



Your Assurance of Pure Silk

Silk Mark Organisation of India

Regional Office, Central Silk Board, Ministry of Textiles, Govt. of India
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CSB/RO/SMOI/DL/4(11)/2017-18

Dated: 10.09.2018

To,

TENDER NOTICE

Sub: Quotations for the "Customized Theme Pavilion at IISF -Reg.

SECTION – I

PREAMBLE:

Silk Mark Organisation of India (SMOI) 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 generic promotion of silk and protecting the interest of consumers by ensuring quality silk products to the consumers. SMOI participates/organizes in various programmes/events to create awareness among consumers about pure silk products and to create a platform for the Indian Silk products to reach overseas market. In one such event SMOI is participating in "6th India International Silk Fair" at Pragati Maidan, New Delhi from 16th to 18th October 2018 to promote Indian Silk products. India International Silk Fair together with RBSM is an ideal platform for showcasing the strength of the industry to the visiting 168 overseas buyers and provides opportunities to entrepreneurs to showcase their products. In this connection, Silk Mark Organisation of India/Central Silk Board invites **sealed quotation** from well experienced and capable Service Providers to create required infrastructure for arranging Customised Theme Pavilion of international standard. Floor Plan of the venue is enclosed herewith for reference.

SECTION – II

Quotations in two separate sealed envelopes viz; Technical Bid (Cover – A) and Financial Bid (Cover – B) are invited by the SMOI/CSB from the bonafide reputed manufacturers / authorized agents for the setting up of Customised Theme Pavilion as a part of the event at New Delhi. Interpretation of the terms & conditions and other related issues in the tender would lie with SMOI/CSB only. An Earnest Money Deposit (EMD) @ 2% of the bid amount has also to be submitted along with quotation. Quotation without EMD will not be considered. Last Date for Submission of duly filled-up quotations at SMOI, Central Silk Board, New Delhi is **3rd October 2018 up to 1.00 p.m.** The technical bids will be opened on the same day i.e, on 3rd October 2018 at 3:00 pm in the office of the SMOI, Central Silk Board. The bidders or their authorized representatives may remain present at the time of opening of the quotations, if they so desire. After detailed analysis of technical bids, the financial bids of those found to be technically responsive will be opened on **5th October 2018 at 3:00 pm.** The SMOI/CSB reserves the right to accept or reject any or all the bids either in full or any part at its discretion without assigning any reason thereof. For any clarifications, interested vendors may contact this office, on any working day between 10.00 AM and 5.00 PM.

The quotations shall be submitted to **“Assistant Director (Insp.), Silk Mark Organisation of India, Regional Office, Central Silk Board, 342-347, 2nd Floor, A-Wing, August Kranti Bhawan, Bhikaji Cama Place, New Delhi-110066”** on or before **3rd October 2018 up to 1.00 p.m.** Quotations received after the due date and time and those without the requisite EMD will not be considered. The technical bids should be kept in one sealed cover (Cover–A) superscribed “Technical Bids” and financial bids should be kept in a separate sealed cover (Cover–B) superscribed “Financial Bids”. Both these covers (A & B) should be kept together in a bigger sealed cover superscribed **“Quotation for the setting up of Customised Theme Pavilion “**

The vendor has to design & erect a Theme Pavilion to show case the entire gamut of activities of CSB/SMOI, provision for installing 2 small size machines, products, etc., & life cycle of wild silk moths.

THEME PAVILION

1	THEME PAVILION: A Presentation on Soil to Silk & showcasing a range of Silk Products for brand promotion leading to consumer awareness and export demand. Theme Pavilion size- 15 mtr x 6mtr, Hall No.12 at pragati Maidan, New Delhi (Layout plan enclosed)
2	PLATFORM: 4" raised metal bed platform with 18mm ply flooring for the foundation of the stall with carpet/wooden laminated flooring with skirting and aluminum channel beading
3	BRANDING WALL : The front branding high raised backlit structure of 12 to 14ft height and 1ft depth which showcase the richness of the entire structure & is fabricated of wooden ply boards, MS pipe, with supporting pillar and finished with neat paint. As per the design submitted & approved.
4	FASCIA : The high raised and roofed branding structure supporting the branding wall and side branding wall is fabricated of wooden ply board, MDF ply, MS structure etc. The structure holding the support of the other main structure passing from the wall with shelves on the corner with branding logo and theme labeled on the structure and finished with neat paint. As per the design submitted.
5	DISPLAY STANDS : Solid display stands fabricated to display the products around the stand. It also includes tree stand for holding different products. The stands fabricated of wooden material and finished with neat paint. Includes circular rotational podium. Supporting shelves for display of products fabricated of Glass, MDF, Acrylic with support of metal frames.
6	WALLS: The side walls and the back walls shall be back lit and fabricated with graphics structure.
7	ELECTRICALS AND FITTINGS : The entire THEME PAVILION is looped with electrical lightings and fittings with tube lights, Metal hallide, plug points, MCCB and other necessary fixtures.
8	FURNITURE : Tables: 5ft X 3 ft X 3 ft ... 6 nos., 2.5ft X 3ft X 2.5 ft .. 4 nos. Racks: 4ft X 4 ft X 2ft 2 nos. Mannequins of good quality (POP material , headless female)..... 5 nos. Hanger Stands ...2 nos Magazine stand/Brochure Racks. 2 nos., Storage Racks Round Discussion Glass top Table 2 nos. with total 8 chairs
9	3D LOGO : Arcylic / MDF 3D profile logo with lighting for the Branding Wall

