

INVITATION FOR QUOTATIONS

**INFRASTRUCTURE FOR
SILK MARK EXPO-2016
CHENNAI**



Your Assurance of Pure Silk

SILK MARK ORGANISATION OF INDIA
[Promoted by Central Silk Board Ministry of Textiles, Govt. of India]
CHENNAI CHAPTER
28/22, K K SALAI, SALIGRAMAM,
CHENNAI – 600 093.



Your Assurance of Pure Silk

SILK MARK ORGANISATION OF INDIA
Promoted by **CENTRAL SILK BOARD,**
MINISTRY OF TEXTILES, GOVT OF INDIA.
28/22, K K SALAI, SALIGRAMAM, CHENNAI- 600 093
PH: 044- 23760106 FAX: 044- 2376 0108
Chennai@silkmarkindia.com

NO: CSB/RO (CH)/9(5)/2016-17/SMOI-CHENNAI Expo

October 03, 2016

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 **VALLUVAR KOTTAM, NUNGAMBAKKAM, CHENNAI – 600 034** from **6th December 2016 to 12th December 2016**. In this connection, Silk Mark Organisation of India invites **sealed quotation** from well experienced and capable Service Providers to create required infrastructure for conducting the Silk Mark Expo CHENNAI 2016. (Floor Plan of the expo venue is enclosed herewith for reference – not necessary.. only to be given to successful bidders)

SUBMISSION OF QUOTATIONS:

The sealed quotations should be submitted on or before **26.10.2016 at 12.00 NOON** to:

THE NODAL OFFICER / JOINT SECRETARY (TECH),
SILK MARK ORGANISATION OF INDIA,
CENTRAL SILK BOARD, 28/22, K K SALAI, SALIGRAMAM, CHENNAI – 600 093.

The sealed envelope containing the quotations should be superscripted "**QUOTATION FOR CHENNAI SILK MARK EXPO - 2016, INFRASTRUCTURE**".

OPENING OF QUOTATIONS :

The quotations Technical Bid and the Eligible quotations Price Bid shall be opened at our office (SILK MARK ORGANISATION OF INDIA,) Central Silk Board, 28/22, K K SALAI, SALIGRAMAM, CHENNAI – 600 093. at 3.00 P.M on 27.10.2016

**The Nodal Officer/
Joint Secretary (Tech)**
Silk Mark Organisation of India,
28/22, K K Salai, Saligramam,
Chennai – 600 093.

SECTION-II

INSTRUCTIONS TO SERVICE PROVIDERS (ISP)

The tender will be in three parts and each part of the bid is to be kept in separate envelope super scribing the description of the bid on the envelope.

1. **Pre – qualification bid**
2. **Technical bid**
3. **Price bid**

Criteria for qualification

1. *The Service Provider should have executed similar jobs in the past 3 – 5 years*
2. *The Service Provider 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. **The Service Provider Should Have the Experience in executing such a event in Valluvar Kottam, Chennai.**
5. *Documentary evidence stating 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 bid – Cost of tender document Rs 200/- & EMD of the tender (both separately)**
(Demand Draft or Pay Order issued by a nationalized/ scheduled bank acceptable to the SMOI, in favour of SILK MARK EXPO, Payable at Chennai.)
2. **Technical bid – Service tax no & PAN No registration certificate with not less than 3 years, job completion certificate, Past experience of handling similar jobs etc..**
3. **Price bid – Price bid should clearly mention the taxes & duties as applicable separately for each item and 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 any information required in the Quotations 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 its quotation.

