Branding (Gates, Banners, Backdrops etc.)</u> a) Vinyl (Printing , mounting and fixing) rate in Rs. per sq. ft. b) Sun board (printing, mounting and fixing) rate in Rs. per sq. ft. (At Entrance of Hall , Top Panel 8x2 feet) C) Flex (printing, mounting and fixing) rate in Rs. Per Sq. ft. Entrance Gate 12 Ft.x4Ft (Two side panels – Total 8 sides) 24ftx4ft. (Top panels – Four sides) Flex Branding 20ftx7ft. – 3 No. 25ft.x6 Ft. – 1 No. 6ftx6ft. – 01 No. 3ftx6ft. – 2 No. (Total Approx. 1426 Sq. Ft.)</p>	<p><i>Per Sq.Ft.</i> (As per Size)</p>	

5	<p>Printing</p> <p><u>INVITATION CARD & COVER</u> – 100 Nos. Size of Card 5" X 7" Paper – 300 GSM Art Card Size of Cover 5.25" X 7.25" Paper – 130 GSM Art Paper Mode of Printing – 4 Colour</p> <p><u>ID CARD OF EXHIBITOR/ ORGANISER</u> – 150 Nos. Size of ID Card – 92mm x 54mm Mode of Printing – 4 Colour Digital printing Lamination – 125 micron Hard Lamination.</p> <p><u>SILK MARK LOGO (Vinyl Stickers)</u> 6 Inch X 6 Inch 300 Nos. 1 Ft. X 1 Ft 150 Nos.</p>	Rate per piece	
6	<p>FIRE EXTINGUISHERS</p> <p>Fire Extinguishers required – 06 Nos. Type: ABC Capacity: 5.0 Kgs.</p>	Rate per piece per day Rs. _____	
7	06 Nos. Big Size Metal focus lights for inside and outside the venue for lighting purpose for 06 days	Rate per Piece per day Rs. _____	
8	Photographer for still photography for Inaugural day & one additional day – Competitive rates in terms of total photographs (3 CDs Required)	Rs. _____	
9	42 Inches LED TV with USB facility / DVD for video film - 02 units for Six days	@ Rs. _____	
10	P.A. Systems (Two Speakers with two cordless mikes for 6 days & 1 podium mike for inaugural day)	Rs. _____	
11	<p>Security Guards required - 4 Guards daily. (02 Security guards from 10 am to 10 pm) (02 Security guards from 10 pm to 10 am) They will man the Entry and Exit points/gates during day/night and attend to other allied duties e.g. opening & closing of Venue Gates on all Expo days, keeping a check on the public during rush hours etc.</p>	Rate per person per day Rs. _____	
12	Housekeeping Boys required - 02 boys daily	Rate per person per day Rs. _____	
13	<p>Inauguration Arrangements: Arranging "Samayee" for lighting of Lamp, Flowers, Bouquets - 8 Nos, Ribbon Cutting, Flower Decoration at Entrance (on the inaugural day)</p> <p>Light Snacks Packets (1 Samosa, 1 Veg Sandwich, 1 Sweet & Potato wafers with Frooti Tetrapack – 250 Nos.)</p>	Total Package rate Rs. _____	

14	4 Nos. Mirrors for six days - Life Size with square fabricated stand to hold and placed at various locations in the expo venue.	<i>Rate per mirror per day Rs.</i>	
15	Rates for Extra items per piece for 6 days may be quoted for the following items. a) Chair b) Table c) Spot Light- Yellow (Preferably LED) d) Rack full width of stall X 1.5 ft in depth e) Hanger f) Panel g) Manniquins (Male/Females) h) Halogen light i) Focus light j) Additional carpeting – rate per sq. ft. k) Pedestal Fan l)Sofa set with Centre Glass Table m) Mirror	<i>@ per unit</i>	
16	Event Hostesses for Expo Management - 4 Nos. All Event Hostesses will need to give a Valid Photo ID proof. (Preferably graduate, Hindi & English speaking)	<i>Rate per person per day _____</i>	
17	Arrangement of PR activities : Pre event marketing and coverage in newspapers, Press conference on Inaugural day , Inaugural coverage & post inaugural news coverage, on remaining days and also coverage on Electronic Media, YouTube and local channels	<i>Total Package rate Rs. _____</i>	
18	Road Show services by Tata ACE Van in Indore (Rate for 15 days) With Two erections fitted with lights (all sides) with flex branding in Sq.ft., & Handbill distribution etc. (Total Rate Should be Quoted for 15 days separately)	<i>15 days@ Rs. _____</i>	
19	Drinking water supply: 20 Ltrs Cans with Dispenser(Requirement of approx. 6 cans per day)	<i>Rate per Can</i>	
20	Arrangement of working LUNCH during Expo period (Thali : Dal fry, 4Chapatis, Rice, 1 Sabji, Raita, Salad, Papad, Pickles, & 1 Sweet) Please Quote for Minimum 5 PAX per day with cost of additional pax.	<i>1 pax @ Rs. _____</i>	

