 

**NOTICE INVITING TENDER**

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| Sealed tenders are invited from reputed agencies for providing infrastructure and beautification to be raised in and outside of the premises of Dilli Haat and to undertake publicity during the Master Creation, 2015 to be held w.e.f. 1st to 15th December, 2015. The tender documents can be obtained from The Council of Handicrafts Development Corporations, West Block No. 7, R.K. Puram, New Delhi on any working day between 11.00 AM to 5.00 PM. The tender documents and other details are also available at the website [www.cohands.in](http://www.cohands.in). The last date for submission of tender document is 15 days from the date of publishing the same. |



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**TENDER NOTICE**

 Council of Handicrafts Development Corporations (COHANDS) is organizing National Handicrafts Fair under title “Master Creation” w.e.f. 01.12.2015 to 15.12.2015 at Dilli Haat, New Delhi. In this connection, sealed bids/ quotations from the reputed and registered agency(ies) are invited for the following jobs :-

**Infrastructure:-**

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| **Sl. No** | **Particulars** | **Quantity** | **Amount** |
| 1 | Construction & Erection of Gate at the entrance of size 20 ft. x 20 ft. (artistic, theme based)  | 01 |  |
| 2 | Preparation & Erection of one big hoarding in front of Dilli Haat of size 10 ft. x 20 ft. | 01 |  |
| 3 | Pole Bunting at the entrance and inside Dilli Haat of size 3 ft. x 4 ft. | 60 @ 2 per pole  |  |
| 4 | Hoardings/ standees of size 5 ft. x 7 ft.  | 16 No. |  |
| 5 | Cloth Buntings (Hanging) for outside and inside Dilli Haat  |  |  |
| 6 | Cubical Tower (Size: 20’ x 4’) | 02 nos. |  |
| 7 | Development of Theme Gallery inside entrance  | 01 |  |
| 8 | Help Desk of size 2 mts. X 3 mts. | 01 |  |
| 9 | Props to add to decor | 20 nos.  |  |
| 10 | Round Pandal with Ceiling | 03 |  |
| 11 | 130 K.V Generator for additional lighting inside and outside Dilli Haat | 02  |  |
| 12 | Beautification of ready built stall (With cloth) | 120 stalls  |  |
| 13 | Any other item which would add to décor of the premises at Dilli Haat | In & outside.  |  |

**Arrangements for inauguration of the event**

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| **Sl. No** | **Particulars** | **Quantity** | **Amount**  |
| 1 | Red Carpet for welcome for 01 day | 300 mtrs.  |  |
| 2 | Setting up of Dias with floral arrangements for 01 day  | 01 |  |
| 3 | Podium for 01 day | 01 |  |
| 4 | Base sound system with speakers & column for 01 day | 01 |  |
| 5 | Backdrop of size 24’ x 10’ on stage for 01 day | 01 |  |
| 6 | Pandal with Ceiling of size 40’ x 60’ at Stage for 01 day | 01 |  |
| 7 | Carpet on Dias & General Area for 01 day | 450 sq. feet  |  |
| 8 | Chairs with cover for inaugural day | 400 approx. No.  |  |
| 9 | 3 seater leather sofa (White) for Inaugural day | 06 Nos. |  |
| 10 | VIP chairs for Inaugural day  | 05 |  |
| 11 | Light arrangements at stage on Inaugural day  |  |  |

**-2-**

**Arrangement for cultural programme for one day**

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| **Sl. No** | **Particulars** | **Quantity** | **Amount** |
| 1 | Carpeting at stage if required  |  |  |
| 2 | Chairs with covers if required | 100 No.s |  |
| 3 | Sofa set with cover if required | 3 Nos.  |  |
| 4 | Music system with 09 mike if required (02 Singing Mike, 02 Stand Mike, 02 Small Stand Mike, 02 Big Stand Mike and 01 cordless) | 09 No. |  |
| 5 | Backdrop of size 24’ x 10’ for cultural programme on stage  | 1 No.  |  |
| 6 | Light arrangements at stage for cultural programme  | As required.  |  |
| 7 | LED Parcan lights and Wim Par  | 6 Nos. each  |  |
| 8 | Monitor with speaker at stage if required.  | 2 Nos. |  |

 **Publicity:-**

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| **Sl. No** | **Particulars** | **Quantity** | **Amount** |
| 1 | Printing of two type of Invitation Cards (Imported Art Card and Printing in 4 colour) | 500  |  |
| 2 | Brochures write up of Products of Shilp Gurus, National Awardees along with Photographs  | 3000 |  |
| 3 | Fascia for Stalls (size 1 ft. x 5 ft.) | 120 |  |
| 4 | PFS Scripts  | 2 languages  |  |
| 5 | Flower Bouquets (preferably rose bouquets)  | 10 |  |
| 6 | Ushers / other VIP Protocols for 15 days | 2 Nos.  |  |

**Miscellaneous**

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| 1 | Arrangements of Hi-Tea/ lunch for VIP’s  | 200  |  |
| 2 | Arrangement of Tea for VIP etc. for 15 days |  |  |

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 National Handicrafts Fair under the title Master Creation 2015 at Dilli Haat, 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 10.11.2015 up to 5.00 PM. The agency shall make a presentation on 13.11.2015 in respect of entrance gate, hoardings, invitation cards, banners etc. The financial quotations shall be opened on 13.11.2015 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 2009-10 with the turnover of not less than Rs.3.00 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.

**-3-**

**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 National Handicrafts Fair under the title Master Creation 2015**” (**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.3.00 crores or above per year last 3 years | Balance Sheet of the applicant | 10 |
| 2. | Experience in handicrafts or handlooms | Documentary evidence through Award letters/ Completion Certificate/ Event Photographs references, etc. | 10 |
| 3. | Experience in managing events, exhibitions, advertising, publicity | Copies Orders/ Work Orders from any State/ Central Govt. Agencies, Public Sector Enterprises, etc. | 10 |
| 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 | 20 |
| 5. | Presentation with approach/ methodology, concept, innovative/idea (value additions) etc. in actual execution | Presentation | 50 |

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.

-4-

**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 National Handicrafts Fair under the title Master Creation 2015 at Dilli Haat, 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 10.11.2015 upto 5.00 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 powerpoint presentation on 13.11.2015 of entrance gate, hoardings, invitation cards, banners etc.
3. The financial quotations shall be opened on 13.11.2015.
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.