



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



File No.SS/Exhibition/Tender

Dated Umiam, the 25th January'2017

Open Tender Notice

ICAR Research Complex for NEH Region, Umiam is organizing Exhibition cum Workshop on Traditional indigenous farming of food and food products of the Northeast to be held on 15th – 17th February, 2017 at ICAR Research Complex for NEH Region, Umiam under TSP Project.

In pursuance of the above proposal, invites tender for Event Management and supply of Materials Infrastructure Facilities and Services.

Sealed bids are invited for Event Management and supply of Materials Infrastructure Facilities and Services towards Exhibition cum Workshop on Traditional indigenous farming of food and food products of the Northeast to be held on 15th – 17th February, 2017 at ICAR Research Complex for NEH Region, Umiam under TSP Project 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.500/-** (Rupees five hundred) 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, superscribed 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.SS/Exhibition/Tender dtd.25.01.2017 for Event Management and supply of Materials Infrastructure Facilities and Services towards Exhibition cum Workshop on Traditional indigenous farming of food and food products of the Northeast to be held on 15th – 17th February, 2017 at ICAR Research Complex for NEH Region, Umiam under TSP Project**” 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.10,000/-** (Rupees ten thousand) only alongwith all other Technical details should be mandatorily kept in **Techno – commercial Bid (Bid I)**. The Financial Bid (Bid II) should consist of the Rates, their detail break – up etc as mentioned at Appendix - I. **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 **8th February, 2017 up to 11:30 AM**. Tenders received after due date and time shall not be considered under any circumstance.
4. **All interested parties such as Temporary construction of Pandals, Erection of Dias, Stalls, Registration counter, Toilets for Ladies and Gents, Food Pandals, and Pandal for accommodation of 500 (five hundred) Farmers should complete in all respect before 13th February, 2017 positively.**
5. Sales tax certificate, tax clearance (up to date), valid CST/VAT 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) and the establishing, temporary construction and installation/labour charge/supply of temporary materials like tarpaulin, bamboo, water, generator, cloth sealing, flowers, carpet, electrification works, necessary furniture, chair, display cards, extra tables, tables cloth VIP chairs, fire extinguisher portable, sofa, LED lights, First Aid box etc. should be done at ICAR – RC Umiam. 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, temporary construction of Pandals and installation charges, permissible taxes, duties, VAT 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.10,000/-** (Rupees ten 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 **13th February, 2017 positively and handover to the concerned officers of the office.**
12. Supplier/Caterer/Publicity/Party etc. should complete the work on or before 13th February, 2017 positively failing in which their EMD money deposited shall be forfeited by the office for which an undertaking is required to be submitted alongwith the quotation.
13. Precautionary measured 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 **8th February, 2017 at 11:30 AM** 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) kcjoshiicar@gmail.com/aogaicarneh@gmail.com/storesection@yahoo.in on any working day (10.00 am to 4.00 pm) & HOD Social Sciences Division/HOD Animal Health Division/Estate Cell.
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

Item-wise specification of Materials/Infra-structures/Facilities and services for Exhibition cum Workshop on Traditional indigenous farming of food and food products of the Northeast to be held on 15th – 17th February, 2017 at ICAR Research Complex for NEH Region, Umiam under TSP Project ICAR, Umiam

- Pandal for organizing Workshop to accommodate 500 nos. farmers with chair and carpeting (3000 sq.ft.)
- Erection of Dias as per requirement (15x20) ft. with carpeting
- Stall 35 nos. (12x12) ft.
- Registration Counter (15x30) ft.
- Toilets for Ladies & Gents (4 nos.)
- Food Pandal (30x40 ft.)
- Other items as per based.
- Pandal for accommodation 500 nos.
- Conference hall (Hanger hall) 20 x 40 ft.
- Help desk for any enquiry (6x8) ft.

I.

Sl. No.	Items	Qty.	Rate	Amount
1.	Domed structure with water proof roofing & false cloth ceiling	27,000 sq. ft.		
2.	Sitting arrangements with decorated (flowers etc.) dias for VIPs – fully carpeted & furnished with lectran stand (30x15) sq.ft.	450 sq. ft.		
3.	Stall size 8 x 10 sq. ft. with wooden flooring & carpeting along with electrification and necessary furniture's (2 tables + chairs with table cloths) ply board for posters fixing etc. as directed	35 stalls		
4.	Welcome arches (gates)	3 nos.		
5.	Ordinary toilets and 2 nos. of VIP toilets with provision of water storage	8 nos. 2 nos. (VIP) 6 nos. ordin.		
6.	First aid stall	1 stall		
7.	Reception and VIP lounge to accommodate at least 15 people with sofa & centre table etc.	1 stall		
8.	Sale counter (circular structure)	2 nos.		
9.	Generator set (63 KV) with operator for uninterrupted power supply	1 no.		
10.	Installation of electrical control room with service wires/cables	as per requirement		
11.	Fire Extinguishers (portable)	20 nos.		
12.	Fast food stall	1 no.		
13.	Metal – Hilight	10 nos.		
14.	VIP chairs	8 nos.		
15.	LED lights under the dooms structure along the walking area	50 nos.		
16.	Extra tables with table clothes	20 nos.		
17.	Volunteers for cleaning and sweeping the venue	6 nos.		
18.	Display cards	as per requirement		
19.	Miscellaneous items (details to be specifically given)	as per requirement		
20.	Chairs 500 nos.	500 nos.		
21.	Security at Exhibition site for (24 hours x 3)	1 Job		
22.	Miscellaneous items	35 nos.		
23.	Hanger Hall (100 seating capacity) size: 80x60 ft. = 4800 sq. ft. (Bamboo)	1 no.		
24.	Hangar structure – Bamboo structure clear span structures: Clear span structures have emerged as the preferred structure choice for world class events. The popularity stems from a fact that they provide clear, clean open spaces			
25.	Top/PVC Covering: White – high gloss black out PVC fabric, flame retardant according to DIN 4102 B1, M2, B. S. 5438/7837, USA NFPA 701			
26.	Side Covering : Standard Fabric walls using White-PVC fabric,			

