



OFFICE OF THE GENERAL MANAGER, DISTRICT INDUSTRIES CENTRE, CUTTACK

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No. 468 Dt. 13/2/2023

EOI FOR ERECTION OF STALL, SEMINAR HALL ETC. FOR ORGANIZATION OF INDUSTRIAL EXHIBITION DURING ENTREPRENEURS WEEK FROM 5TH TO 9TH MARCH-2023 AT BALIYATRA UPPER GROUND, CUTTACK.

The General Manager, DIC, Cuttack intends to invite sealed EOI from reputed Event Management Organizations for erection of Stall, Seminar Hall, Office Room etc. for organization of EXHIBITION during Entrepreneurs Week to be held from 5th March to 9th March-2023 on the BALIYATRA UPPER GROUND, CUTTACK.

The Event Management Organizer has to erect the following structures and provide other ancillary services on the ground as briefly described below with specifications, which may be altered/substituted according to the requirement and feasibility. The detailed items/ deliverables are mentioned here under.

1. Deliverables:

1. CONSTRUCTION OF STALLS AND OTHER CONSTRUCTION WORK

The successful bidder has to erect the following structures and provide other ancillary services in the ground as briefly described below and specified in the detailed specifications, which may be altered/ substituted according to requirement and feasibility.

(i) Exhibition Stalls

Around **85 stall of 3mtr.X3mtr.X3mtr.** (L:B:H) With 2 steps rake at back side, front dais with electric light, fan one plug with chairs 2/3 nos each (standard size) for displaying the Exhibits/ showcasing the activities of the participants as per specifications. The number of stalls may be increased or decreased as per requirement and notified to the successful bidder before commencement of the work or during the execution.

(iii) Gate

One gate with side walls and top fascia written with "District Level Exhibition" in Odia and in English with suitable flexes posters depicting activities of MSME and allied non farm sectors (Horticulture, Agriculture, Fisheries, Animal Husbandry, etc.). **The bidder has to submit design for gate and quote rates accordingly.** The height of the fascia of the gate should be at least **5 mtr. with a width of 8 mtr.** between two side frames so as to enable passage of heavy vehicles into the venue. The gate should be illuminated as may be specified and provided with flexes, flower decoration etc as may be specified.

(iv) Seminar hall

One **Meeting venue of 30 mtr. X 12 mtr.** size for sitting arrangement of around 1 person with roof cover ceiling fan, light etc, & in front of the Stage at a distance of 4 mtr from the stage. Place should be provided with Sofas and Centre Tables, and carpeting in the first two rows and plastic molded Chairs in the subsequent rows as per specifications.

(v) **VIP Enclosure-cum-office room**

One VIP Enclosure cum office room adjacent to the Stage/ Reception room fully equipped with furniture like Sofas, Chairs, Centre Tables, Wall mounted TV with access to different channels, carpeting etc. with an attached temporary Toilet facility required to be setup. Approximate size of the VIP enclosure is **6 mtr. X 5mtr.** as per specifications with provision of toilet.

(vi) **Temporary toilets**

- a) One temporary bio-toilet attached to the VIP Enclosure
- b) Five temporary bio-toilet block, separate for gents (3nos) and ladies(2nos) to be installed in the specified locations in the exhibition ground.

(vii) **Parking Place**

- (1) Parking place for ambulance and Fire Extinguisher Vehicle adjacent to Stage/ Office room with sufficient space in front side for easy movement need to be set up.
- (2) Parking place for vehicles need to be arranged with sufficient nos. of standi banners depicting PARKING need to be placed for easy identification of parking place by the public coming to witness the fair.

