

**Council for Advancement of People's Action and Rural
Technology (CAPART)**

(Under the aegis of Ministry of Rural Development, Govt. of India)
Core-C, Zone V-A, 2nd Floor, India Habitat Centre,
Lodhi Road, New Delhi - 110 003

TENDER NOTICE

1. Tender No. No.-3-211/2010-11/MKT
2. Purpose : **Event Management** for SARAS fair during IITF-2011 at Pragati Maidan, New Delhi to be held from November 14 – 27, 2011.
3. Due date of submission
- | Date | Time | Place |
|------------|----------|-------------------|
| 03/11/2011 | 12:30 PM | CAPART, New Delhi |
- Main envelope (Technical & Financial bids separately in one envelop)
4. Opening of Bids
- | | | | |
|---------------|------------|----------|-------------------|
| (a) Technical | 03/11/2011 | 02:00 PM | CAPART, New Delhi |
| (b) Financial | 03/11/2011 | 05:00 PM | CAPART, New Delhi |

The last date for receipt of bids is 03/11/2011 (12:30 PM). Bids received after this date and time will not be accepted.

Bids completed in all respect should be addressed to:

Director (Marketing)

CAPART

Zone-5A (Core-C), 2nd Floor, India Habitat Centre, Lodhi Road
New Delhi – 110 003.

The same should be placed in the tender box located at near the Facilitation Centre of CAPART Hqtrs., New Delhi.

For any further information/clarification, please contact Shri M.L. Gupta, Director (Marketing) on Tel. 011-24633361.

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The Council for Advancement of People's Action and Rural Technology (CAPART) proposes to hold an Exhibition and Sale of Rural Arts and Crafts, named "SARAS", during the forthcoming IITF-2011 at Pragati Maidan, New Delhi from November 14 – 27, 2011. The SARAS fairs will be spread over Hall No. 7 (F,G,H) and the open area near Mother Dairy. The details which are as per the enclosed layout of the pavilion and RD pavilion at Pragati Maidan. The thrust of the exhibition will be to provide outlets for products made by the rural poor under various income - generation schemes of the Ministry of Rural Development and CAPART and to publicize and project their various schemes.

THEME

The pavilion will be called as SARAS Pavilion and will display a wide variety of products manufactured by the rural poor from all over the country. Almost all the States and Union Territories are expected to participate in the Fair. Each participating State/Union Territory as well as Voluntary agencies will be provided stalls in the exhibition area. A part of the space will be used for highlighting the programmes and the achievements of the Ministry of Rural Development and CAPART and publicize and project their various schemes of Ministry/CAPART.

AREA AVAILABLE: As per the enclosed layout plan

IMPORTANT

The exhibition cum sales fair at IITF, Pragati Maidan is an opportunity for the Ministry of Rural Development, Government of India to reach out to people and project itself. For this, it is necessary to study and understand the profile of visitors, the message to be delivered, the most cost-effective means of communicating the message, etc.

Scope of the Work:

a) SARAS Fair

The Scope of the work of the event manager for IITF SARAS-2011 will include:

- i. Construction of gates including designing and decoration.
- ii. Construction of stalls including tables, chairs, racks, lighting and necessary fittings.
- iii. Construction of theme pavilion including collection of materials.
- iv. Construction of stage with backdrop, decoration, seating arrangements, podium, public addressing systems etc.
- v. Landscaping of suitable areas around the fair premises using natural plants and materials.
- vi. Providing, designing and installing of hoardings and signages in and around Pragati Maidan including the Fair premises.
- vii. Laying of carpets in the entire area of the Fair.
- viii. Construction of registration counters with proper facilities.
- ix. Construction of an air conditioned VIP lounge.
- x. Construction of an office room with seating capacity of 20 persons, and equipped with a photocopy machine and four computers having internet connectivity.
- xi. Organizing inaugural function, press conferences, and providing comparers.
- xii. Printing of invitation cards and certificates, and distribution of invitation cards.
- xiii. Photography,
- xiv. Preparation of product brochures.

b) Exhibition at Rural Development Pavilion

- i) Construction of gates according to the theme of the exhibition including designing and decoration.
- ii) Painting of the pavilion as per requirement.
- iii) Construction of reception area.
- iv) Designing, printing and installation of photo panels.
- v) Construction of static and working models of rural technologies as per the design provided.

