



भारतीय कृषि अनुसंधान परिषद,
उत्तरपूर्वी पर्वतीय क्षेत्र अनुसंधान परिसर
उमियम, मेघालय - 793 103
INDIAN COUNCIL OF AGRICULTURAL RESEARCH
ICAR Research Complex for NEH Region
Umiam, Meghalaya - 793 103



F. No. RC(S)123/2017

Dated Umiam, the 29th November, 2017

TENDER DOCUMENT

FOR

Event Management and supply of Materials Infrastructure Facilities and Services towards
Agri-Fair for North Eastern Zone Regional Fair to be held on 6th -9th January, 2018 at ICAR
Research Complex for NEH Region, Umiam

TENDER No : RC(S)123/2017
Dated : 29/11/2017
Date & Time for Submission of Tender : 18th December, 2017 at 12.30 p.m
Date & time for opening of Tender : 18th December, 2017 at 12.30 p.m
No. of pages : Page 1 to 10



भारतीय कृषि अनुसंधान परिषद.
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INDIAN COUNCIL OF AGRICULTURAL RESEARCH
ICAR Research Complex for NEH Region
Umiam, Meghalaya – 793 103



F. No. RC(S)123/2017

Dated Umiam, the 29th November, 2017

Open Tender Notice

ICAR Research Complex for NEH Region, Umiam is organizing an Agri-Fair for North Eastern Zone Regional Fair to be held on 6th -9th January, 2018 at ICAR Research Complex for NEH Region, Umiam.

In pursuance of the above proposal, sealed bids are invited for Event Management and supply of Materials Infrastructure Facilities and Services towards Agri-Fair for North Eastern Zone Regional Fair to be held on 6th -9th January, 2018 at ICAR Research Complex for NEH Region, Umiam from the Party/Decorator/Caterer/Publicity/Individual/Contractor/Firm etc. on behalf of The Director, ICAR Research Complex for NEH Region, Umroi Road, Umiam, Meghalaya – 793103. The detail specifications of the item (**Appendix -I**) and terms & conditions etc. are as given below:-

Terms & Conditions of the Tender

1. The consolidate cost of Tender document **Rs.1000/-** (Rupees one thousand) only (Non – Refundable) to be deposited in favour of the Director, ICAR Research Complex for NEH Region, Umiam by means of Demand Draft payable at State Bank of India, ICAR Complex Branch, Umiam(12464), Meghalaya. Non – submission of the cost of Tender document shall lead to non – consideration of the Tender.
2. Each quotation should consist of two Bids, namely “**Bid I – Techno – commercial bid**” and **Bid II – Financial bid**”. Both must be submitted in two separate envelopes to be sealed, super scribed as ‘Bid I or Bid II’ and **must be put in a single outer main cover**. The single outer main cover should be superscript as “**Tender No.123/2017 dt. 29/11/17 for Agri-Fair for North Eastern Zone Regional Fair to be held on 6th -9th January, 2018 at ICAR Research Complex for NEH Region, Umiam**” and addressed to “**THE DIRECTOR, ICAR RESEARCH COMPLEX FOR NEH REGION, UMIAM, MEGHALAYA – 793103 (INDIA)**”. The bidding firm should mention their complete address at the bottom left corner of the main cover. The cover letter, cost of the Tender and Earnest money for **Rs.20,000/-** (Rupees twenty thousand) only along with all other Technical details should be mandatorily kept in **Techno – commercial Bid (Bid I) as mentioned at Appendix I**. The Financial Bid (Bid II) should consist of the Rates, their detail break – up etc as mentioned at Appendix - II. **Non-compliance of these shall lead to non-consideration of the Bid**. Financial bids of technically acceptable firms shall only be considered for further evaluation.
3. All Tender should be sent through Registered Post. Tenders to be hand delivered should be put in the Tender Box, kept in the office of the Director, ICAR Research Complex for NEH Region, Umroi Road, Umiam, Meghalaya – 793103. Bid document sent through Email shall not be

considered. The tender should reach to the office on or before **18th December, 2017 up to 12:30 PM.** Tenders received after due date and time shall not be considered under any circumstance.