1. *The Service Provider is expected to examine all instructions, forms, terms and conditions in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Service Provider risk and may result in rejection of its bid.*
2. **Clarification of Bidding Documents**
A prospective Service Provider requiring any clarification of the Bidding Documents may notify the SMOI, Chennai in writing or by fax or cable at the SMOI, Chennai's mailing address indicated in the Invitation for Bids. Written copies of the SMOI, Chennai 's response (including an explanation of the query but without identifying its source) will be sent to all prospective Service Provider which have received the Bidding Documents and the same will be attached to the bidding documents sold subsequently.
3. **Amendment of Bidding Documents**
At any time prior to the deadline for submission of bids, the SMOI, Chennai may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Service Provider , modify the Bidding Documents by amendment.
 - 3.1 *The amendment will be notified in writing or by fax or cable to all prospective Service Provider who have received the Bidding Documents and will be binding on them. The amendment will be attached to the bidding documents sold subsequently.*
 - 3.2 *In order to afford prospective Service Provider reasonable time in which to take the amendment in to account in preparing their bids, the SMOI, Chennai may, at its discretion, extend the deadline for the submission of bids.*
- 4 **A bid submitted with an adjustable price quotation will be rejected.**

5 Documents Establishing Service Provider's Eligibility and Qualifications

- 5.1 *The Event Organiser shall furnish, as part of its bid, documents establishing the Event Organiser's eligibility to bid and its qualifications to perform the Contract if its bid is accepted.*
- 5.2 *The documentary evidence of the Event Organiser's qualifications to perform the Contract if its bid is accepted, shall establish to the SMOI, Chennai's satisfaction viz. the Event Organiser's financial and service capability necessary to perform the contract.*

6 Documents Establishing Eligibility and conformity to Bidding Documents

- 6.1 *The Service Provider shall furnish, as part of its bid, documents establishing the eligibility and conformity to the Bidding Documents of all the services which the Service Provider proposes to supply under the Contract.*
- 6.2 *The documentary evidence of the services' conformity to the Bidding Documents may be in the form of literature, drawings and data, and shall furnish:*
- (a) a detailed description of the services essential technical and performance characteristics ;*
 - (b) a clause-by-clause commentary on the SMOI's Technical Specifications demonstrating the required infrastructure facilities substantial responsiveness to those specifications.*

7. EMD (EMD)

- 7.1 *The Event Organiser shall furnish, as part of its bid, EMD (EMD) 2% rounded off to next ten rupees. The EMD may be submitted in the form of Demand Draft or Pay order only.*
- 7.2 *The EMD is required to protect the SMOI's interest against the risk of Event Organiser's conduct, which would warrant the security's forfeiture.*
- 7.3 *The EMD shall be in one of the following forms:*
- A Demand Draft or Pay Order issued by a nationalized/ scheduled bank acceptable to the SMOI, in favour of SILK MARK EXO payable at Chennai*
- 7.4 *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 bid validity prescribed by the SMOI.*
- 7.5 *The successful Service Provider's EMD will be returned after executing the Contract, and furnishing the performance security.*
- 7.6 *The EMD may be forfeited :*
- (a) If a Service Provider withdraws its bid during the period of bid validity specified by the Event Organiser ;*
 - or*
 - (b) In the case of a successful Service Provider , if the Service Provider fails:*
 - (i) to sign the contract ; or*
 - (ii) to furnish performance security.*

8. Period of Validity of Bids

- 8.1 *Bids shall remain valid for a period of 90 days from the date opening of tender. A bid valid for a shorter period shall be rejected by the SMOI, Chennai as non- responsive.*
- 8.2 *In exceptional circumstances, the SMOI, Chennai may solicit the Service Provider's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by cable or fax). The EMD provided shall also be suitably extended. A Service Provider may refuse the request without forfeiting its EMD. A Service Provider granting the request will not be required nor permitted to modify its bid.*

9 **Sealing and Marking of Bids**

- 9.1 *The Service Provider shall seal the original and copy of the bid in separate inner and an outer envelope, duly marking the envelopes as "original" and "copy"*
- 9.2 *The inner and outer envelopes shall be:*
- (a) *Addressed to the SMOI at the following address:*

**Nodal Officer/Joint Secretary (Tech)
Silk Mark Organisation of India
28/22,K K Salai,Saligramam,Chennai-93**

10 **Format and Signing of Bid**

- 10.1 *The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Service Provider , in which case such corrections shall be initialed by the person or persons signing the bid.*
- 10.2 *The Service Provider should give the bid form and price schedule as given in PART-3*

