



NATIONAL SMALL INDUSTRIES CORPORATION LIMITED

NSIC BHAWAN, OKHLA INDUSTRIAL ESTATE, NEW DELHI-110020

Tender no. 5(23)/2021-22/MS/IITF-2021

dt: 18.10.2021

1. Background

National Small Industries Corporation (NSIC), a Government of India Enterprise, invites online bids under **single stage, two envelope method** (i.e. Technical Bid and Financial Bid) for Conceptualization, Fabrication, Operation & Maintenance of MSME theme Pavilion & VIP Lounge including associated work & services for the period of IITF exhibition during participation of Office of DC-MSME, Ministry of MSME, Government of India and NSIC LTD at 40th India International Trade Fair, 2021 at Pragati Maidan, New Delhi from 14th to 27th November, 2021 at Hall No. 7FGH. The theme is “**Atmanirbhar Bharat/Self-Reliant India**”.

Tender document is available at e-tendering portal: www.tenderwizard.com/NSIC, <https://eprocure.gov.in> and <http://www.nsic.co.in/tenders.asp> and www.dcmsme.gov.in.

However, online bidding is to be done only on www.tenderwizard.com/NSIC. No hard copy of e-bids shall be accepted in the office. All prospective Bidders may download the tender before online submission of e-bid. May contact help desk no. 011-49424365 for technical queries.

2. TERMS AND CONDITIONS:

2.1 GENERAL

NSIC invites e-bids under Single stage, two envelope methods (Technical and Financial Bid) from exhibition service providers regarding Conceptualization, Fabrication, Operation & Maintenance of MSME theme Pavilion & VIP Lounge including associated work & services for the period of IITF exhibition during participation of Office of DC-MSME, Ministry of MSME, Government of India and NSIC LTD at 40th India International Trade Fair, 2021 at Pragati Maidan, New Delhi from 14th to 27th November, 2021 at Hall No. 7FGH. The theme is “**Atmanirbhar Bharat/Self-Reliant India**”.

2.2 DETAILS OF e- BID:-

Sl. No.	Particulars	Details
a.	Bid Reference	e-Tender No.: 5(23)/2021-22/MS/IITF-2021 dt: .10.2021
b.	Last date and time of receipt of bid	01.11.2021, (Monday) by 15:00 hrs.
c.	Date and time for opening of Technical Bid	01.11.2021, (Monday) by 16:00 hrs.
d.	Place of receiving the bid/communication (For EMD & Tender Fee only)	In electronic Form at www.tenderwizard.com/NSIC

e.	EMD	Rs. 20,000/- (Rupees Twenty Thousand only) (DD/Bankers Cheque) or online submission by electronic means in favour of NSIC Ltd. payable at New Delhi. (Exemptions as per Public Procurement Policy of Ministry of MSME, Government of India.
f.	Financial Bid opening	Will be intimated to technically qualifying Bidders in Technical bid.
g.	Tender Fee	Rs 500/- (Rupees Five Hundred only) (DD/Bankers Cheque) or online submission by electronic means in favour of NSIC Ltd. payable at New Delhi
h.	Pre-bid meeting date	22 nd October, 2021 (Friday) 15:00hrs by Video Conferencing, Link to be shared

2.3 SUBMISSION OF e-BIDS:-

- E-Bids are invited in two Bid System, (1) Technical and (2) Financial and shall be submitted electronically (online) on www.tenderwizard.com/NSIC for undertaking the work of Conceptualization, Fabrication, Maintenance, Running and Operation of MSME Theme Pavilion & VIP lounge including other services as mentioned in the scope of work at 40th India International Trade Fair, 2021 at Pragati Maidan, New Delhi from 14th to 27th November, 2021.

A Bidders Manual containing the detailed guidelines for e-Tendering system is available on e-Tendering portal i.e. www.tenderwizard.com/NSIC.