4. **All interested parties should complete the work & services within the last week of December, 2017 positively.**
5. Sales tax certificate, tax clearance (up to date), valid GST registration certificate etc. should be enclosed.
6. **KHADC license.**
 - I. The Firm/Agency run by the Non-tribal contractor's /firms/companies/ suppliers/ stockiest/ banded warehouse/Private carriage contractors/Co-operative Societies etc. should produce Trading License issued by the KHADC (Govt. of Meghalaya) and may be kept in the Technical Bid (Bid – I).
 - II. Submission of tender paper does not fall under trade as per the above said act. However, if a Non-tribal becomes a successful bidder he has to furnish License issued by the KHADC (Govt. of Meghalaya) before any work involving trade is issued to him.
Further those firm/agency opting for clause II above are requested to submit *an undertaking mandatorily* to this effect along with the technical bids as a certification about their capability of submission of the trade license when ask for, failing which the tender are liable to be rejected/not to be considered at any circumstances. (If not applicable submit the relevant document).
7. The rates quoted should be up to F.O.R. ICAR – RC, Umiam (Door delivery).The quoted rate should be in Indian Rupees. The rates must be valid for a minimum period of one year from the date of quotation.
8. Price quoted (in INR) must be given per unit including all packing, forwarding, delivery charges, taxes etc. as may be applicable. The ICAR Research Complex for NEH Region, Umroi Road, Umiam, Meghalaya – 793103, shall not be responsible for payment of transit insurance charges.
9. All bidders should mandatorily give their valid PAN Card No. (Photocopy of the PAN card to be enclosed), TAN (if any) and Bank A/C details (Name, Account No., Bank, Branch, IFSC Code and MICR Code etc.) along with the bid to enable the office for releasing the dues via e – payment.
10. The Party/Firms etc. shall have to deposit an earnest money of **Rs.20,000/-** (Rupees twenty thousand only) in the form of Demand Draft drawn in favour of the Director, ICAR Research Complex for NEH Region, Umiam – payable at State Bank of India, ICAR Complex branch, Umiam (12464) as bid security along with the quotation. The cost of tender as well as the earnest money along with all other Technical Details should be mandatorily kept in the Techno – commercial Bid only. Non – submission of the earnest money with bid document shall make the quotation liable to be rejected. The earnest money of non – successful bidder will be refunded after bids are finalized.
11. The establishing, temporary construction and installation should be completed in time and with F.O.R. destinations/door delivery. The selected bidder must complete the temporary construction/supply/ installation/demonstration within **last week of December, 2017 positively and handover to the concerned officers of the office.**



12. Supplier/Caterer/Publicity/Party etc. should complete the work on or before last week of December, 2017 positively failing in which their EMD money deposited shall be forfeited by the office for which an undertaking is required to be submitted along with the quotation.
13. Precautionary measures like fire safety etc. should also be taken care.
14. No advance payment/ part payment shall be made against the order. No additional charges above the quoted price shall be entertained. Payment shall be made on successful completion of work in toto.
15. **All bidders shall give an undertaking on their official letter head duly signed along with official seal that they fully and unconditionally agree to abide by all the terms & conditions** which, if needed, may be modified at the discretion of the Competent Authority in supply order, for which confirmation from the supplier shall be taken. Non – submission of the undertaking may lead to rejection/non – consideration of the tender.
16. **The bidders should mandatorily sign on every page of the Tender Document**, which would show their unconditional acceptance of all the terms and conditions of the Tender Document.
17. The Institute does not pledge itself to accept the lowest or any other tenders. The institute is also not bound to accept the tender in whole and Institute has right to accept the tender in parts. The tenderers are however, at liberty to tender for the whole or any portion of it or to state in the tenders that the rates quoted shall apply only if the tenders are considered fully. Other conditional tenders will not be accepted.
18. The Director, ICAR Research Complex for NEH Region, Umroi Road, Umiam, Meghalaya 793103 reserves the right to reject any tender in part or full without assigning any reason thereof. The decision in this regard shall be final for any aspect of the contract and binding on all parties.
19. Disputes arising, if any will be settled by mutual consultation and in case of failure of settlement dispute shall be referred to the sole arbitrator to be appointed by the Director, ICAR Research Complex for NEH Region, Umroi Road, Umiam, Meghalaya 793103. The decision of the sole arbitrator so appointed shall be final and binding on both the parties. Otherwise, all dispute arising related to this contract will be settled in the Court of Law at Shillong, Meghalaya and verdict of the Court of Law shall be binding to both the parties.
20. Tender shall be opened on **18th December, 2017 at 12:30 PM** in the office of the Director, ICAR Research Complex for NEH Region, Umroi Road, Umiam, Meghalaya 793103. Interested bidders or their authorized representative(s) may attend the opening. No enquiry or unlawful pursuance about the quotations will be entertained.
21. If the above mentioned closing and opening day of the tender happens to be non-working day, the tender will be received and opened on the following working day at the same time.
22. Other terms and conditions, as may be decided by the Competent Authority will be intimated from time to time, depending upon the conditions and requirement of the supply. The

