

## TENDER DOCUMENT

**Sub. Quotation for organizing of Exhibition from 18<sup>th</sup> to 27<sup>th</sup> February 2012 at Milan Mela (Permanent Trade Fair Complex) at 3 JBS Haldane Avenue, on Park Circus Connector, (Opposite Science City) Kolkata, West Bengal .**

Apex Corporations under the Ministry of Social Justice & Empowerment, Government of India is to hold Exhibition-cum Sale (Kolkata Shilpotsav – 2012 at **Milan Mela (Permanent Trade Fair Complex) at 3 JBS Haldane Avenue, on Park Circus Connector, (Opposite Science City) Kolkata, West Bengal** from 18<sup>th</sup> to 27<sup>th</sup> February, 2012 of products made by the various Artisans of Scheduled Castes, Backward Classes, Handicapped, Scavengers and other persons who have benefited under the schemes of the Ministry.

The quotations must be submitted in hard copy in Sealed Envelope addressed to the Nodal Officer , Kolkata Shilpotsav, National Backward Classes Finance and Development Corporation 5<sup>th</sup> Floor, NCUI Building, 3 Siri Institutional Area, August Kranti Marg, Hauz Khas New Delhi – 110016 by 12.00 noon on 25.01.2012.

Opening of Quotations : The quotation will be opened at 3.00 p.m. on 25.01.2012 in the presence of representative of firms, who choose to be present.

NBCFDC intend to undertake following jobs as per the specifications mentioned against each items in the two Halls measuring 48 meters x 24 meters which have been allotted for exhibition

Sl. No.	Services	Description	Period	Quantity/Quality	Rates to be quoted	Remarks if any
1	Venue Décor	Banners, Display Items depicting Ministry's/Corporations activities etc. Décor includes entry gate, colourful flags etc. in and around exhibition area big diameter rangoli arrangement near the entrance, ribbons, balloons etc. during inauguration or any of the innovative ideas for venue decor	10 days			
2	Stalls to be made with Facia		10 days	100 stall with Octonorm Panels		
3	Video & Print Photography		2 hrs on demand 200 photos on demand	DVDs 200 photos		

4	Chairs Tables Glass racks Iron racks Spot lights Dustbins Furniture for Reception ( Sofa Center Table Computer Table Water Dispenser with Refills dustbins adequate lights & Information Counter		10 days	Chairs 200 (02 per stall) Tables 200(02 per stall) Dust bin 100 (01 per stall) Spot light 300 (03 per stall) Iron Rack 200 (02 per stall) Glass Rack 400 (04 per stall)  For reception and information centre Sofa Center Table Computer Table Water Dispenser with Refills dustbins adequate lights at information counter		
5	Carpeting		10 days	Standard carpeting is to be done in and around stalls including the common apace and entrances standard graceful color as approved be used.		
6	Hoardings and display boards/banners at the Reception Center as well as at various places in the hall.  Display board at each stall giving details of the beneficiaries .		10 days	Technical Details With Eco solvent at 1440 DPI 8 x 4 ft 30 nos. Total 720 sqft  With Eco solvent at 1440 DPI 1.5 x 2 ft 200 nos . Total 600 sqft.		
7	Fire Insurance	Fire insurance of all the 100 stalls	Through out the exhibition	From Nationalized Insurance company for Rs. 1 lac per stall		

## **OTHER TERMS & CONDITIONS**

1. All the pages of document should be signed by the bidder
2. Any other terms & conditions written or printed on the tender document by the bidder, or otherwise sent along with tender, will not be accepted and will not binding on us.
3. Sealed tenders to be received
4. Earnest Money Deposit: Rs.50,000/- (Rupees Fifty thousand Only) by demand draft/pay order of Nationalized Bank in favour of NBCFDC, New Delhi should be deposited and the same will be refunded at the time of settlement of final payment.
5. The advertiser reserves the right to accept/reject any/all the quotations received without assigning any reasons what so ever.
6. For settlement of any disputes only courts in Delhi shall be jurisdiction.
7. Separate discount for each service be indicated for doing the job in Social Sector.
8. Any quotation without accompany of bid amount/incomplete/not enclosed in sealed cover would be rejected.
9. Three years experience for holding such events in the past three years (please give details). (2008-2011)
10. Details of Annual Turnover and major events executed during the last three financial year and atleast one event should be organised of minimum of Rs. 5 lakhs during last financial year(2010-11).
11. Minimum annual turnover should not less than Rs.50.00 Lakh during last three years .
12. Audited Balance Sheet, Profit & Loss A/c for last three years be attached.(2008-09 2009-10 & 2010-11)
13. NBCFDC has every right to accept or reject all or any of the tender without assigning any reasons thereof.
14. The bidder should inspect the site before quoting rates so as to make an assessment of the requirement. Later on, no request to change or misunderstanding shall be entertained.
15. All the bids should be typed and not handwritten. Any cutting or overwriting would make the bid invalid.
16. Rates should be inclusive of all taxes. No revision of rates shall be allowed under any circumstances whatsoever.
17. The agency shall themselves be responsible for payment of wages to the staff deployed by them for the work.
18. The agency shall also indemnify NBCFDC and all its participating agencies, and Govt. of India from any claim which arises on the bidder in future of this exhibition.

**PAYMENT TERMS :** Payment shall be made on submission of bills, after the completion of Fair and satisfactory working of the firm.

## **CONCILIATION/ ARBITRATION :**

1. If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties, the Parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by NBCFDC.
2. In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences are detailed above shall be referred to and settled by the Sole Arbitrator to be appointed by NBCFDC.
3. The decision of the advertiser will be final and binding.