Mandatory permissions required to be obtained from the concerned government offices like corporation, police, fire etc. in coordination with SMOI officials.

TERMS AND CONDITIONS:

- ✓ **RATES AND APPLICABLE TAXES:** The rate should be quoted per Sq Mtrs/Sq. ft. or numbers/pce . Sizes & no. of stalls may change as per requirement and final bookings, please correlate with final work order. The taxes and duties if any should be clearly mentioned in the quotation, failing which it will be presumed that price quoted is inclusive of taxes/duties etc.
- ✓ **ESCALATION CHARGES:** No escalation charges will be entertained during the currency of the contract, once the quotation is accepted and contract is awarded.
- ✓ **VALIDITY:** The rates quoted should be valid for a period of 90 days from the date of opening the quotation.
- ✓ **E.M.D:** The quotation should be accompanied with **an** amount of Rs 10,000/- (Rupees Ten thousand Only) quoted drawn in favour of "**SILK MARK ORGANISATION OF INDIA- EXPO,**" by a **Demand draft** payable at **Mumbai** from a Nationalized / Reputed bank. The quotation received without EMD will be summarily rejected.
- ✓ **LAST DATE FOR SUBMISSION OF QUOTATION (PART 1&2) :** The last date for submission of the sealed competitive quotation addressed to The Nodal Officer, Silk Mark Organisation of India, Mumbai Chapter, Central Silk Board, 16, Mittal Chambers, Barrister Rajni Patel Marg, Nariman Point, MUMBAI – 400 021, is **17th September 2019 up to 5.00 pm. The envelope containing the competitive quotation with two parts in sealed envelopes separately and two envelopes should be sealed in one envelope and submitted duly super scribing on the envelope as "QUOTATION FOR SILK MARK EXPO, 2019 - INFRASTRUCTURE".**
- ✓ **OPENING THE QUOTATIONS:** - The quotations will be opened on **18.09.19 at 11 am** at the office of the Nodal Officer, Silk Mark Organisation of India, Mumbai Chapter, 16 Mittal Chambers, Nariman Point, Mumbai – 400021.
- ✓ **LATE QUOTATIONS:** The quotations received after the due date and time prescribed shall be summarily rejected.
- ✓ **REFUND OF E.M.D:** The EMD amount of the unsuccessful Bidder shall be returned, by NEFT/RTGS, within 30 days from the date of opening of the quotation. The EMD of the successful Bidder shall be adjusted in the final payment.
- ✓ **RIGHT TO ACCEPT OR REJECT:** The Assistant Director (I), Silk Mark Organization of India, Mumbai Chapter, reserves the right to accept or reject any [or] all the quotations either in part or in full without assigning any reason's/ thereof.
- ✓ **PAYMENT:** The bill of cost for rendering desired service supply shall be made within 30 days after the satisfactory completion of the event. **No advance payment shall be made.**
- ✓ **DISPUTE:** Any dispute will be strictly restricted to the jurisdiction of Courts in Mumbai alone.
- ✓ **ADDITIONAL INFORMATION, IF ANY:** For any/all information, the successful Bidder may contact: **The Nodal Officer, Silk Mark Organisation of India, Mumbai Chapter, 16, Mittal Chambers, Barrister Rajni Patel Marg, Nariman Point, MUMBAI – 400 021.**