intimation in this regard shall be provided well in advance and the bidder/suppliers shall be bound by the said terms & conditions.

23. For any query/clarification, the undersigned may be approached at (Email) p.ghosh.icar@gmail.com/storesection@yahoo.in on any working day (10.00 am to 4.00 pm).
24. **Tenderers must have adequate experience in managing at least one major National/Regional events of this nature with proof may be enclosed.**
25. **Party must be responsible for travelling to onsite inspections and also responsible for start to finish ensuring excellent customer service and quality delivery.**

Please read the instructions carefully and enclosed all the relevant documents along with bid so that quotation is accepted by the Institute.

**Sd/-
DIRECTOR**



APPENDIX- I

**THE ESSENTIAL AND MINIMUM ELIGIBILITY CONDITIONS/CRITERIA FOR
CONSIDERATION OF BID FOR EVALUATIONS**

SI No	ESSENTIAL AND MINIMUM ELIGIBILITY CONDITIONS/CRITERIA	SUPPORTING DOCUMENTS AS PROOF MAY BE CONSIDERED
1.	Earnest Money Deposits (EMD)	Rs.20,000/- (Rupees twenty thousand) only to be deposited in favour of the Director, ICAR Research Complex for NEH Region, Umiam by means of Demand Draft payable at State Bank of India, ICAR Complex Branch, Umiam(12464), Meghalaya
2.	Non-refundable tender bid processing fee	Rs.1000/- (Rupees one thousand) only (Non – Refundable) to be deposited in favour of the Director, ICAR Research Complex for NEH Region, Umiam by means of Demand Draft payable at State Bank of India, ICAR Complex Branch, Umiam(12464), Meghalaya
3.	Minimum three years relevant professional experience	i. Firm/ Agency/ Company Registration Certificate issued by Govt. Authority only ii. Work order issued in the name of said agency during the consecutive last 03 years. ii. Proof of work done as empanelled agency only iii. Copy of empanelment letter against each work order mentioning reference of each tender (rate approved)
4.	Minimum Annual Turnover	Minimum Annual Turnover not less than 25 lakhs from Exhibition work on Turnkey Basis only for the last three consecutive years CA certified copy of annual turnover from the Exhibition work executed on TURNKEY BASIS only during the last three consecutive years Balance-sheet and profit/loss account of last three financial year's to be duly certified by CA 5
5.	Work Experience	At least two (2) work orders with a minimum of Rs.15.00 lakhs during last three years , on turn-key basis only for work of exhibitions at National or Regional events
6.	Service tax	Service Tax Deposit/ VAT Receipts i. Copies of Service Tax Deposits/ VAT Deposits of last three years to be annexed
7.	Income tax	Final Income Tax Returns .Copy of ITR (last revised if any) with Acknowledgment Certificated of last three years
8.	Tax Registration	Only firms/agencies registered with taxation authorities of the Government of India and respective state governments. Copy of PAN Card. Copy of TIN Registration .Copy of Service Tax Registration. Copy of GST/SG Registration

