



# Silk Mark Organisation of India

(Central Silk Board, Ministry of Textiles, Govt. of India)

# 14, Vatal Nagraj Road, Okalipuram, Bangalore – 560021, Karnataka

Phone: +9180 23120274 email: bangalore@silkmarkindia.com



Your Assurance of Pure Silk

Regn. No.1054/2003-2004

No.SMOI/BC/EXPO/Bangalore/22-23

Date: 13-07-2022

To

Dear Sir/Madam,

Sub: Inviting lowest quote for providing Infrastructure Facilities and services at Silk Mark Expo Bangalore - 2022 – Reg.

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The Silk Mark Organisation of India (SMOI), Central Silk Board, Ministry of Textiles, Government of India, Bangalore is planned to organise a National level Exhibition cum Sale, The **Silk Mark Expo – 2022, Bangalore** from **4<sup>th</sup> to 8<sup>th</sup> August 2022** (Thursday to Monday - 05 Days) at Rangoli Metro Art Centre, located at M. G. Road Metro Station, Bangalore - 560 001. The Expo is organised for the promotion of Indian Silks and Silk products to popularize Silk Mark Label, a purity Symbol of silk through the Authorised Users of Silk Mark.

In this connection, the Exhibition organising committee is looking for a well experienced service provider for providing Infrastructure facilities and basic service of the Expo. The details of requirements of infrastructure and the desired service for the forth coming Silk Mark Expo – 2022, Bangalore are specified below.

#	Particulars	Specifications	Total Stalls
1	<b>Fabrication of Stalls – 28 No's</b> Each Stall fabricated with Octonorm Boards and to be given: • <b>Tables -2 No.s with white cloth (Extra tables for Corner Stalls - 2 No.s)</b> • <b>Chairs - 2 No.'s,</b> • <b>Spot Lights (LED) – 4 No.s,</b> • <b>Power plug / point – 2 No.s,</b> • <b>Fascia with Name and Stall No.s</b> (wooden Rack- 3 shelves)	3.0x2.0 mtrs	05 No.s in Hall 1
		3.0x2.0 mtrs	18 No.s in Hall 2
		3.0x2.0 mtrs	05 No.s in Hall 3
		Total	28 No.s
2	For organisers: Tables (Octonorm)  Spot Lights & Chairs		06 No.'s (3 with cabin storage type) 12 No.'s each
3	Floor carpeting - new carpet only (Mono type carpet - colour to be matched with fascia. Total area of the venue in Red colour)		Approx.3600 sq.ft Hall I, II, & III at Rangoli Metro Art Centre (as per Floor plan)
4	Door Mats of 4' X 2'		06 Nos
5	<b>For inaugural day (04.08.2022 at 3.30 p.m.)</b> Flower Decoration for Expo Hall Entrance Lighting Lamp -5 ft decorated with flowers Flower Bouquets for VIP Provide Ribbon, Scissor, Tray, Oil & Candle		01 No 06 No.s
6	Backdrop Design for Silk Mark Theme pavilion. Banner with Frame Design Size may vary as per the requirement at the time of Expo Hall <b>(material other than banned item by BBMP)</b> (The art work design will be supplied by SMOI)		8'W x 8'H – 4 No.s  3'W x 6'H – 8 No.s (To place near Hall entrance)

7	Backdrop Banner with Frame at Centre Garden Arch <b>(material other than banned item by BBMP)</b> Design Size may vary as per the requirement at the time of Expo( The art work design will be supplied by SMOI)	20' W x 8' H - 1 No (English/kannada)
8	2' x 2' Box Arch at Both side Entrance - (2 No.s) Banner with supporting frame two Nos. <b>(material other than banned item by BBMP)</b> Design Size may vary as per the requirement at the time of Expo (The art work design will be supplied by SMOI)	1 - Pillar 2' W X 12' H Top 16' W X 2' H 2 - Pillar 2' W X 12' H Top 10' W X 2' H (English & Kannada)
9	Mirrors with stand (1.5 ft x 5 ft)	8 No.s
10	Domestic Pedestal Fans	6 No.s
11	Sanitizer with hand free dispenser stand	6 No.s
12	Focus lights to be provided for evening 2 to 3 hrs everyday	6 No.s
13	Extra furniture for stalls on rent basis (tariff to be furnished)	Mandatory
14	Any other requirement on actual basis	