10.	PRINTING : printing of graphics, art works, design on vinyl, flex, sun board
11	LED screen: 10ft X 8ft, HD LED Screen
12	VALUE ADDED SERVICES: Registration (Visitor's) Book, Dustbin, Chocolate Bowl, Flower Bouquet, Arrangements for inauguration etc.

Awarding of Contract

The SMOI/CSB 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/CSB reserves the right to accept or reject any quotation, and to annul the quotations and reject all quotations at any time prior to award of Contract. Decision of the SMOI is final and no correspondence will be entertained in this regard.

Prior to the expiration of the period of quotation validity, the SMOI/CSB will notify the successful Service Provider that its quotation has been accepted. The notification of award will constitute the formation of the contract.

Signing of contract

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

SECTION – III: GENERAL CONDITIONS OF CONTRACT (GCC)

Transportation

Transportation of the material to the venue of the event 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 their quotation.

Assignment

The Service Provider shall not assign, in whole or in part, its obligations to any other sub contractor 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 the quotation. Such notification, in the original quotation or later, shall not relieve the Service Provider from any liability or obligation under the contract.

GST and Duties

The Service Provider shall be entirely responsible for GST, duties, Octroi, license fees, etc., incurred until delivery of the contracted goods/services to the SMOI. It may be noted that the SMOI/CSB will not issue form C or D or any other tax/duty confessional certificate.

Payment

Payment of the contract price shall be made to the Service Provider by cheque/RTGS after completion of the obligation 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 Contractor and such deducted amounts shall be remitted by the SMOI/CSB with Income Tax Department on behalf of the contractor 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.

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/CSB 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 Contractor or any sub-contractor in course of providing the said services during the entire contract period. The SMOI/CSB will not be responsible for such damage to the life and property in the course of providing the said services.

COVER “A” (TECHNICAL BIDS) SHALL CONTAIN

- Earnest Money Deposit (EMD) in the form of a DD for an amount as mentioned in the document
- Proof that the bidder as (i) either manufacturer or (ii) an authorised agent for the infra structure/item for which the bid is submitted.
- List of organisations in India and abroad, along with Contact Person, address, Tel. No., Fax No. etc., to which similar make/model of the equipment were supplied.

The bids shall first be evaluated by the internal committee for their “technical responsiveness” which shall inter-alia include,

(i)	Compliance to EMD requirement;
(ii)	Proof that the bidder is (i) either manufacturer or (ii) an authorized agent for which the bid is submitted and necessary documentary proof along with the list of such customer.
(iii)	Compliance to all other relevant and critical terms and conditions of the tender.
(iv)	The vendor has to provide the proposed design in printing.

The committee will invite the bidders who are technically responsive to present their design concept in PPT format with specifications on 04.10.2019.

COVER “B” (FINANCIAL BIDS) SHALL CONTAIN -

Total cost of the setting up of Theme Pavilion at New Delhi should be clearly indicated. No amount other than the total indicated above will be payable on any account