11 **Deadline for Submission of Bids**

- 11.1 *The Bids must be received by the SMOI at the address specified not later than 12.00 Noon on 26.10.2016. In the event of the specified date for submission of Bids being declared a holiday for the SMOI, the Quotations will be received up to the appointed time on the next working day.*
- 11.2 *The SMOI may, at its discretion, extend this deadline for submission of bids by amending the Bid Documents in which case all rights and obligations of the SMOI and Service Provider previously subject to the deadline will thereafter be subject to the deadline as extended.*

12 **Late Bids**

- 12.1 *Any bid received by the SMOI after the deadline for submission of bids prescribed by SMOI, will be rejected and/or returned unopened to the Service Provider.*

13 **Modification and Withdrawal of Bids**

- 13.1 *The Service Provider may modify or withdraw its bid after submission, provided that written notice of the modification or withdrawal is received by the SMOI prior to the deadline prescribed for submission of bids.*
- 13.2 *The Service Provider's modification or withdrawal notice shall be prepared, sealed, marked and dispatched. Withdrawal notice may also be sent by fax or cable but followed by a signed confirmation copy, post marked not later than the deadline for submission of bids.*
- 13.3 *No bid may be modified subsequent to the deadline for submission of Bids.*
- 13.4 *No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Service Provider. Withdrawal of a bid during this interval may result in the Service Provider's forfeiture of its EMD.*

14 **Opening of Bids**

- 14.1 *The quotations Technical Bid shall and the Eligible quotations Price Bid be opened at our office (SILK MARK ORGANISATION OF INDIA, Central Silk Board,28/22, K K SALAI, SALIGRAMAM, CHENNAI – 600 093.) at 3.00 P.M on 27.10.2016 in the presence of Service Provider's representatives who choose to attend at shall sign a register evidencing their attendance.*
- 14.2 *The Service Providers names, bid prices, discounts, modification, bid withdrawals, the presence or absence of the requisite EMD, and such other details as the SMOI may consider appropriate at its discretion will be announced at the opening.*
- 14.3 *The SMOI will prepare minutes of the bid opening.*

15 Clarification of Bids

- 15.1 To assist in the examination, evaluation and comparison of bids the SMOI may, at its discretion, ask the Service Provider for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the price of bid.
- 15.2 substance of the bid shall be sought, offered or permitted.

16 Preliminary Examination

- 16.1 The SMOI will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order. Bids from agents without proper authorization from the Service Provider, shall be treated as non responsive.
- 16.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total prices shall be corrected. If the Service Provider does not accept the correction of errors, its bid will be rejected. If there is a discrepancy between words and figures, the amount, in words will prevail.
- 16.3 Prior to the detailed evaluation, the SMOI will determine the substantial responsiveness of each bid to the Bidding Documents. For purposes a substantially responsive bid is one which conforms to all the terms and conditions of the Bidding Documents without material deviations,. The SMOI's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- 16.4 A bid determined as not substantially responsive will be rejected by the SMOI and may not subsequently be made responsive by the Service Provider by correction of the non-conformity.
- 16.5 The SMOI may waive any minor informality or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such a waiver does not prejudice or affect the relative ranking of any Service Provider.

17. Evaluation and Comparison of Bids

- 17.1 The SMOI will evaluate and compare the bids previously determined to be substantially responsive.
- 17.2 The SMOI's evaluation of a bid will take into account, in addition to the bid price and the price of incidental services, the following factors and in the Technical Specifications:
- (a) Cost of inland transportation, insurance and other costs within the SMOI's country incidental to delivery of the goods to their final destination ;
- 17.3 The SMOI will determine to its satisfaction whether the lowest evaluated responsive bid submitted by the Service Provider is qualified to satisfactorily perform the contract viz., financial, capabilities etc. It will be based on the documentary evidence submitted by the Event Organiser and the lowest evaluated responsive bids competitive and at least on par with the prevailing market price. If not, the SMOI reserve the right to negotiate the price with the Service Provider who has offered the lowest evaluated responsive Bid.

18 Contacting the SMOI

- 18.1 No Service Provider shall contact the SMOI on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded.
- 18.2 Any effort by a Service Provider to influence the SMOI in the SMOI's bid evaluation, bid comparison or contract award decisions may result in the rejection of the Service Provider's bid.