2. Bids Submission

The requisite qualification for the Event Manager (design and technical bid) may please see at Annexure-A.

a) Design and Technical Bids

The design bids should include 3-D drawings of the construction to be done by the agency. In the SARAS fair a minimum of 400 stalls having a minimum size of 3x3 and 2x2 square meter each, a registration counter having sitting capacity for 15 persons, a VIP lounge, an office room with sitting capacity of 35 numbers, stage for cultural programmes, designed gates at several entry points and a theme pavilion have to be made. The drawings should be made taking these all aspects into consideration. The designs alongwith Technical Bids shall be submitted in separate sealed envelop superscribed "Design and Technical Bids for SARAS Fair at IITF-2011".

b) Financial Bids

The financial bids containing detailed schedule rates dully filled as per "**Annexure-B**" shall be submitted in separate envelop superscribed "Financial Bids for SARAS Fair IITF-2011". The quotations sent in any other format will not be considered. The Financial Bids of the agencies which have been disqualified in the Design and Technical bids shall not be opened.

3. Earnest Money Deposit (E.M.D.)

A sum of Rs.1,00,000/- (Rupees one lakh only) should accompany in the form of Bank Draft in favour of CAPART payable at New Delhi. The EMD may be placed in a separate sealed cover and shall be submitted along with the financial bid.

Bids/Offer not accompanied with the requisite EMD in a separate sealed cover or bid accompanied with bid guarantee of inadequate value shall not be entertained and in such cases bids shall be returned to the bidders without being opened.

In case of award of work, the EMD shall be converted into Security Deposit and shall be released after one month of successful completion of job. EMD of unsuccessful applicants will be returned immediately after the finalization of contract.

4. Mode of Selection

The financial bids of only those agencies will be opened whose approach is prima facie found suitable for consideration on the basis of Technical bids, design submitted and presentation made.

The decision of CAPART with regard to selection will be final and no communication in this regard will be entertained. It may be noted that CAPART reserves the right to reject any or all the bids without assigning any reason whatsoever. The CAPART will also have the right to amend the pre - qualification selection criteria.

The bidders are required to understand the work properly before quoting the rates. Submission of tender by the agency will imply that it has read all the documents and has made itself fully aware about the work. CAPART reserves the right to assess bidders capacity to perform the contract should the circumstances warrant such assessment.

5. AWARD AND COMPLETION OF JOB

The work shall be carried out on the basis of specific items of works and quantities mentioned in the work orders issued by CAPART to the agency selected. The billings and payments shall only be as per the actual works carried out as per the work orders issued.

The agency selected for the execution of the job will make all out efforts to complete the arrangements by 13th November, 2011 latest, to enable CAPART to fine-tune the arrangements. However, the Officer - in - charge will have the right to make necessary modifications/alterations till the last moment and even after 13th November, 2011. Failure to meet the schedule will invite penalty @ 5% of the contract value for each day of delay.

6. TERMS OF PAYMENT

- 20% of the total contract value after award of the work and acceptance of terms and conditions by the agency.
- 30% of the total contract value after 14/11/2011 but before completion of the Fair.

- The balance 50% within 15 days after completion of the SARAS fair and Exhibition at Rural Development Pavilion at Pragati Maidan and submission of the bills and necessary documents, etc.
- The payment will be made to the agency on actual quantity/Nos. verified by the verification team of CAPART.

7. GENERAL TERMS AND CONDITIONS GOVERNING THE CONTRACT

(a) DEFINITION OF TERMS

- 7.1 Party shall mean the bidder whose bid will be accepted by the CAPART for the award of the work specified and shall include such successful bidder's legal Representatives, successors and premised assigns.
- 7.2 Within the IITF SARAS -2011 Fair, the Party's personnel shall not carry out any private work not connected with CAPART.
- 7.3 Party shall be directly responsible for any/all disputes arising between him and his personnel/workers and shall keep CAPART indemnified against all losses, damages and claims arising thereof.
- 7.4. Party shall be solely responsible for payment of wages/salaries and allowances to his personnel that are applicable under the law in force including any new Act or order of the Government that may become applicable. CAPART shall have no liability whatsoever in this regard.
- 7.5 Partly shall be fully responsible for theft, burglary, fire, any mischievous deeds by his staff.
- 7.6 All Consumable items and materials used by the Party shall be of standard make and approval of officer - in - charge of CAPART shall be taken for the same by the Party.

