



Central Silk Board

Ministry of Textiles, Govt. of India

Silk Mark Organisation of India

4th Floor, Kuralagam, N.S.C Bose Road,
Chennai - 600 108.

Phone. No.044-25344774



Your Assurance of Pure Silk

CSB/CH/(5)/SMOI/2019-20

28.11.2019

INVITATION FOR BIDS/QUOTATIONS

INFRASTRUCTURE FOR CONDUCTING
NATIONAL LEVEL SPECIAL HANDLOOM EXPO
SILK MARK EXPO 2019, CHENNAI



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Central Silk Board
Ministry of Textiles, Govt. of India
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chennai@silkmarkindia.com



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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. A **National Level Special Handloom Expo- Silk Mark Expo 2019 Chennai** is being organized at "**Valluvar Kottam**", **47, Nungambakkam High Road, Nungambakkam, Chennai-600 034** from **18th to 31st December 2019 (14 Days)**. In this connection, Central Silk Board, Silk Mark Organisation of India invites **sealed quotations** from well experienced and capable Service Providers to create required infrastructure for conducting the **National Level Special Handloom Expo- Silk Mark Expo 2019 Chennai**. Floor plan of the Expo Venue is enclosed herewith for reference.

SUBMISSION OF QUOTATIONS:

The sealed quotations should reach our office or submitted in person / representative on or before **09.12.2019 at 01:00p.m.** to:

The Deputy Director (Insp.),
Silk Mark Organisation of India
4th Floor, Kuralagam, N.S.C Bose Road,
Chennai - 600 108.
Phone. No.044-25344774

The sealed envelope containing the quotations should be superscripted
"Quotation For National Level Special Handloom Expo- Silk Mark Expo 2019 Chennai , Infrastructure".

OPENING OF QUOTATIONS :

The quotations shall be opened at our office
Silk Mark Organisation of India
4th Floor, Kuralagam, N.S.C Bose Road,
Chennai - 600 108.
Phone. No.044-25344774

On the last day at 4.00 p.m. (09.12.2019)

Deputy Director(Insp.)
Silk Mark Organisation of India
4th Floor, Kuralagam, N.S.C Bose Road,
Chennai - 600 108.
Phone. No.044-25344774.

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 superscribing 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. 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 or Pay Order issued by a nationalized/ scheduled bank acceptable to the SMOI, in favor of “SILK MARK EXPO”, Payable at Chennai.) **Alternatively RTGS can be done to the account indicated below**

Silk Mark Expo, A/C no 3781721942 IFSC code : CBIN0281287

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 CSB, SMOI, Chennai 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 CSB, SMOI, Chennai 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 or Pay Order issued by a nationalized/ scheduled bank acceptable to the SMOI, in favor of “SILK MARK EXPO”, Payable at Chennai.

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 CSB, SMOI, Chennai 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 CSB, SMOI at the address specified not later than the last date and time indicated above. In the event of the specified date for submission of Quotations being declared a holiday for the CSB, SMOI the Quotations will be received up to the appointed time on the next working day.

The CSB, 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 CSB, SMOI will open the quotations, in the presence of Service Providers' representatives who choose to attend at 04.00 P.M. **on the last date of submission of the application** at Central Silk Board, Silk Mark Organisation of India, Chennai 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 for the qualifying applications..

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 CSB, SMOI is final and no correspondence will be entertained in this regard.

Signing of contract

At the same time as the CSB, SMOI notifies the successful Service Provider that his quotation has been accepted, the Central Silk Board, 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 Central Silk Board, 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 Central Silk Board, 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 Central Silk Board, 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 belonging 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 Central Silk Board, 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 Central Silk Board, 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 Central Silk Board, 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 Deputy Director(Insp.),
Central Silk Board
Ministry of Textiles, Govt. of India
Silk Mark Organisation of India
4th Floor, Kuralagam, N.S.C Bose Road,
Chennai - 600 108.
chennai@silkmarkindia.com

Sir,

Having examined the Quotation Documents, the receipt of which is hereby duly acknowledged, the undersigned, offer to supply and deliver infrastructure for **National Level Special Handloom Expo- Silk Mark Expo 2019 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 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 _____

AGREEMENT

THIS AGREEMENT made on this _____ day of _____, 2019 between Silk Mark Organization of India, Central Silk Board _____ (name of the chapter), represented by -----

hereinafter known as " SMOI Central Silk Board " 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.

WHEREAS SMOI Central Silk Board is desirous that certain Goods and ancillary Services should be provided by the Service Provider, viz, Providing infrastructure in the Expo venue as per agreement and has accepted a quotation by the Service Provider for providing Services at the sum of Rs. _____ (Contract Price in Words and Figures) (hereinafter "the Contract Price").