19 Post-qualification

- 19.1 *The SMOI will determine to its satisfaction whether the Service Provider selected as having submitted the lowest evaluated responsive bid is qualified to satisfactorily perform the Contract.*
- 19.2 *The determination will take into account the Service Provider's financial, technical and production/service capabilities. 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.*
- 19.3 *An affirmative determination will be a prerequisite for award of the Contract to the Service Provider. A negative determination will result in rejection of the Service Provider's bid, in which event; the SMOI will proceed to the next lowest evaluated bid to make a similar determination of that Service Provider's capabilities to perform satisfactorily.*

20 Award Criteria

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

21. SMOI's Right to Accept Any Bid and to Reject Any or All Bids

- 21.1 *The SMOI reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Service Provider or Service Provider or any obligation to inform that affected Service Provider or Service Providers of the grounds for the SMOI's action.*

22 Notification of Award

- 22.1 *Prior to the expiration of the period of bid validity, the SMOI will notify the successful Service Provider in writing by registered letter or fax to be confirmed in writing by registered letter or fax, that its bid has been accepted.*
- 22.2 *The notification of award will constitute the formation of the contract.*
- 22.3 *Upon the successful Service Provider's furnishing of performance security, the SMOI will promptly notify each unsuccessful Service Provider and will discharge its EMD.*

23 Signing of contract

- 23.1 *At the same time as the SMOI notifies the successful Service Provider that its bid has been accepted, the SMOI will send the Service Provider the Contract Form provided in the Bidding Documents, incorporating all agreements between the parties.*
- 23.2 *Within 20 days of receipt of the Contract Form, the successful Service Provider shall sign and date the contract and return it to the SMOI.*

24 Performance Security

- 24.1 *Within 20 days after the receipt of notification of award of the contract, the successful Service Provider shall furnish performance security in accordance with the conditions of contract, in the performance security form provided in the Bidding Documents or another form acceptable to the SMOI.*
- 24.2 *Failure of the successful Service Provider to comply with the requirement shall constitute sufficient grounds for the annulment of the award and forfeiture of the EMD, in which event the SMOI may make the award to the next lowest evaluated Service Provider or call for new bids.*

SECTION-III. GENERAL CONDITIONS OF CONTRACT (GCC)

1 Definitions

1.1 *In this Contract, the following terms shall be interpreted as indicated*

- (a) *"The Contract" means the agreement entered into between the SMOI and the Service Provider, as recorded in the contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein;*
- (b) *"The Contract Price" means the price payable to the bidder under the contract for the full and proper performance of its contractual obligations;*
- (c) *"Services" means all the infrastructure to be provided in the EXPO venue as indicated in the tender document which should include transportation and insurance, and any other incidental services covered under the contract;*
- (e) *"The SMOI" means the Silk Mark Organization of India purchasing the Goods shall mean and include:*

**The Nodal officer/Joint Secretary (Tech),
Silk Mark Organisation of India
Central Silk Board
28/22,K K Salai,Saligramam
Chennai – 600 093.**

- (b) *"The Service Provider " means the individual or firm providing services under this contract.*

2 Performance Security

- 2.1 *Within 20 days after the receipt of notification of award from the SMOI of the contract, the Service Provider shall furnish performance security of 5% of the Bid value in the form of a Bank Guarantee issued by a Nationalized Bank located in India and in the form provided in the Bidding Documents, to the SMOI in the amount specified in the Special Conditions of Contract. Such Bank Guarantee should be valid till 60 days from the date of purchase order.*
- 2.2 *The Performance Security shall be a bank guarantee issued by a nationalized bank acceptable to the SMOI, and in the form provided in the Bidding Documents.*
- 2.4 *The performance security will be discharged by the SMOI and returned to the Service Provider not later than 60 days following the date of completion of the Service Provider's performance obligations, including any warranty obligations, under the contract.*

3 Insurance

- 3.1 *The Goods supplied under the contract shall be fully insured against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the Special Conditions of Contract.*

4 Transportation

- 4.1 *Transportation shall be the responsibility of the Service Provider.*

5 Prices

- 5.1 *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 its bid.*

6 Contract Amendments

- 6.1 *Subject to above Clause, no variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties.*

7 **Assignment**

- 7.1 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.