(b) Other terms and conditions

1. Earnest money shall be forfeited in case of following:
 - a) On revocation of tender or increase in rates after opening of tenders but before validity of quotations expires.
 - b) On refusal to enter into contract after the award of the work.
 - c) If the work is not commenced on the date of starting of the work, after the award of contract.

2. The EMD shall be returned to the unsuccessful bidders after the award of contract.
3. Successful bidders shall complete the entire work by November 10, 2011. Therefore, the bidder shall stipulate clearly the dates required by the bidders for completing the work.
4. In case of any delay, liquidated damages at the rate of 5% of the contract value would be levied for each day of delay.
5. The event manager will make his own arrangement for watch and ward till the completion of the work.
6. Insurance of goods during the execution of the contract will be the responsibility of the event manager and CAPART will have no responsibility in case of fire, theft or burglary of goods etc.
7. The event manager shall clear site and leave it in the most befitting condition after the completion of Fair.

8. TERMINATION OF CONTRACT

- 8.1 If at time the party makes any default in proceeding with the work fail to exercise the due diligence and continues to do so even after the same has been brought to its notice in writing or commits any default in completing any of the terms and conditions, even after the notice in writing is given to him on that behalf by the Officer - in - charge, CAPART may without prejudice to any other right to remedy accruing to the party or accruing thereafter to the CAPART may by written notice terminate the contract as a whole or part of the contract. The party shall be liable to pay damages towards the breach of contract including but not limited to the extra costs, expenses, considerations, etc. incurred by CAPART on account of termination of the contract with the party.
- 8.2 All instructions, notices and communications, etc., under the contract given in writing and if sent to the last known place of the business of the party shall be deemed to have been served on the date if in ordinary course of post these would have been delivered to the Party.
- 8.3 CAPART reserves the right to terminate the contract at any time or stage during the period of contract without assigning any reason and without any financial consideration/implication.

9. ARBITRATION

- In the event of any dispute or difference whatsoever arising under this contract or in connection therewith including any dispute relating to the IITF SARAS-2011 and exhibition at Rural Development Pavilion and existing meaning and interpretation of this contract the same shall be referred to the sole arbitration of some other person appointed by CAPART, New Delhi. The arbitration shall be conducted in accordance with the provisions of the Arbitration & Conciliation Act, 1999.
- There will be no objection that the Arbitrator is a person who has dealt with the matters to which the contract relates and/or in the course of his duties he has expressed any view on any matters in dispute or differences. The award of the Arbitrator shall be final and binding on the parties.
- Not - withstanding any dispute between the parties, the agency shall not be entitled to withhold, delay or defer his obligation under the contract and the same shall be carried out strictly in accordance with the terms and conditions of the contract.
- The Arbitrator shall give speaking and reasoned award with respect to the matter referred to him by either of the parties.