9.	Work Completion/ Execution Certificate.	Satisfactory Work/ Task Completion/ Execution Certificate for each work order submitted for any purpose.
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10. Technical Specifications

Sl. No.	Required/tendered specifications	Quantity	Quoted/Offered specifications
A.	Fully carpeted domed structure with water proof Stage (capacity to accommodate 15 persons fully furnished, decorated with sofa, centre tables etc) with two decorated podiums/lecterns	Area as per capacity	
	Bamboo structure with water/rain proof ceiling with sitting capacity of about 600 persons	-	
	Sitting arrangements for VIPs-fully furnished with sofa and centre table (30 x 15 sqft)	450 sqft	
	Stall size (10 x 10 sqft) with carpeting along with electrification (LED Bulbs etc) and necessary furniture's (2 tables + chairs with table cloths) Ply board for posters fixing etc. as directed	60 stalls	
	Welcome arches (Gates with traditional look of north east	2 nos.	
	Portable ordinary bio toilets (08) and VIP bio toilets (02 nos) with provision of water storage.	10 nos.	
	VIP lounge to accommodate at least 15 people with sofa and centre table etc.	1 stall	
	Cloths roof registration cum help desk with chairs, table with cloths etc as directed (10 x 10 sqft)	1 nos.	
	Generator set (63 KV) with operator and diesel/petrol etc for uninterrupted power supply	1 nos.	
	Installations of electrical control room with service wires/cables	As per requirement	
	Fire Extinguishers (portable)	05 nos.	
	Metal-halide	10 nos.	
	VIP chairs	30 nos.	
	LED lights	50 nos.	
	Volunteers for cleaning and sweeping the venue	6 nos.	
	Normal plastic Chairs	1000 nos.	
	Security at exhibition site for (24 hrs x 4) (02 jobs per day)	8 job	
	1 sound system 4 speakers with Audio Mixer 1 set for four days	1 nos.	
	1 Still Camera along with photographers for photography should submit the hard and soft copy at the end of the event in proper form to organizers	-	
	4 Cordless, 2 Mike with Stand for podium/Lecterns	-	
	Two LED display f 42" size with sound system for	02 nos.	

	four days		
	LPG Cylinder with gas burner	10	
	Dust bins	12	
	Stage lights	01	
	Decoration of stage with flowers (One stage)	-	

11. Printing Job:

Sl.No	Description	Quoted/offered or not
B.	Badges for officials and volunteers (Approx. 30 nos.)	
	Stall singages 8' x 3' with input of name of stall (Approx.60 nos.)	
	Backdrop with Cutout (Approx. 02 nos.)	
	Gate flex with Cutout (Approx. 03 nos.)	
	Identity cards for the exhibitor with flap and lace (Approx.200 nos.)	
	Participation certificates for each exhibitor/stall (Approx.200 nos.)	
	Total for items	

12. Catering Service:

Sl.No	Items	Approx. unit	Quoted/offered or not
C.	Breakfast (Puri-6, sabji-100g, Pickle, Boil egg-1, Tea-100 ml.) approximately 200, 150, 200 and 200 nos 6,7,8, and 9 th January, respectively	750 persons	
2.	Lunch (Roti, Good quality rice, Chickens/Fish -1, Dal-1, Paneer-1, mixed vegetables-1, Packed water bottle 500ml, Salad) approximately 750, 350, 300 and 500 nos. on6,7,8, and 9 th January, respectively	1900 persons	
3.	Tea-100 ml and biscuit 500 cups per day	2000 cups	
4.	Dinner (Roti, Good quality rice, Chickens/Fish-1, Dal-1, Paneer-1, mixed vegetables-1, Packed water bottle 500 ml, Salad) approximately 300, 300 and 300 nos on 6, 7, and 8 th January, respectively	900 persons	
Total			

Note: The caterer should construct the roof covered food court with six counters (accommodated about 300 persons at a time) along with other necessary facilities like supply of drinking water, wash basin etc.