	flame retardant according to DIN4102B1m M2, B. S. 5438/7837, USA NFPA 701			
27.	30 Ton A/c for Hall			
28.	Sound Proof Generator (w.e.f.15 th to 17 th Feb.2017) 125KVA for A/c 1 No.x3 Days = 3 nos.			
29.	2 LCD Projectors 6,500 Lumens 8 Nos. 2 nos. for 3 days = 6 nos.	6 nos.		
30.	1 Sound System with 6 speakers with Audio Mixer/Video Mixer 1 Set for 3 days	3 nos.		
31.	1 Plasma 52" for Head Table Chairperson 1 PC for x 3 days	3 nos.		
32.	2 LCD Projector 4,500 Lumens for Black Row with Masking Screen			
33.	1 Scan Convertor for 3 days	3 nos.		
34.	1 HD Video Camera for Live Shoot & Recording for 3 days			
35.	2 Laptop for PPT, One for Podium & one for console			
36.	2 Cordless Neck Mike 4 Mike for Audience with Stand 4 Mike Head Table 1 Mike on podium			
37.	Laser Pointer			
38.	Digital Timer (Chairman control light)			
39.	Standing Mike for Back Rows (Q/A)			

II.Catering Services: to reputed organizations for events involving large number of participants as per details mentioned below for 3 days during February 15th and 17th, 2017 at ICAR RC for NEH Region, Umiam, Meghalaya. (Good quality of food, tea, water shall have to be supplied)

Sl. No.	Items	Unit	Rate	Amount
15 th to 17 th February, 2017				
1.	Breakfast (puri – 6, sabji – 100g, pickle, boiled egg – 1, tea – 100 ml.)	For 300 persons		
2.	High Tea (Cutlet, Kaju Fry, Two Sweets, one Fruit – Banana/Orange) on 15 th Feb.2017	For 200 persons		
3.	Packed Lunch (chicken bryani-250g, packed water bottle 500ml, salad, pickle) 500 persons per day	For 1500 persons		
4.	Packed Lunch (Veg. biryani with paneer-250g, packed water bottle – 500ml, salad, pickle) 150 persons per day	For 150 persons		
5.	Tea – 100 ml and biscuit 1000 cups per day	3000 cups		
6.	Lunch (Rice special quality, dal-1, fish curry-1, chicken curry-1, mix veg.-1, paneer curry-1, sweet-1, ratia-1, salad, pickle) for 200 persons on 15th and 100 persons on 16th & 17th Feb.2017	400 persons		

III.Design, Branding, Postering, Drawing etc. for Exhibition cum Workshop

Sl. No.	Category	Description	Rate	Amount
1.	Poster	Event Poster Design with 18" x 23"		
2.	Poster	Event Poster Design with 12" x 18"		
3.	Brochure	3 Leaf Brochure Design		
4.	Badges Design	5 nos. Designs (Crew, Officials, Stalls, Volunteers, Artist)		
5.	Newspaper Ad	2 nos. Newspaper Ad design		
6.	Backdrop	1 no. Backdrop Design		
7.	Social Media handling	Facebook Ad Campaigns and boosting		
8.	Certificates	Design with 250 inputs of Names		
9.	Runners & Gate	Runners & Gate Design		
10.	Stall Singages	Design with input of Names (per stall)		

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IV. Printing job

Sl. No.	Description	Rate	Amount
1.	18 x 12 Digital		
2.	23 x 18 offset		
3.	Brochure		
4.	Programme		
5.	Badges		
6.	Stall Signage 8'x3'		
7.	Backdrop with Cutouts		
8.	Runners Flex 50' x 5'		
9.	Gate Flex with Cutout		
10.	Certificates		
11.	Photography per day of event		

V. Publicity works related

Sl. No.	Description	Rate	Amount
1.	Poster Drawing (Shillong & others in Meghalaya)		

Sd/-
DIRECTOR