2. GENERAL REQUIREMENT OF STALLS

- (i) The successful bidder has to provide (a) Electrical connection (b) plug points for running of fridges (c) lighting systems (d) Long Table with Cloth (e) Chairs etc to the stalls,(f) One double stair rake at back wall of the stall.
- (ii) The final sketch for layout of the stalls will be made available to the successful bidder and the stalls should be made in such a manner keeping in view the large number of Micro, Small, Medium and Large scale Entrepreneurs expected to participate in the exhibition. The successful bidders have to consult GM,DIC, Cuttack before starting the work in order to finalize the detailed sketch & lay out plan of the event so that a suitable area will be demarcated to such exhibitors at appropriate place.
- (iii) Some of the exhibitors will need more space for stalls and also open space for demonstration purpose outside their stall space. The stall lay out have to be done keeping such requirements in view, which will be made available during the course of construction of stalls.
- (iv) Some of the exhibitors may like to construct their own stalls within the allotted space, and accordingly provision will be made. But the successful bidder has to provide them (a) Electrical connection (b) plug points (c) lighting systems (d) fans (e) Long

Table with Cloth (f) Chairs etc as may be required by them and approved by the Officer in charge at the ground/ GM, DIC, Cuttack.

- (v) The intending bidders may visit the ground where exhibition will be done and submit the following;
- (a) A lay out plan for the whole ground with necessary drawings
 - (b) Drawing and design for the gate (mandatory)
 - (c) Drawing and Design for the Stage
 - (d) Drawing and Design for stalls in clusters
 - (e) Drawing and Design for Pandal/ Meeting Venue
 - (f) Drawing and Design for VIP Enclosure, Temporary Toilet, Parking place.
 - (g) Drawing space for Power supply backup, Space for public address system and equipment, space for dustbins, Space for Firefighting equipments, Space for drinking water facility, Space for Ambulance and Fire extinguisher vehicle etc.
 - (h) Drawing indicating the other structures as may be specified in the specifications.
- (vi) All the stalls be covered with synthetic net carpet, excluding those areas meant for parking of heavy machinery, as may be specified.

3. ELECTRICAL WIRING, SWITCH BOARDS, AND FITTINGS

(a) Electrical works to be done:

- i) Complete Wiring of the entire exhibition area with required switch boards, control switches.
- ii) Adequate Plug Points for operating audio visual equipments, computer, and mobile charging of the exhibitors and in all built up area as per specifications.
- iii) Adequate Ceiling, wall/pole mounted fans as per requirement/ specifications in all the built up area.
- iv) Adequate Lighting with CFL/ SFL Lamps in the stalls, other structures and in the ground.
- v) Adequate Pavement lighting in the passage between stalls, passage to the toilets, parking area, with two halogen lamps fixed at opposite directions at an interval of 15' or as may be required. Sufficient light arrangement shall be made to lighten the entire Exhibition Ground with provision of Halogen/Neon light in towers..
- vi) Pedestal fans to be provided in strategic locations as per requirement and specified.
- vii) Adequate light provision to be made focusing the gates and its surrounding area including parking space.
- viii) Appropriate lighting arrangements with flood light towers as may be specified in the entire ground, back of the stall to ensure safety of the personnel and material in the ground during the night in addition to providing adequate lighting arrangements in the exhibition area.

(b) Assistance for Providing Electricity to the exhibition ground.

- (i) GM, DIC, Cuttack shall write to the CESU and the Electrical Inspector, for providing Electrical supply to the ground from the date of commencement of construction per requirement..
- (ii) GM, DIC, Cuttack shall also make payment of the Inspection Fee for Electrical fittings, and fees and tariff payable to the CESU.
- (iii) The Successful bidder has to assist GM, DIC, Cuttack in obtaining clearance from the Electrical Inspector /TPCODL for minimum connected load from 03.03.2023 and full connected load from 05.03.2023 to 09.03.2023 till the exhibition is over and materials are removed from the ground.

(c) POWER SUPPLY BACK UP

The Successful bidder has also to provide adequate Power supply back up to the ground by providing the required number of Generators of 250 KVA/ 125 KVA as maybe required for five days i.e. from 05.03.2023 to 09.03.2023.

4. PUBLIC ADDRESS SYSTEM, AND EQUIPMENTS

The successful bidder has to provide Mike set(s) for the stage with conventional and cordless mouth pieces, amplifiers, DVD players, loud speakers with permissible sound emission levels to be provided at various locations inside the seminar hall as may be specified/ required. The successful bidder may have to make standby arrangements for amplifiers and mike sets as may be required.