8 **Sub-contracts**

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

9 **Resolution of Disputes**

- 9.1 The SMOI and the Service Provider shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.
- 9.2 If, after thirty (30) days from the commencement of such informal negotiations, the SMOI and the Service Provider have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred for resolution to the formal mechanisms specified in the Special Conditions of contract. These mechanisms may include, but are not restricted to, conciliation mediated by a third party, adjudication in an agreed national or international forum, and/or international arbitration. The mechanism shall be specified in the Special Conditions of Contract.

10 **Notices**

- 10.1 Any notice given by one party to the other pursuant to the contract shall be sent in writing or by fax/cable and confirmed in writing to the address specified for that purpose in the Special Conditions of Contract.
- 10.2 A notice shall be effective when delivered or on the notice's effective date, whichever is later.

11 **Taxes and Duties**

- 11.1 The Service Provider shall be 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.**

SECTION-IV - SPECIAL CONDITIONS OF CONTRACT (SCC)

1. The following Special Conditions of Contract shall supplement the General Conditions of Contract. Whenever there is a conflict, the provisions herein shall prevail over those in the General Conditions of Contract.

2. **Definitions**

The SMOI is - Nodal Officer/Joint Secretary (Tech),
Silk Mark Organisation of India
Central Silk Board
Ministry of Textiles, Govt. of India
28/22, K K Salaj, Saligramam
Chennai – 600 093.

(b) The Service Provider is (Name of Service Provider)

3 **Performance Security**

- 3.1 Within 20 days after the Service Provider's receipt of Notification of award, the Service Provider shall furnish Performance Security to the SMOI for an amount of 5% of the Contract value in the form of Demand Draft/Pay order or Bank guarantee valid up to 31.03.2017.
- 3.2 The performance security will be discharged by the SMOI and returned to the Service Provider not later than 15 days following the date of completion of the Service Provider's performance obligations, under the contract.

4 **Insurance (Clause 10 of GCC)**

4.1 The insurance in an amount equal to value of the materials belonging to Service Provider & the materials/assets belonging to SMOI and other participants who participate on behalf of SMOI. The Insurance coverage shall include "All Risks" basis including accidental fires and the fire caused due to short circuit etc.

5 **Payment**

5.1 Payment of the contract price shall be made to the Service Provider by cheque. The mode of payment are as follows :-

- (a) No Advance payment shall be released to the Service Provider
- (b) Full payment shall be released to the Service Provider after completion of the obligation as per agreement.

N.B: TDS as applicable will be deducted from the bill at the time of settlement of bill.

6 **Resolution of Disputes**

6.1 The dispute resolution mechanism to be applied shall be as follows:

- (a) In the case of a dispute between the SMOI and a Service Provider, the dispute shall be referred to adjudication/ arbitration in accordance with Indian Laws subject to Chennai Jurisdiction.

7 **Notice**

7.1 For the purpose of all notices, the following shall be the address of the SMOI and Service Provider.

7.2 SMOI The Nodal Officer / Joint Secretary (Tech), Silkmark Organisation of India, No.28/22, K K Salai, Saligramam Chennai – 600 093

7.3 Service Provider (To be filled in at the time of signing the Contract)

8 **Sufficiency of Tender**

8.1 **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.**

9 **SAFETY MEASURES**

9.1 The Service Provider should provide necessary safety arrangement against fire and short circuit etc. During such crisis the event organizer should keep required infrastructure ready for crisis management. The cost of such arrangement should be included in the tender price.

9.2 The event organizer should arrange FIRST AID BOX with medicines and other medical items to treat in course of any accident.

10 **Damage to persons and property**

10.1 The damage to person and 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.

11 **Accident or Injury to workmen**

11.1 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 in the employment of the Contractor 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.

12 Income Tax deductions

- 12.1 *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 with the Reserve Bank of India on behalf of the contractor as per rules.*

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

CONTRACT No.: _____ UNDERTAKING DATE _____

To:
The Nodal officer/Joint Secretary (Tech),
Silk Mark Organisation of India,
Chennai Chapter,
28/22, K K Salai, Saligramam,
Chennai – 600 093.

