

**Council of Handicraft Development Corporations**

West Block No. 7, R.K. Puram, New Delh-110066

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File No. Cohands/1307/Paryatan Parv/2017 Dated: 16.10.2017

**TENDER NOTICE**

 Council of Handicrafts Development Corporations (COHANDS) is participating in Paryatan Parv to be held at India Gate Lawn, New Delhi w.e.f. 23rd to 25th October, 2017. In this connection, sealed bids/ quotations from the reputed and registered agency(ies) are invited for the following jobs:-

**Infrastructure/ publicity**

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| --- | --- | --- | --- |
| **Sl. No** | **Particulars** | **Quantity** | **Amount** |
| 1 | Construction & Erection of Gate of size 20 ft. x 20 ft. (artistic, theme based)  | 01 |  |
| 2 | Preparation & Erection of one big hoarding of size 10 ft. x 20 ft. | 01 |  |
| 3 | Hoardings/ standees of size 5 ft. x 7 ft.  | 16 No. |  |
| 4 | Theme setting of stalls  | 25 Nos. |  |
| 5 | Fascia for Stalls (size 1 ft. x 5 ft.) | 25 Nos. |  |
| 6 | Publicity through electronic media(20 second duration, 6 slot every day on prime time) |  |  |
| 7 | Providing of shelves  | 100 Nos. |  |
| 8 | Providing of racks  | 10 Nos. |  |
| 9 | Banner  | 4 Nos. |  |
| 10 | Table  | 25 |  |
| 11 | Chair  | 50 |  |
| 12 | Carpet (wherever required) |  |  |
| 13 | Any other item which would add to décor of the premises |  |  |
|  | **Total** |  |  |
|  | **Tax & duties etc. applicable if any with details** |  |  |
|  | **Grand total** |  |  |

In case your firm is interested to undertake the above specified job, please submit your technical bid and financial bid separately in a sealed cover superscripted as “Quotations for providing of infrastructure, publicity etc. during Paryatan Parv at India Gate Lawn, New Delhi” and send the same to Council of Handicrafts Development Corporations, West Block No.7, R.K. Puram, New Delhi (First floor) on or before 20.10.2017 up to 3.00 PM. The agency shall make a presentation on 20.10.2017 at 4.00 PM in respect of gate, hoardings, banners, fascia etc. The financial quotations shall be opened on 20.10.2017 at 5.00 PM.

**Eligibility criteria**

1. The organization shall be private, public, Government owned legal entity or a registered advertising and event management company of repute.
2. The organization shall be in the business of managing events, exhibitions, advertising, publicity and allied services for at least past five years continuously starting from 2012-13 with the turnover of not less than Rs.1.00 crore per year and having valid PAN No., Service Tax registration No. of the company duly supported with credible documents including experience in the field of Event Management.
3. The organization should not be debarred or blacklisted by CBI or any State/ Central Govt. Department.

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**Technical Bid**

1. The technical bids shall comprise of dummies of entrance gate, hoardings, banner, pole bunting, Invitation card, fascia of the stalls and beautification etc. in a sealed cover and superscripted as “**Quotations for providing of infrastructure, publicity etc. during Paryatan Parv at India Gate Lawn, New Delhi**” (**Technical Bid**).
2. Company profile, experience, turnover in the core business etc.
3. The applicant and all parties constituting the applicant shall provide such evidence of their continued eligibility satisfactory of Chairman (Cohands) as he shall demand.
4. The Technical Bid should be accompanied by EMD of Rs.50,000/- in the form of Pay Order/ Demand Draft issued by any Nationalized Bank in favour of “Council of Handicrafts Development Corporations”, New Delhi. Earnest money in any other form will not be accepted.
5. Tender not accompanied by Earnest money are liable to be summarily rejected.
6. EMD of unsuccessful applicants will be returned without interest after the finalization of the tender at the expenses of such applicants within a reasonable time as per rules and regulations in this behalf.
7. Technical Bids shall be evaluated and list of technically qualified applications will be prepared by the Committee.
8. The applicant should produce valid evidence such as copy of balance sheet at least three years, registration certificate if any.
9. An Affidavit regarding non-involvement in any corrupt practices and non-black listed by any govt. agency.