5. DRINKING WATER FACILITY

The agency is required to provide drinking water to the general public coming to witness the fair and the participating officials of partners of the exhibition throughout the fair uninterruptedly. For this purpose adequate water tanks need to be placed at different places of the ground. Layout is to be suggested by agency in technical presentation.

6. DUSTBINS

The agency is required to put adequate nos. of dustbins at different places of the ground. Regular cleaning of these dustbins is the responsibility of the agency. Layout is to be suggested by agency in technical presentation.

7. CARPENTING AND CLEANING

Agency is required to carry out the carpeting of the entire area to be used. It is the responsibility of the agency to keep the ground clean during the entire period of the fair.

8. BARRICADING

Tin barricading should be provided by the successful bidder encompassing the entire area of the event, excluding parking space.

9. OTHER TERMS & CONDITIONS

The event management organization should prepare the concept note along with designing of the stall and present before the undersigned at **5PM** on **23.02.2023** after opening of Technical bid.

The bidders should submit technical and financial bids separately. The technical bids should contain all profiles, experience, copy of GSTIN certificate, PAN No., IT return copies etc. of the agency along with documentary evidence in support of post experience.

1. The bidders should have experience of minimum 3 similar projects.
2. The bidders should not have been black listed by the central Govt. / any state Govt. in India. (Self declaration by the copy on their entrepreneur representation on the bidder's letter head)
3. Concern bidders should write to the General manager, District Industries Centre, Cuttack, At-Khapuria, Po-Madhupatna, Pin-753010, Cuttack on their letter head reporting to participate in the District Level Exhibition.
4. Refundable **EMD of Rs.20,000/-**(Rupees twenty thousands)only in shape of DD from any scheduled commercial banks favoring the GM, DIC, Cuttack payable at Cuttack should be furnished along with other documents.
5. Copy of certificate of incorporation / registration copy of PAN, GSTIN, IT return for last 3 years should be submitted by the bidders.
6. The envelope containing financial proposal shall be SEALED AND SUPERSCRIBED as "Financial Proposal – "Selection of Organization for "DISTRICT LEVEL INDUSTRIAL EXHIBITION, CUTTACK". The duly filled-in financial proposal submission forms should contain the detailed price offer for the proposed assignment and have to be furnished as per the provisions narrated above.

The Bidders should submit technical and financial bids separately. The technical Bid should contain all profiles, experience, GST clearance, IT clearance, PAN No etc. of the agency along with photographs of stall prepared earlier in support of past experiences.

The financial Bid should contain the offer price including GST along with EMD (refundable) amounting **Rs.20,000/-** in shape of bank draft in favour of **General Manager, DIC, Cuttack** payable at Cuttack for erection of stall. Sealed envelope containing EOI application along with all relevant documents should reach the O/O GM, DIC, Cuttack through registered post/ Speed post and dropping in the designated box at DIC, at Khapurua, Madhupatna, Cuttack latest **by 3.30 PM** on dt.**23.02.2023** which will be opened both the bids (Technical bid followed by Financial bid) along with concept note presentation at **4 PM** on the same day i.e. on dt.**23.02.2023**.

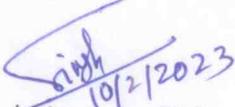
Performance Security:-

The successful bidder will submit another Rs.50,000/-in shape of DD/BC from any scheduled commercial banks in favour of "**General Manager, DIC, Cuttack**" payable at Cuttack, which will make performance security as **Rs.70,000/-(Rupees Seventy Thousand)** (ie.EMD-already paid Rs.20000/-+Rs.50000/- paid now).The Performance Security of successful bidder shall be refunded after completion of the entire process.

No extra claim should be entertained if normal period of exhibition is extended or in the event of occurrence of natural calamities or any other unforeseen factors leading to any damage. Preference will be given to the GST holders.

The completed stall in all respect to be handed over to the ground committee on **3rd March -2023** .The **General Manager, DIC, Cuttack** reserves the right to alter the date of opening of EOI and also to reject any or all the EOI without assigning any reason thereof.