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-2016, Chennai, 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 a quotation 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 _____ 2016 _____

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

<i>Sl. No</i>	<i>Particulars</i>	<i>Details</i>
1	<i>Details of the Company / Firm</i>	
2	<i>Details of achievements & experience in handling exhibitions / trade fairs etc</i>	
3	<i>Profile of the Company / Firm</i>	
4	<i>Past Experience in the field of Exhibitions / Trade Fairs</i>	
5	<i>Major Strengths and Capabilities</i>	
6	<i>Profiles of major clients (details to be enclosed)</i>	
7	<i>Past Experience in the field at VALLUVAR KOTTAM</i>	
8	<i>Any other relevant information</i>	

(PART -3)

FORMAT FOR FINANCIAL QUOTE

ANNEXURE - B

VENUE: - VALLUVAR KOTTAM, NUNGAMBAKKAM, CHENNAI – 600 034.

Sl. No	Particulars	Specifications	Quote
1	<p>Fabrication of Stalls 60 Nos with computerised vinyl cut letters on Facia</p> <p>55 Stalls of 3 mX2 m , 4 Stalls of 6 mts X 6mts, and one Stalls of 9mts X 9 mts totaling 60 stalls as per layout using powder coated octonorm system- Aluminum pillars & Channels with locking device-panels of size 2.5mX1m each using white laminated sheets. Name Boards using colour laminated sheets on the Fascia, fixing white colour vinyl cutout letters for the name of participants – without any scratches.</p> <p>Every built up stall should have a branded Logos on both side of the participants name along with the Stall number on the fascia.</p> <p>Electrical Completer Electrical Wiring using copper wire for the stalls and fixing Electrical spotlights.</p> <p>Furniture& Facilities 2 laminated Octonorm Tables, 1 waste paper Basket, 3 racks of size 2 ½ m (Wd) X0.5 m (d), 2.5m ht from ground level with 6 laminated shelves , 3 spot lights & 1 no of 5amps plug point, 2 Chairs for each Stall – 55 Stalls</p> <p>8 laminated Octonorm Tables, 1 waste paper Basket, 9 racks of size 2 ½ m (Wd) X0.5 m (d), 2.5m ht from ground level with 18 laminated shelves, 10 spot lights, 1 no of 5amps plug point, 8 Chairs for 6 mts X 6mts 4 Stalls,,</p> <p>12 laminated Octonorm Tables, 1 waste paper Basket, 9 racks of size 2 ½ m (Wd) X0.5 m (d), 2.5m ht from ground level with 18 laminated shelves, 14 spot lights, 1 no of 5amps plug point, 10 Chairs for 9 mts X 9 mts one Stall,,</p> <p>All the Stalls, Visitors lounge, Theme Pavilion, office room etc with sufficient Chairs has to be provided</p> <p>30 Number of Stand Fans has to be Provided to avoid suffocation inside the hall, Visitors Lounge, office room & in VIP Lounge.</p> <p>6 Mirrors - Life Size with square fabricated stand to hold and place at various locations in the venue</p> <p>10 Number 500 amps Focus lights has to be fixed at various locations inside the hall to get sufficient Light during the dark.</p>		
2	<p>Office: Office Room 5 laminated tables, 3 waste paper baskets TWO Steel Almarah is to be Provided as per the Layout.</p> <p>VIP Room: Two 3 seater and 4 Single seater Cushion Sofas , TWO Center tables ONE Steel Almarah has to be Provided.</p> <p>Theme Pavilion 6mX 6m X2.5m with white laminated panels of 1m width and 2.5m ht at the back & two sides, 15 spotlights, 4 plug points, 10 laminated finish tables of 1m X 0.5m X 0.75m each, fixing of items on the wall panels, Fabricating Theme Pavilion 2 side covering with entrance and exit, side ½ fencing (with octoroon partition)</p>		