**Technical evaluation criteria:**

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| --- | --- | --- | --- |
| **S No.** | **Items** | **Documents required to be submitted by the bidders** | **Marks** |
| 1. | Turnover in core business - Rs.1.00 crores or above per year last 3 years | Balance Sheet of the applicant | 15 |
| 2. | Experience in handicrafts or handlooms | Documentary evidence through Award letters/ Completion Certificate/ Event Photographs references, etc. | 15 |
| 3. | Experience in managing events, exhibitions, advertising, publicity | Copies Orders/ Work Orders from any State/ Central Govt. Agencies, Public Sector Enterprises, etc. | 15 |
| 4. | Experience of managing at least 2 to 3 National Handicraft Fair/Master Creation of similar nature in Metro cities of India. | Documentary evidence through Award letters/ Completion Certificates/ Event Photographs references. Describing the task/work executed successfully | 25 |
| 5. | Presentation with approach/ methodology, concept, innovative/idea (value additions) etc. in actual execution | Presentation | 30 |

There will be cut off marks of 60 depending upon the response for shortlisting of agencies for opening of financial bids. The Chairman (Cohands) may at his discretion reduce the cut off marks upto 50 in case of agencies getting 60 marks is less than three. Actual marks will be given on pro-rata basis w.r.t. Maximum marks at maximum limit of technical evaluation criteria.

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**Financial bid**

1. The financial bid (separately) shall comprise item wise rate required for infrastructure, publicity and hi-tea and inaugural function etc. (Annexure-I) in a sealed cover superscripted as “**Quotations for providing of infrastructure, publicity etc. during Paryatan Parv at India Gate Lawn, New Delhi**” (**Financial Bid**).
2. The rate should be clearly indicated in words and figures. There should not be any overwriting cutting in the rates tendered and the terms and conditions other than these shall not be considered and shall be rejected forthwith.
3. The financial bid should be clearly specifying as to whether the rates quoted are inclusive or exclusive of taxes & duties.

**LAST DATE**

1. The last date for receipt of tender is on or before 20.10.2017 upto 3.00 PM.
2. The tenders received after the stipulated date and time will not be considered and rejected summarily.
3. The Council of Handicrafts Development Corporations will not accept any responsibility or grant any relaxation of time for any postal delay in the submission of tender.

**OPENING OF TENDER AND EVALUATION THEREOF**

1. The tenders received will be opened by a Committee constituted by Chairman (COHANDS) in the presence of those applicants or their representative (with a letter of authority who prefer to attend the opening)
2. The agency shall make a presentation on 20.10.2017 at 4.00 PM of entrance gate, hoardings, invitation cards, banners etc.
3. The financial quotations shall be opened on 20.10.2017 at 5.00 PM.
4. Tenders in unsealed conditions or without the required documentation and certificate are liable to be rejected summarily.
5. Commercial Bids in respect of the organization qualifying in the Technical Bids for the services offered shall be opened in the O/o Council of Handicrafts Development Corporations, West Block No. 7, R.K. Puram, New Delhi as per the date and time outline in the tender document.
6. In awarding the contract, Chairman, O/o the Council of Handicrafts Development Corporations shall not be bound by the highest or lowest bidder. The decision shall be taken based on the credentials deliverability and the price bid all taken together. The decision of the Committee shall be final and binding on all applicants.

**ACCEPTANCE AND WITHDRAWAL**

1. The final acceptance of the tender would entirely vest with Chairman (COHANDS) who reserves the right to accept or reject any or all tenders without assigning any reason whatsoever.
2. Chairman (COHANDS) reserves the right to accept the bid for anyone or all the activities as mentioned in the scope of work of this tender.
3. If any applicant does not accept any of the conditions, his tender shall not be considered.