- It is mandatory for all the Bidders to have **Class-III Digital Signature** Certificate from any of the licensed Certifying Authority (Bidders can see the list of licensed Certifying Authorities from the link www.cca.gov.in) to participate in e-Tendering of NSIC.
- It is mandatory for the Bidders to get their firm/company registered with e- Tendering portal, i.e. www.tenderwizard.com/NSIC to have user ID & password on payment of non-refundable annual registration charge. Registration charges are to be paid online using the e-payment gateway to ITI Limited on the portal address mentioned above. The registration so obtained by the prospective Bidder shall be valid for one year from the date of registration on tender wizard portal and is required to be renewed after completion of one year for Bid participations by Bidder after one year.
- NSIC may issue addendum(s)/ corrigendum(s) to the Tender documents. In such case, the addendum(s) /corrigendum(s) shall be issued and placed on websites www.tenderwizard.com/NSIC, www.eprocure.gov.in, www.nsic.co.in and www.dcmsme.gov.in at any time before the closing time of tender. The Bidders who have downloaded the Tender documents from website must visit the website and ensure that such addendum(s)/ corrigendum(s) (if any) is also downloaded by them. This shall be the responsibility of the prospective registered Bidders to check the web site for any such corrigendum/addendum till the time of closing of tender and ensure that bid submitted by them are in accordance with all the corrigendum/addendums. Bid submitted must also contain signed /stamped copies of addendum/corrigendum (if issued and published by NSIC Limited).
- E- Bids shall be submitted on or before last date 1st November, 2021 by 3.00 pm. **No hard copy of e-Bids will be accepted.**
- The Bidders are advised to submit their e-bids well before the e-bid due date. NSIC or Tender-wizard shall not be responsible for any delay in submission of e-bids for any reason whatsoever.

- EMD of Rs. 20,000/- (Rupees Twenty Thousand Only) and Tender fee of Rs 500/- (Rs five hundred only) in form of a Bank Draft/ Banker's Cheque issued by any commercial Bank or online submission by electronic means in favour of **NSIC Ltd., payable at New Delhi** and receipts shall be submitted in the office of General Manager (Exhb. Div.) before the last date and time of submission. The e-bids will be opened only for Bidders those who have submitted EMDs on or before the scheduled date and time. Technical Bids of all the received e-tenders will be opened on pre scheduled date, time & venue i.e. November 01, 2021 at 4 pm online. **The benefits provision of Public Procurement Policy-2012 of M/o MSME will be applicable to the desired Bidder as per norms.**
- The complete application shall be signed by the Authorized Signatory of the Bidder & submitted "online" and Bid Sheets should be filled and submitted "online" only. The authorized signatory of the Bidder must be in possession of Power of Attorney before submitting the digitally signed bid. Scanned copies of various documents can be prepared in different file format (PDF, JPEG). Bidders can upload a single file of size 5 MB only but they can upload multiple files.

e-Tendering Registration queries	Registration help desk	011-49424365	twregdelhi@etenderwizard.com
DSC Queries	Help Desk	011-49424365	
For e-Tendering Queries	Help Desk	011-49424365	
	Mr. Saurabh Parashar	8800378607	saurabh.k@etenderwizard.com

3. ELIGIBILITY/QUALIFICATION CRITERIA FOR TECHNICAL BID(ANNEXURE 'A'):-

The Bidder has to submit the documentary evidences for the following:

- 3.1 The Bidder shall have minimum three years of experience in construction and decoration of Exhibition pavilion/Stalls, providing infrastructure, logistics support in International Trade Fairs and International Exhibitions etc. Please enclose registration / work order along with completion certificate etc.
- 3.2 The Bidder shall have an experience of designing and implementation of theme and sectorial pavilions in two international trade fairs including IITF. The firm shall enclose necessary supporting documents including work order and certificate to complete these work orders.
- 3.3 The Bidder shall have minimum total turnover of Rs. 1.0 Crore in the any of last three years and minimum Rs.20 lakhs in every year. The firm shall enclose necessary supporting documents for aforesaid turnover. Audited Financial Statements (Balance sheet and P&L) for the last three years i.e. 2018-19, 2019-20 & 2020-21 to be furnished.
- 3.4 All Bidders must enclose copy of GST registration Certificate along with the tender documents.
- 3.5 Tender fee of Rs 500/- in form of a Bank Draft/ Banker's Cheque issued by any commercial Bank or online submission by electronic means in favour of NSIC Ltd., payable at New Delhi.
- 3.6 EMD for Rs. 20,000/- (Rupees Twenty Thousand Only) in form of a Bank Draft/ Banker's Cheque issued by any commercial Bank or online submission by electronic means in favour of NSIC Ltd., payable at New Delhi.
- 3.7 The Bidders should submit a detailed proposal for the Scope of work which should include the details of concept, creativity, design, quality, material used, detailing of deliverable and overall execution of work. Detailing of signage, bunting and gates etc. is also necessary. Bidder has to provide at least three, 3D-designs with views from different angles for the space to be uploaded along with Technical Bid. The design should be in accordance with the regulation of the IITF/ITPO. The theme is "**Atmanirbhar Bharat/Self-Reliant India**".