3	<u>Carpet:</u> Laying needle punched synthetic carpet in different colours for the area of stalls, office, reception, discussion lounge, theme pavilion, path way, etc as per lay out		
4	<u>Ticket Counter</u> 3mX2mX2.5m size, 2 tables, 2 Focus light two chairs <u>Reception:</u> 3mX2mX2.5m size,. 2 tables, 2 focus lamps. Two Chairs		
5	<u>Inauguration Arrangements:</u> Arranging items for lighting Kutthuvilakku, Flowers, Bouquets – 8 Nos, and ribbon cutting Flower Decoration at Entrance - on the inaugural day , opening & Closing of Venue daily		
6	<u>Entrance Gate Arch</u> Box Type 20ft X 10ft with 3ft frame with digital print on star flex medium with minimum of 4 pass printing on both sides		
7	2 - Temporary boards cutout of Sixe 10'X10 ' Boards with Star Flex Printing mounted on metal frame to be placed at the Main Road Entry along with due permission of the authority 16 number 3ft X 7ft Temporary Boards with Star Flex Printing mounted on metal frame to be placed on both the side of the pathway.		
8	All Sign Boards with digital print mounted on metal frame to be placed wherever it is required, like ENTRY, EXIT, TOILETS etc		
9	Stall position of Participants in Detail in 3mts X 1 Mts in 2 Panels to be Placed at The Entrance and One Panel of Stall Layout also to be Placed at the Entry		
10	A board Should be Provided for Displaying the Daily Publicity and Press reports at Entry.		
11	At the Entry of the Hall Inside the Valluvarkottam Campus a stage of 20ft X 20ft with 1ft height sufficient light has to be provided for Cultural actives during the Evening		
	TOTAL AMOUNT		

Total bid price in Rs. _____

In words _____

Signature of Service Provider _____

Name _____

Business Address : -----

Place

Date:

TERMS AND CONDITIONS:

- ✓ **RATES AND APPLICABLE TAXES:** The rate should be quoted per Sq Mtrs / ft or numbers or set. 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 **2 % EMD** of the total amount quoted drawn in favour of **“SILK MARK EXPO,”** by a Demand draft / Pay order payable at **Chennai** from a Nationalized / Reputed bank. The quotation received without EMD will be summarily rejected.
- ✓ **LAST DATE FOR SUBMISSION OF QUOTATION (PART 1,2 &3) :** The last date for submission of the sealed competitive quotation addressed to The Executive, Silk Mark Organisation of India, Chennai Chapter, 28/22, K K Salai, Saligramam, Chennai – 600 093. Is **26th October 2016 up to 12.00 Noon**. The envelope containing the competitive quotation with three parts in sealed envelopes separately should be sealed and submitted duly super scribing on the envelope as **“QUOTATION FOR SILK MARK EXPO, CHENNAI 2016- INFRASTRUCTURE”**.
- ✓ **OPENING THE QUOTATIONS:** - The responding agencies would be first scrutinized on the basis of their Part –A information and only the short listed firms would be on 27/10/16 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. The quotations will be opened at the office of the Nodal Officer/Joint Secretary(Tech), Silk Mark Organisation of India, Chennai Chapter, 28/22, K K Salai, Saligramam, Chennai – 600 093.
- ✓ **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 quotatioers shall be returned, by a cheque, within 60 days from the date of opening of the quotation. The EMD of the successful quotationer shall be adjusted in the final payment.
- ✓ **RIGHT TO ACCEPT OR REJECT:** The Nodal Officer, Silk Mark Organization of India, Chennai 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.
- ✓ **Any or all legal disputes will be strictly restricted to the jurisdiction of courts in Chennai, India, alone.**
- ✓ The organisers shall be at liberty to change the dates or venue of the exhibition owing to unavoidable circumstances or to cancel the exhibition for such reasons under Intimation to the fabricator.
- ✓ **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.**
- ✓ **ADDITIONAL INORMATION, IF ANY:** For any/all information, the successful quotationer may contact: **The Nodal Officer/Joint Secretary(Tech), Silk Mark Organisation of India, Chennai Chapter, 28/22, K K Salai, Saligramam, Chennai- 600 093.**

**Nodal Officer/Joint Secretary(Tech),
Silk Mark Organisation of India,
Chennai Chapter.**