Any legal dispute is subject to Cuttack jurisdiction only.


General Manager, DIC
Cuttack

NB:

- 1. Bidders should submit the required supporting documents as mentioned above. Bids not conforming to the eligibility criteria and non-submission of required documents as listed above will lead to summary rejection of the bid. Submission of forged documents will also result in rejection of the bid. Bidders are advised to study all instructions, terms & conditions and other information as mentioned in the Eoi Document. The proposal must be complete in all respect, indexed and hard bound. Each page should be numbered and certified by the authorized representative. Failure to comply with the Eoi requirements will result in outright rejection of the proposal.*
2. Financial bid may be quoted item wise as per details of work & terms /conditions mentioned above.

- 7 -

TECHNICAL BID SUBMISSION FORMS

TECH -1 COVERING LETTER

(ON BIDDERS LETTER HEAD)

[Location, Date]

To:

The General Manager,
D.I.C.,Cuttack
Khapuria, Madhupatana, Cuttack

Sub: Tentage & Allied Works for Industrial Exhibition during Entrepreneurs Week -2023 [TECHNICAL BID]

Dear Sir,

I, the undersigned, offer to participate in the selection process for _____ in accordance with your Tender Call Notice No.: _____, dated _____. We are hereby submitting our Bid, which includes Technical Bid and Financial Bid sealed in separate envelopes.

I hereby declare that all the information and statements made in this Technical Bid and Financial Bid are true and correct and I accept that any misinterpretation contained in it may lead to disqualification of our Bid. I confirm that this Bid will remain binding upon us and may be accepted by you at any time before the validity of the bid.

I hereby unconditionally undertake to accept all the terms and conditions as stipulated in the TENDER CALL NOTICE document. In case any provision of this TENDER CALL NOTICE are found violated, then your department shall without prejudice to any other right or remedy be at liberty to reject our Bid including forfeiture of the full said earnest money deposit absolutely.

I remain,

Yours faithfully,

Authorized Signatory with Date and Seal:

Name and Designation: _____

Address of the Bidder: _____

TECH -2

Bidder's Organisation (General Details ie. Technical Bid)

Sl No.	Description	Full Details
1	Name of the Bidder	
2	Address for communication: Tel : Fax: Email id :	
3	Name of the authorized person signing & submitting the bid on behalf of the Bidder: Mobile No. : Email id :	
4	Registration / Incorporation Details Registration No: Date & Year. :	
5	Local office in Cuttack If Yes, Please furnish contact details	
6	Bid Processing Fee Details Amount : BC/DD No. : Date: Name of the Bank:	
7	EMD Details Amount : BC/DD No.: Date: Name of the Bank:	
8	PAN Number	
9	Goods and Services Tax Identification Number (GSTIN)	
10	Willing to carry out the assignment as per the scope of work of the TENDER CALL NOTICE	YES
11	Accept all the terms and conditions as specified in the TENDER CALL NOTICE	YES

Authorized Signatory [In full and initials]: _____

Name and Designation with Date and Seal: _____

TECH -3
Bidder Organisation (Financial Details)

Financial Information in INR			
Three year Financial Statement (Audited)			
Details	FY 2019-20	FY 2020-21	FY 2021-22
Turnover from Event Management/Tentage Services (in lakhs)			
Supporting Documents: Audited certified financial statements for the last three FYs (Submission of copies of Income & Expenditure Statement and Balance Sheet for the respective financial years is mandatory along with this form). Provisional Audit report for any of the FYs is not acceptable. <i>Filled in information in this format must have to be jointly certified and sealed by the CA and the authorized representative of the bidder and to be furnished in original along with the technical Bid failing which the Bid will be out rightly rejected. No scanned copy will be entertained.</i>			

Signature and Seal of the Chartered Accountant with Date in original (with Membership No. on his seal)

Authorized Signatory [In full initials with Date and Seal]: _____

Communication Address of the Bidder: _____

[NB: No Scanned Signature will be entertained]

Note- Financial bid may be quoted item wise as per terms & conditions mentioned in the tender paper.