3.8 The Bidder should have operating local office in Delhi/NCR.

3.9 Authorization letter in favour of authorized signatory.

3.10 All prospective Bidders shall provide their email IDs on: “exhb@nsic.co.in” so that VC link for pre-bid meeting can be conveyed to them.

4. SCOPE OF WORK AND TECHNICAL SPECIFICATION OF ITEMS of e- BID

Scope of Work: Office of the NSIC LTD required following services and items during the exhibition:

Sl. No.	Particulars	Duration	Quantity (Indicative)
1	DESIGNING, FABRICATION & FURNISHING OF MSME THEME PAVILLION 49 SQ. MTRS. Theme is “Atmanirbhar Bharat/Self-Reliant India”		
(i)	The designing, fabrication and furnishing including the items like-42 inch LED TV with Wall Mount/Stand and DVD Players, Desktop (i7 processor, Flat Screen, UPS, etc.) with printer, Reception counter, Display Racks/Showcase, Brochure rack, electrification/decorative lights, branding, Digital Design on vinyl/sun board, revolving cushioned chairs, sofa, table etc. and small pantry (List is for Reference & not exhaustive-Need based). <i>The design should give the reflection of MSMEs in building “Atmanirbhar Bharat/Self-Reliant India” i:e congruent to the Theme. Theme Pavilion shall be artistically designed.</i>	14 th to 27 th November, 2021	Lumpsum
2.	VIP Lounge-(20 SQ. MTRS.)		
(i)	The designing, fabrication and furnishing including the items like-42 inch LED TV with Wall Mount/Stand and DVD Players, Desktop (i7 processor, Flat Screen, UPS etc.) with internet (Unlimited Download) & Printer, Display, Brochure rack, electrification/ decorative lights, branding, Digital Design on Vinyl/sun board sofa, Tables, Lockable door (List is just for Reference & not exhaustive-shall include need based items). The design of VIP Lounge shall be Covered from all sides with entry and exit gates and shall give an elegant look of VIP lounge of international standard.	14 th to 27 th November, 2021	Lumpsum
3.	Designing & Fabrication of Entrance Gate 3 Dimensional cubical with	14 th to 27 th November, 2021	05 Numbers

	vertical and horizontal structures.		
4.	LED Wall (5ft x 7 ft)	14 th to 27 th November, 2021	02 Numbers
5.	OTHER SERVICES		
(i)	For Pantry –Coffee & Tea vending machine with snacks (Cookies), 2 set Crockery (Cup & saucers, glass), Refrigerator 165 liters, water dispenser with hot/cold options and attendant.	14 th to 27 th November, 2021	Lumpsum
(ii)	New Red Carpet (2mx100m) approx.	14 th to 27 th November, 2021	2 set
(iii)	Public Announcement System	14 th to 27 th November, 2021	1 set
(iv)	Hostess with Uniform	14 th to 27 th November, 2021	2 Numbers.
(v)	Security Persons in Uniform (24 hrs)	13 th to 28 th November, 2021	8 guards at any point of time round the clock.
(vi)	Lights (Metal Halides) 250 W	14 th to 27 th November, 2021	25 Numbers
(vii)	Contract Labour /Services men	13 th to 27 th November, 2021	6 Numbers
(viii)	Sweepers	13 th to 27 th November, 2021	6 Numbers
(ix)	Fire Extinguisher Equipments	13 th to 27 th November, 2021	10 Numbers
(x)	Electrician for day to day maintenance with tool kits	13 th to 27 th November, 2021	Two
(xi)	Flower Decoration (with at least three kind of flowers) on all Gates	14 th to 27 th November, 2021	Five Times (during the fair)
(xii)	Table Flower Bouquet	14 th to 27 th November, 2021	4 Numbers, 6 times during the Fair
(xiii)	Green Plants	14 th to 27 th November, 2021	150 Numbers
(xiv)	Bouquet for VIPs	On Inauguration Day as & When required during exhibition.	Atleast 30 Numbers. additional as per requirement
(xv)	High Tea	One day (On Inauguration Day)	200 Persons
(xvi)	Direction Panels “MSME EXPO-2021” with stand	14 th to 27 th November, 2021	20 Numbers
(xvii)	Providing the inauguration Lamp (with Wick, oil, Camphor etc.) Ribbon, Scissor, Tray and Rangoli arrangements etc. During opening ceremony of the inaugural day and as & when required.	1 Day	1 set
(xviii)	Professional Photographer (Photographs Print Size- 5” x 7” Hard copy with Album & DVD) full day on	14 th to 27 th November, 2021	Min. 200 Photographs