**Mandatory permissions required to be obtained from the concerned Government offices like Corporation, Police, Health and Fire in coordination with SMOI officials.**

In view of above requirement, you are requested to kindly furnish your proposal in two parts

- a) Your Company profile with details of company's core team, experience in assignments undertaken so far, strength and capabilities, No. of Exhibitions conducted at Bangalore and other places
- b) **Your best Quote / Rate/ Rent on unit and Sq.ft and No. basis with respect to above heads of Items and activities in separate sealed envelopes super scribing as "Rate Quotation for providing Infrastructure to SILK MARK EXPO- 2022 BANGALORE" to be sent to the undersigned on or before 12.00 noon of 27<sup>th</sup> July 2022 along with an EMD AMOUNT @ 2% of the actual rate quoted to be paid through a demand draft drawn in favour of "Silk Mark Organisation of India" payable at Bangalore. The sealed Rate Quotations will be opened on same day 27.07.2022 at 4.00p.m. by the Committee constituted for this purpose. The Bidders or their representative can be present at the time of opening of the Rate Quotations at the above address.**

The final selection of the firm / agency would be on the basis of lowest Financial Quote, Merit and field experience.

The programme is self-sustainable with a limited budget and for promotion of Silk Mark among Traders and Consumers. Keeping in view, your possible lowest quotation is invited.

The terms and conditions is enclosed herewith for reference,

Yours faithfully,

- Encl: 1. Terms and conditions  
2. Particulars of details - Part (A) & Part (B).  
3. Floor plan

Sd/-  
(D. N. Sandeep)  
Assistant Director (Insp.)

**Suggested formats for Part A (Technical)**

<b>Sl. No</b>	<b>Particulars</b>	<b>Details</b>
1	Background information of the company /firm	
2	Details of achievements & experience in organizing exhibitions / expos etc.,	
3	Introduction of core team and profile of members	
4	Total No of exhibitions conducted at Bangalore	
5	Major Strengths and capabilities	
6	Profiles of major clients (details to be enclosed)	
7	Any other relevant information	

**Suggested formats for Part B (Financial)**

#	Particulars	Specifications	Total Stalls	Rate / Unit, Total Amount in Rs
1	<b>Fabrication of Stalls – 28 No’s</b> Each Stall fabricated with Octonorm Boards and to be given: <ul style="list-style-type: none"> <li>• <b>Tables -2 No.s with white cloth (Extra tables for Corner Stalls - 2 No.s)</b></li> <li>• <b>Chairs - 2 No.’s,</b></li> <li>• <b>Spot Lights (LED) – 4 No.s,</b></li> <li>• <b>Power plug / point – 2 No.s,</b></li> <li>• <b>Fascia with Name and Stall No.s</b> (wooden Rack- 3 shelves)</li> </ul>	3.0x2.0 mtrs	05 No.s in Hall 1	
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13	Extra furniture for stalls on rent basis (tariff to be furnished)		Mandatory	
14	Any other requirement on actual basis			

Total Amount = Rs.  
GST = Rs.  
Grand Total = Rs.