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, Central Silk Board to the Service Provider as hereinafter mentioned, the Service Provider hereby covenants with the SMOI, Central Silk Board 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 , Central Silk Board 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 _____

in the presence of : _____

1.

1.

2.

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 / Experience in Handling the Exhibitions at Valluvarkottam, etc	
3	Major Strengths and Capabilities	
4	Major clients (details to be enclosed)	
5	EMD Details DD No.....Date..... Drawn on.....	
6	Any other relevant information	

**Signature
With Stamp**

FORMAT FOR FINANCIAL QUOTE

Annexure -B

NATIONAL LEVEL SPECIAL HANDLOOM EXPO

**SILK MARK EXPO 2019,
Chennai (18.- 31 Dec. 2019)**

VENUE: - Valluvar Kottam, Nungambakkam

Sl. No.	Particulars	Specifications	Quote (Per Unit/Sq. ft./ Sq.mtr./Nos.)
1	<p><u>Fabrication of Octonorm Partition stalls</u> with spot less panels and freshly powder coated pipes, vinyl cut letters on Facia with Numbers : 3.0 Mtrs. X2.00 Mtrs. . Total 62 Stalls The stalls fully carpeted and include the following: a) Tables (Octonorm) 02 Nos. b) Chairs 02 Nos. c) focus (150 watts) 02 Nos d) Dust Bin 01 No. e) Power Point 01 No. f) Storage Rack of Full width of the stall x0.5 Mtr. (Approx.) In depth (3 No. 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.</p>		
2	<p><u>Silk Mark Organisation of India, Central Silk Board</u> Silk Testing Counter (6mtr x 2 mtr) (with 3 tables, 4Chairs, 4 Focus Lights, 2 Power socket, Dust bins & Fascia) Silk Mark Office (21.0 mtrs. x 6.0 mtrs.) with door & Lock facility (4 Tables, 10 Chairs, two centre tables, lights, Power sockets., Dust bins Etc.) <u>Weaver's Service Centre & Silk Mark Theme Pavilion</u> 21mtr.x 3 mtr. with 6 tables, 6 Chairs, 6 Spotlights, 2 Power socket, Dust bins & Fascia Any other structure as per size in Sq. Mtrs.</p>		
3	<p>Carpet for stalls & Passage area - New Rolls Red carpet for pathway and green for stalls</p>		

4	<p><u>Branding (Gates, Banners, Backdrops etc.)</u></p> <p>Fascia for all the stalls with Silk Mark Logo on left side and Handloom mark on right side</p> <p>Box Type Arch at Main Gate Entrance and Entrance of the Hall</p> <p>12x12ft. - Exhibitor's Profile</p>		
5	<p>Housekeeping / Cleaning Inside (2 times a day) and outside the Venue and Rest rooms for all 14 days</p>		
6.	<p>30 No. Big Size Metal Focus Lights for inside (20)and outside (10) the venue for lighting purpose for 14 days</p> <p>EB charges will be paid by the Organizer separately to the concerned authorities directly.</p> <p>A generator is to be provided separately for the lights which are not covered by EB connection and also in case of power failure</p>		
7	<p><u>Inaugural Function Arrangements:</u></p> <p>Arranging "kuthuvilakku" for lighting of Lamp, Flowers, Bouquets - 8 Nos, Ribbon Cutting, Flower Decoration at Entrance (on the inaugural day)</p>		
8	<p>6 Nos. Mirrors for 14 days - Life Size with square fabricated stand to hold and placed at various locations in the expo venue.</p>		
9.	<p>Drinking water supply: 20 Litres CANS with dispenser (Requirement of approx. 6 CANS per day) and if required water supply for rest rooms.</p>		

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

Total Rs.

Tax (....%)..... Rs.

Grand Total Rs.

(In words) Rupees.....