GENERAL TERMS AND CONDITIONS

1. **RATES AND APPLICABLE TAXES:** The parties should clearly quote the unit rates for all items and applicable rate of taxes in their quotation. **In case no taxes are mentioned it will be presumed that the rate is inclusive of all taxes.**
2. **VALIDITY:** The rates quoted **should be valid for a minimum period of 120 days** from the date of opening the quotation [cover B].
3. **ESCALATION CHARGES:** No escalation charges will be entertained once the quotation is accepted and contract awarded.
4. **E.M.D:** The quotation should be accompanied with an EMD amount @ 2% of the bid amount in the form of a demand draft/pay order in favour of “Silk Mark Organisation of India” payable at New Delhi. Quotations received without EMD will be summarily rejected.
5. **LAST DATE:** The last date and time for the submission of the sealed competitive quotations is **03.10.2018 up to 1.00 PM**. The envelope containing the competitive quotation should be sealed and submitted, duly super scribing on the envelope as **“QUOTATIONS FOR THE SETTING UP OF CUSTOMISED THEME PAVILION”** and addressed to the Assistant Director (Insp.), SMOI/CSB, New Delhi.
6. **OPENING THE QUOTATIONS:** The quotations so received well within the stipulated time, only the technical bids will be opened on 3rd October 2018. The bidders or their authorized representatives may remain present at the time of opening of the tenders, if they so desire. After detailed analysis of technical bids and presentation made on 04.10.2018 by the qualified bidders, the financial bids of those found to be technically responsive will be opened on 5th October 2018 at 3.00 pm in the SMOI office, New Delhi.
7. **RIGHT TO ACCEPT OR REJECT:** The Assistant Director (Insp.), SMOI,R.O., CSB, New Delhi reserves the right to accept any of the quotation or reject all the quotations. The decision of the Assistant Director (Insp.), SMOI, CSB, New Delhi will be final and no further correspondence will be entertained in this regard.
8. **INCREASE OR DECREASE OF THE QUANTITY:** The Assistant Director (Insp.), SMOI, **CSB**, reserves the right to increase or decrease the quantity of the material.
9. **REFUND OF E.M.D:** The EMD amount of the unsuccessful bidders shall be returned after the successful quotation is finalised. The EMD of the successful quotation shall be discharged only after satisfactory supply of the materials ordered.
10. **FORFEITURE OF THE E.M.D:** Failure to supply the ordered material within the stipulated period shall result in forfeiture of the EMD.
11. **PAYMENT:** The bill of cost for the “Setting up of Customised Theme Pavillion” only after satisfactory completion of the job ordered. The payment will be made against the bill

subject to the deduction of applicable tax at source and no advance payment shall be made.

12. **TIME LINE FOR COMPLETION OF JOB:** The whole work contract should be ready on at the venue and should be handed over to CSB / SMOI on **15.10.2018 by 2.00 PM** itself.
13. **DISMANTLING THE STRUCTURE:** The whole structure including ply boards, iron rods, electrical wires, lights etc shall be removed from the area once the programme completes on 18.10.2018.
14. **ADDITIONAL INFORMATION, IF ANY:** For any information, the quotationers may contact The Assistant Director (Insp.), Silk Mark Organisation of India, Regional Office, Central Silk Board, New Delhi, Mob. No. 9990727863.

Yours faithfully,

(Shiv Govind)
Asst. Director (Insp.)

UNDERTAKING

CONTRACT No.: _____

DATE _____

The Assistant Director (Insp.)
Silk Mark Organisation of India,
Regional Office
Central Silk Board
342-347, 2nd Floor, A-Wing,
August Kranti Bhawan,
Bhikaji Cama Place,
New Delhi-110066

Sir,

Having examined the Quotation Documents, the receipt of which is hereby duly acknowledged, the undersigned, offer to supply and deliver infrastructure for the Theme Pavilion, at New Delhi 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/CSB as per tender specifications.

We agree to a quote 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 or quotation you may receive.

Date this _____ day of _____ 2018 _____

Signature

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

AGREEMENT

THIS AGREEMENT made on this _____ day of _____, 2018 between Silk Mark Organisation of India, Central Silk Board, New Delhi represented by Assistant Director (Insp.) hereinafter known as "SMOI" on the one part and _____ (Name of the Service Provider) of _____ (City, and State of Service Provider), hereinafter known as "Service Provider" on the other part.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - (a) The Quotation Form and the Price Schedule submitted by the Service Provider;
 - (b) The Schedule of Requirements & Technical Specifications
 - (c) The Conditions of Contract;
 - (d) The SMOI's Notification of Award.
2. In consideration of the payments to be made by the SMOI to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the SMOI/CSB to provide the Services **including the materials required for providing infrastructure** and to remedy defects therein in conformity in all respects with the provisions of the Contract.
3. The SMOI/CSB hereby covenants to pay the Service Provider in consideration of the provision of the above said Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the terms and in the manner prescribed by the Contract.
4. Brief particulars of the Services including the materials required for providing infrastructure which shall be provided by the Service Provider are as per Annexure-I

IN WITNESS whereof, the parties hereto have caused this Agreement has to be executed in accordance with their respective laws the day and year first above written

Signed, Sealed and Delivered by the
said _____
(For the SMOI)

Signed, Sealed and Delivered by the
said _____
(For the Service Provider)

in the presence of:

1.

2.

in the presence of :

1.

2.

Annexure A – Format for Service Provider details

Sl. No	Particulars	Details
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 major events for which infrastructure provided	
5	Major Strengths and capabilities	
6	Profiles of major clients (details to be enclosed)	
7	Any other relevant information	