**SILK MARK ORGANISATION OF INDIA, OKALIPURAM, BANGALORE**

**INFRASTRUCTURE WORK TERMS AND CONDITIONS FOR SILK MARK EXPO 2022**

1. **RATES AND APPLICABLE TAXES:** The parties should clearly quote the rates on per unit/sq.ft basis and applicable rate of GST and any other taxes.
2. **BOARD PRINTING:** The quality of the board to be used for printing is only on **BBMP approved material**
3. **ESCALATION CHARGES:** No escalation charges will be entertained during the currency of the contract, once the service provider is accepted and contract is awarded.
4. **VALIDITY:** The rates quoted should be valid for a period of 60 days from the date of opening the quotations.
5. **E.M.D:** The service provider should be accompanied with **EMD AMOUNT @2% of the actual rate quoted** drawn in favour of "Silk Mark Organisation of India" by a **Demand Draft** payable at Bangalore from a Nationalised / Reputed banks.
6. **LAST DATE FOR SUBMISSION OF QUOTATION (PART A & B) :** The last date for submission of the sealed competitive quotation is **27<sup>th</sup> July 2022 up to 12.00 noon**. The envelope containing the competitive quotation should be sealed and submitted to **The Assistant Director (Insp.), Silk Mark Organisation of India, Central Silk Board, 'Resham Bhavan' #14, Vatal Nagaraj Road, Okalipuram, Bangalore-560 021** duly super scribing on the envelope as **"INFRASTRUCTURE FOR SILK MARK EXPO - 2022 BANGALORE"**.
7. **OPENING THE QUOTATION:** The responding agencies would be first scrutinised on the basis of their **PART A INFORMATIONS** on **27-07-2022** and only the short listed firms would be invited on the same day i.e **27-07-2022 at 4.00 pm** for tender opening process and comparison of the **PART B DETAILS**. The final selection of the firm/ agency would be on the basis of lowest financial quote.
8. **LATE QUOTATIONS:** The service providers received after the due date and time prescribed shall be summarily rejected.
9. **REFUND OF E.M.D:** The EMD amount of the unsuccessful bidders shall be returned, through RTGS/NEFT within 60 days from the date of opening of the service provider. The EMD of the successful service provider shall be adjusted in the final payment.
10. **INCREASE OR DECREASE THE QUANTITY:** The Assistant Director (Insp.), Silk Mark Organisation of India, Central Silk Board, Bangalore, reserves the right to increase or decrease the quantity of the material.
11. **RIGHT TO ACCEPT OR REJECT:** The Assistant Director (Insp.), Silk Mark Organisation of India, Central Silk Board, Bangalore, reserves the right to accept or reject any [or] all the service providers either in part or in full without assigning any reason's/ thereof.
12. **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.
13. **ADDITIONAL INFORMATION, IF ANY:** For any/all information, the successful service provider may contact The Assistant Director (Insp.), Silk Mark Organisation of India, Central Silk Board, 'Resham Bhavan, #14, VatalNagaraj Road, Okalipuram, Bangalore – 560 021 (Phone: 080-2342 1144 / 2312 0274) and visit **web:silkmarkindia.com**

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# SILK MARK EXPO, BANGALORE - 2022

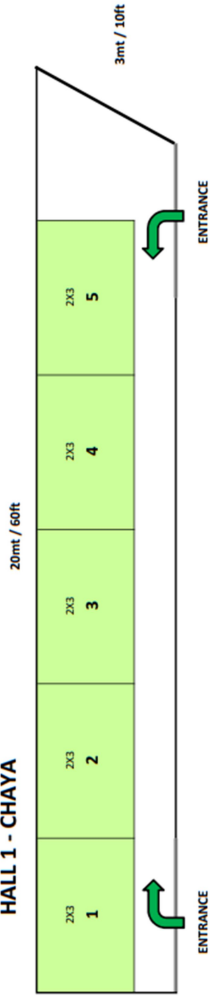
Rangoli Metro Art Centre, M. G. Road Metro Station, Bangalore

Expo period 04/08/2022 to 08/08/2022 (05 Days)

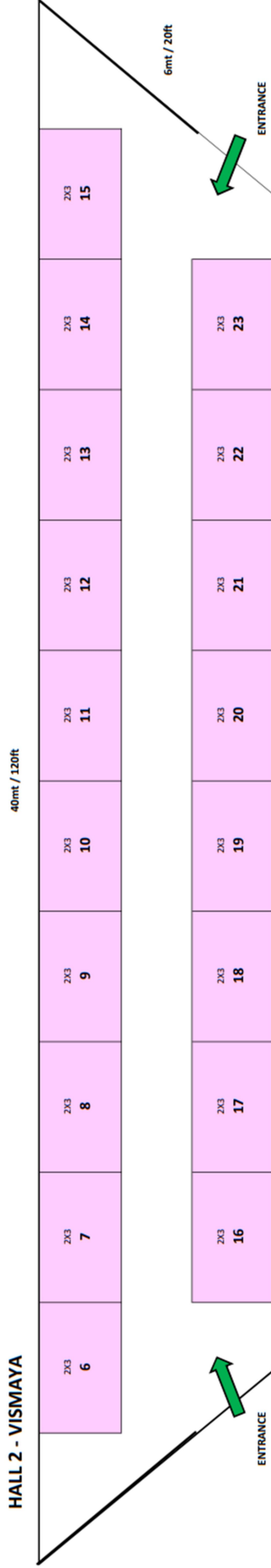
Total No of Stalls -28 Nos

## TENTATIVE FLOOR PLAN

### HALL 1 - CHAYA



### HALL 2 - VISMAYA



### HALL 3 - BELAKU