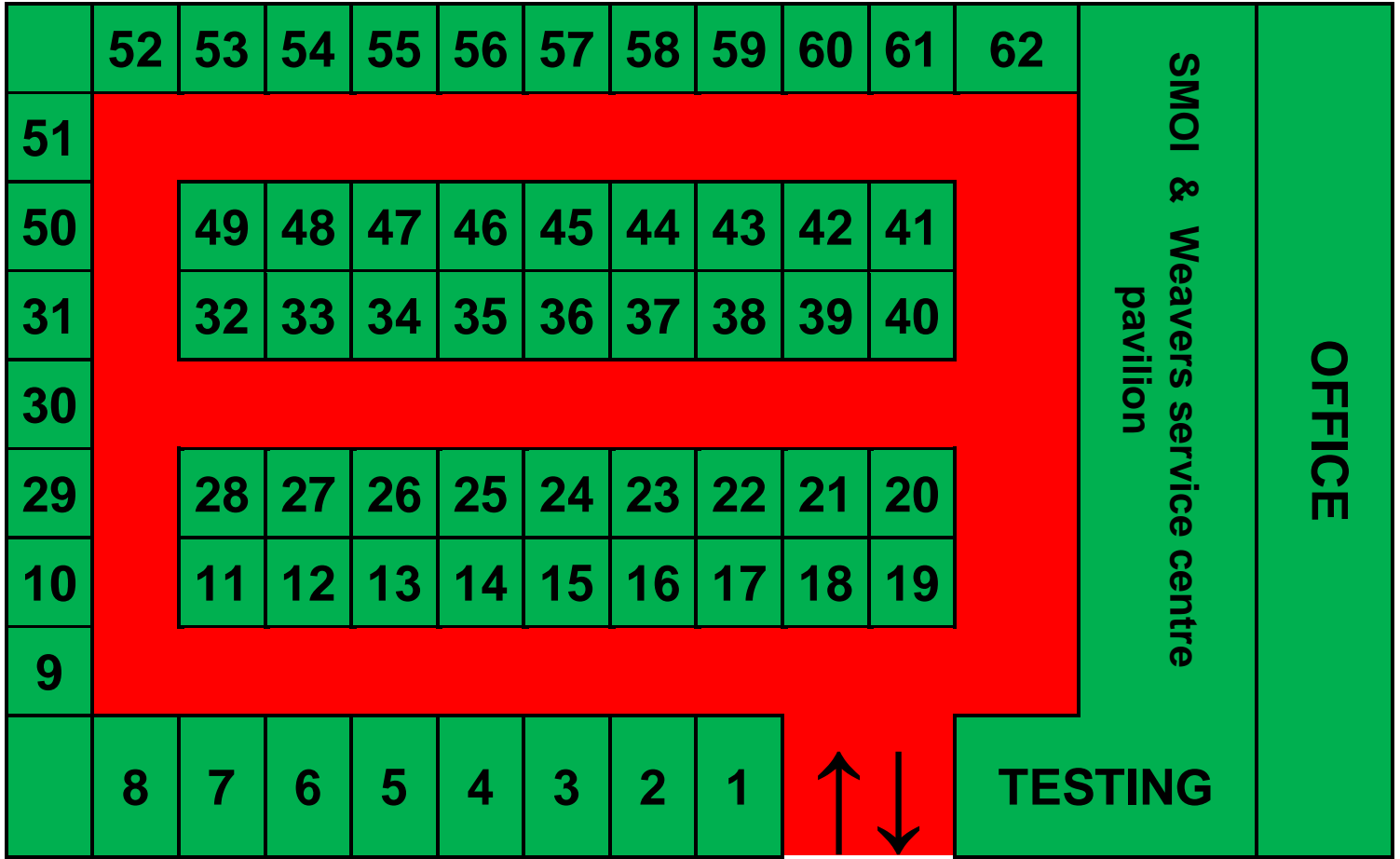
.....

**Signature
With Stamp**

TERMS AND CONDITIONS:

- **RATES AND APPLICABLE TAXES:** 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 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 (Annexure A&B) :** The last date for submission of the sealed competitive quotation addressed to The Deputy Director(Insp.), Silk Mark Organisation of India, 4th Floor, Kuralagam, N.S.C Bose Road, Chennai - 600 108. Phone. No.044-25344774 is 09th December 2019 up to 1.00 pm. The envelope containing the competitive quotation with two parts A & B in sealed envelopes separately and two envelopes should be sealed in one envelope and submitted duly super scribing on the envelope as “National Level Special Handloom Expo- Silk Mark Expo 2019 Chennai - INFRASTRUCTURE”.
- **OPENING THE QUOTATIONS:** - The quotations will be opened at 4 pm on the last day of submitting the quotation at the office of the The Deputy Director(Insp.), Silk Mark Organisation of India, 4th Floor, Kuralagam, N.S.C Bose Road, Chennai - 600 108.
- **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 Deputy Director (I), Central Silk Board, 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.
- **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 Chennai only.

ADDITIONAL INFORMATION, IF ANY: For any/all information, the successful Bidder may contact: The Deputy Director(Insp.), Silk Mark Organisation of India, 4th Floor, Kuralagam, N.S.C Bose Road, Chennai - 600 108 Ph : 25344774



STALLS LAYOUT

NATIONAL LEVEL SPECIAL HANDLOOM EXPO

SILK MARK EXPO 2019,
CHENNAI (18.- 31 DEC. 2019)

VENUE: - VALLUVAR KOTTAM, NUNGAMBAKKAM, CHENNAI.