10. DEVIATION

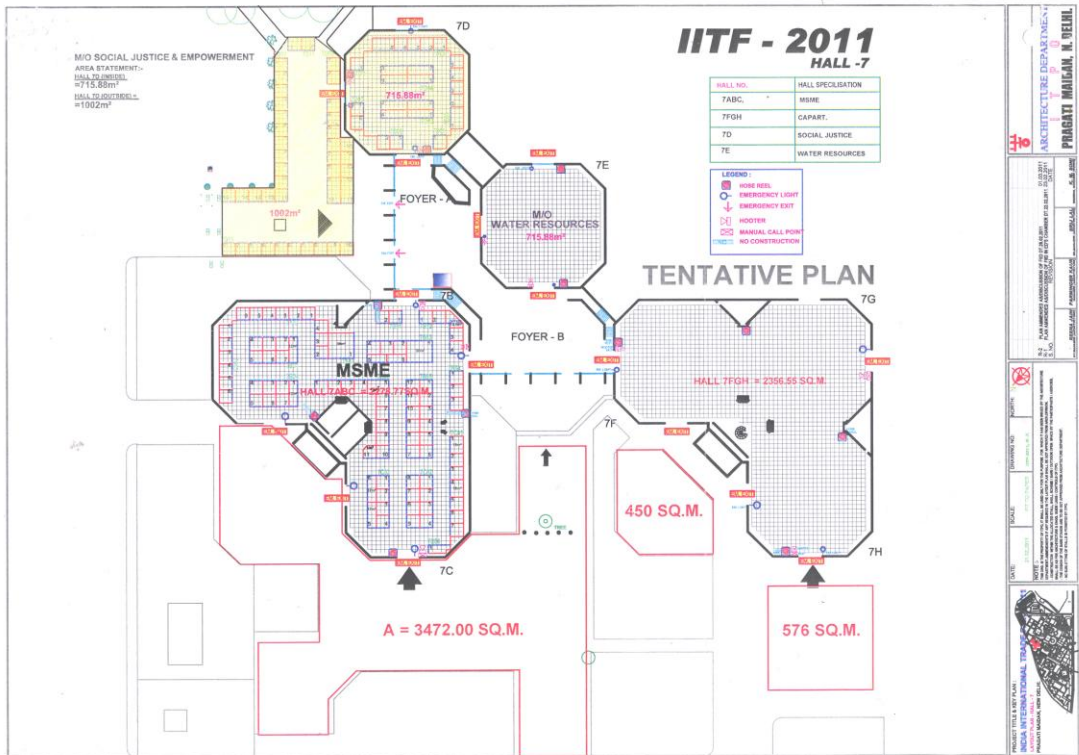
The party must comply with the tender specifications and all terms and conditions of the contract. No deviation shall be entertained.

11. TAX DEDUCTION AT SOURCE

Income Tax and other taxes shall be deducted at source from the running bills as per applicable Tax rules by CAPART.

12. RISK & COST

If the agency does not carry out the work in full or part thereof at the stipulated time, the same may be got done by CAPART at the risk & cost of the agency.



Annexure-A

Pre Requisite qualifications for the Event Management agency for SARAS IITF - 2011

1. The Firm should have carried out a minimum of three events during the last financial year. The event should have comprised of more than 600 delegates/participants in each. The firm should provide credible evidence of the same.
2. The Firm should have had a minimum of turnover of Rs. 2.00 crores per year for each of the last three years.
3. The firm should have handled at least one major event worth of at least Rs. 50 lakhs during the previous 3 years.
4. The firm should have access to as well as have a core team of technical/professional manpower trained in event management. The firm should provide the details of the same.
5. The firm should have at least one office in the NCR region.
6. Reference & appointment letters/work orders copies of the projects handled in the last three years should be made available by the firm.
7. The firm should have the technical capacity to prepare the product brochure of SHG products to be display. The firm should be able to handle the photography, content writing etc. for the preparation of the said brochure.

Details of the Firm

1. Name of the firm:
2. Address:
3. Telephone Nos:-
4. Fax No:-
5. Email and Website:-
6. Name, Address, Phone number and email id of the Proprietor /Partners:-
7. Date of Registration of the Firm and Registration No.:-
8. Whether Registered under Sales Tax (Please attach necessary documents):-
9. PAN No. of the firm:-
10. Bank accounts number with branch name and IFC code of the Bank:
11. RTGS/NEFT No. of the Bank :
12. Copy of the Income Tax Clearance Certificate of the firm.
13. Copies of the Income Tax Returns of the firm for the last three years.
14. Give a brief description of the 3 major assignments done by the firm during the last financial year. (Please attach photographs and other relevant documents):-

Sl. No.	Details of the Order/Job	Value	Place	Period for completion

15. Details of skilled workers accessed by the firm with category.

16. Type of skilled workers permanently employed by the firm with category:

- a. On regular strength:
- b. On adhoc basis:

Annexure-B

S. No.	Details of Items for Event Manager	Tentative Quantity Required	Unit	Rate per unit for entire period
1.	Designing & Decoration of Gates (3 Main gates + 3 gates at Exit and 2 gates Rural Development Pavilion)	10	Nos.	
2.	Construction of stalls (construction of stalls with aluminum R8 system with powder coated finish with laminated panels, fascia having name for participants and stall number in computer cut out letters. Basic furniture required to be provided for standard stall of 4(2x2) Sqmt/ 9(3x3)Sqmt. (a) Table - 1,(b)Folding chairs - 2 (c) Shelves - 3 mtr long x 4 tiers (d)Spot light- 3 nos. (e) Waste paper basket- 1 no. (f) socket 5/15 amp- 1, (g)Hooks & Hangers for hanging light)	2250	Sq. Meter	
3.	Construction of Registration counters with seating	1 (20 Sq. Mtr.)	Sq. Meter	

	arrangement for 15 nos.			
4.	Construction of Theme Pavilion including designing and collection of material	1 (32 Sq. Mtr.)	Sq. Meter	
5.	Construction of air conditioned VIP Lounge with flower decoration	1 (48 sq.mtr.)	Sq. Meter	
6.	Construction of reception area at RD pavilion with tables, chairs and lights)	1	Sq. Meter	
7.	Canopy for outdoor stalls and other required area (Water proof)	1750	Sq. Meter	
8.	Construction and laying of 4" high wooden platform	1400	Sq. Meter	
9.	Stall & Passage Carpeting- Synthetic carpet	2750	Sq. Meter	
10.	Stall & Passage Carpeting- Coir Carpet	2500	Sq. Meter	
11.	Stage(stage, backdrop and sound system)	30	Sq. Meter	
12.	Music System with 16 mikes and equalizer for cultural programme	1	set	
13.	Signages (Made in Flex mounted on wooden frame work)	10,000	Sq. Feet	
14.	Digital printing of copy Panel (mounted on Sun Board)	1750	Sq. Feet	
15.	Metal Detector	5	Nos.	
16.	Staff to monitor Metal Detectors	5	Nos.	
17.	CCTVs (20 Cameras)	20	Nos.	
18.	Monitors	2	Nos.	
19.	Recording DVR	2	Nos.	
20.	Security Supervisors	2	Nos.	
21.	Security Guard	20	Nos.	
22.	Fire planning, fire Extinguishers, necessary equipments as per plan and approval for fire authority	--	lumpsum	
23.	Emergency Lighting System	6	Nos.	
24.	Public Address System (Should be audible in the entire SARAS fair area) for making important announcement	1	Nos.	

25.	Printing of certificates	700	Nos.	
26.	Landscaping of open area with plants etc.	1	Sq. Meter	
27.	Painting work at Rural Development Pavilion – Exterior	10,000	Sq. Feet	
28.	Painting work at Rural Development Pavilion – Interior	10,000	Sq. Feet	
29.	Wooden partitions at storage place of RD pavilion	-----	Sq. Feet	
30.	Cushion Chairs	150	Nos.	
31.	Two Seater Sofa with centre glass table & side glass table	1	Nos.	
32.	Mineral water dispenser	3	Nos.	
33.	Drinking water (20 liter jar) and adequate disposable glasses	-----	Nos.	
34.	Computers (P4 computers with TFT monitor and high speed internet connection)	2	Nos.	
35.	Laser printer	2	Nos.	
36.	Plasma TV(42”) & DVD player with all required accessories	3	Nos.	
37.	Photocopy Machine	2	Nos.	
38.	Helper	2	Nos.	
39.	Labour for Moving, loading and unloading of goods	4	Nos.	
40.	Hanging Black Board of size 1’x 2’ in each stall	400	each	
41.	Printing of brochure	1	each	
42.	Backlit sign boards near gates	1	Sq. Feet	
43.	Hi – Tea for inauguration function	100-200 person	Per head	
44.	Table		Per unit	Per day
45.	Chairs		Per unit	Per day
46.	Shelves/Racks of 3 mtr long x 4 shelves		Per unit	Per day
47.	Spotlight for stalls		Per unit	Per day
48.	Waste paper basket		Per unit	Per day
49.	Halogen Light- 500 watt		Per unit	Per day
50.	Metal Light- 400 watt		Per unit	Per day
51.	Metal Light- 150 watt		Per unit	Per day
52.	Internet facility (High Speed - unlimited) for additional computers		Per computer	Per day
53.	Projector and screen		Per unit	Per day