Financial bid

Item wise specification of material/infra-structure/facilities and services for North Eastern Zone Regional Agri-Fair to be held on 6-9 January,2018 at ICAR research Complex for NEH Region, Umiam, Meghalaya

Sl. No.	Items	Quantity	Rate	Amount
1.	Fully carpeted domed structure with water proof Stage (capacity to accommodate 15 persons fully furnished, decorated with sofa, centre tables etc) with two decorated podiums/lecterns	Area as per capacity		
2.	Bamboo structure with water/rain proof ceiling with sitting capacity of about 600 persons	-		
3.	Sitting arrangements for VIPs-fully furnished with sofa and centre table (30 x 15 sqft)	450 sqft		
4.	Stall size (10 x 10 sqft) with carpeting along with electrification (LED Bulbs etc) and necessary furniture's (2 tables + chairs with table cloths) Ply board for posters fixing etc. as directed	60 stalls		
5.	Welcome arches (Gates with traditional look of north east	2 nos.		
6.	Portable ordinary bio toilets (08) and VIP bio toilets (02 nos) with provision of water storage.	10 nos.		
7.	VIP lounge to accommodate at least 15 people with sofa and centre table etc.	1 stall		
8.	Cloths roof registration cum help desk with chairs, table with cloths etc as directed (10 x 10 sqft)	1 nos.		
9.	Generator set (63 KV) with operator and diesel/petrol etc for uninterrupted power supply	1 nos.		
10.	Installations of electrical control room with service wires/cables	As per requirement		
11.	Fire Extinguishers (portable)	05 nos.		
12.	Metal-halide	10 nos.		
13.	VIP chairs	30 nos.		
14.	LED lights	50 nos.		
15.	Volunteers for cleaning and sweeping the venue	6 nos.		
16.	Normal plastic Chairs	1000 nos.		
17.	Security at exhibition site for (24 hrs x 4) (02 jobs per day)	8 job		
18.	1 sound system 4 speakers with Audio Mixer 1 set for four days	1 nos.		
19.	1 Still Camera along with photographers for photography should submit the hard and soft copy at the end of the event in proper form to organizers	-		
20.	4 Cordless, 2 Mike with Stand for podium/Lecterns	-		
21.	Two LED display f 42" size with sound system for four days	02 nos.		
22.	LPG Cylinder with gas burner	10		

23.	Dust bins	12		
24.	Stage lights	01		
25.	Decoration of stage with flowers (One stage)	-		
	Total for items			

II. Printing Job:

Sl.No	Description	Rate	Amount
1.	Badges for officials and volunteers (Approx. 30 nos.)		
2.	Stall singages 8' x 3' with input of name of stall (Approx.60 nos.)		
3.	Backdrop with Cutout (Approx. 02 nos.)		
4.	Gate flex with Cutout (Approx. 03 nos.)		
5.	Identity cards for the exhibitor with flap and lace (Approx.200 nos.)		
6.	Participation certificates for each exhibitor/stall (Approx.200 nos.)		
	Total for items		

III. Catering Service:

Sl.No	Items	Approx. unit	Rate	Amount
1.	Breakfast (Puri-6, sabji-100g, Pickle, Boil egg-1, Tea-100 ml.) approximately 200, 150, 200 and 200 nos 6,7,8, and 9 th January, respectively	750 persons		
2.	Lunch (Roti, Good quality rice, Chickens/Fish -1, Dal-1, Paneer-1, mixed vegetables-1, Packed water bottle 500ml, Salad) approximately 750, 350, 300 and 500 nos. on 6,7,8, and 9 th January, respectively	1900 persons		
3.	Tea-100 ml and biscuit 500 cups per day	2000 cups		
4.	Dinner (Roti, Good quality rice, Chickens/Fish-1, Dal-1, Paneer-1, mixed vegetables-1, Packed water bottle 500 ml, Salad) approximately 300, 300 and 300 nos on 6, 7, and 8 th January, respectively	900 persons		
Total				

Note: The caterer should construct the roof covered food court with six counters (accommodated about 300 persons at a time) along with other necessary facilities like supply of drinking water, wash basin etc.