	inaugural day and as & when required.		
(xix)	Professional video coverage & DVD for full day on inaugural day and as & when required.	14 th to 27 th November, 2021	Min. 1Hr. DVD of the event.
(xx)	Buntings (satin cloth quality in five different Colours). Beading all around with “MSME EXPO-2021”, MSME Logo for hanging from ceiling in the hall (15 ft to 20 ft)	13 th to 27 th November, 2021	25 Numbers
(xxi)	Vehicle from 7 AM onwards (Desire/SX4)	12 th to 27 th November, 2021	5 Numbers
(xxii)	Hoardings (2½ M length X 3 M Height) inclusive of metal frame and fixing at designated locations	13 th to 27 th November, 2021	20 Numbers

5. PENALTY

In case the Bidder fails to complete the fabrication work as per its design along with modification suggested by this office within stipulated period i.e. on or before 13.11.2021 by 4 pm, the Earnest Money Deposit (EMD) will be forfeited and a penalty of Rs. 50,000/- (Rupees Fifty Thousand) per day of delay will be imposed on Bidder till the completion of work to the satisfaction of NSIC/ Ministry officials.

6. INSTRUCTION / CONDITIONS:

- i) The tenders received, will be opened by the committee constituted for the purpose.
- ii) The tenders will be opened in presence of Bidders or their authorized representative who chose to remain present on the opening date at the scheduled time so that any clarification regarding technical bid is explained then and there. In absence of any representative the decision of the tender evaluation committee shall be final and binding.
- iii) The Bidder shall quote the bid amount in Indian Rupees and arabic numerals. This bid amount shall be entered in figures as well as in words. In case of difference in bid amount between words and figures, amount mentioned in words shall be treated as valid.
- iv) After award of contract, NSIC reserves the right to add or delete any part of scope of work, if situation demands and the amount shall be re-calculated accordingly, as per the price quoted for individual items in Annexure “B”.
- v) If the Bidder deliberately gives wrong information in his tender, NSIC reserves the right to reject such tender at any stage or to cancel the contract, if already awarded.
- vi) The successful Bidder shall not sub-contract any part or complete work as detailed in the tender specifications without written permission of NSIC
- vii) No deviations to the tender conditions shall be accepted whatsoever.
- viii) The court of competent jurisdiction at Delhi, shall have exclusive jurisdiction in regard to all disputes in respect of this tenders.
- ix) Timely completion of the work is essence of the contract. For any failures on timelines, penal clauses as per tender shall be applicable.
- x) The work as detailed in this tender shall be executed and completed in all respects in accordance with the tender document and to the complete satisfaction of NSIC LTD.
- xi) All the materials and left out consumables shall be taken back by the successful Bidders after the completion of the IITF-2021. Dismantling shall be done safely and securely without causing any damages to IITF/NSIC. Successful Bidder shall be responsible for any demurrages/left out materials.
- xii) The quoted rates shall include all prices including transportation of materials to and from the site as and when required and other incidental charges. Nothing extra is payable on this account, all prices shall be deemed to be included in the offered price. Transportation of any wastage, exchange of rejected or defective material, surplus material etc. shall have to be arranged by the Bidder at his own risk and costs. Also any material brought inside or taken out of the premises shall have necessary prior permission to do so as per guidelines of ITPO.

The amount of work is also inclusive of design fees, execution, hiring, conveyance, handling, loading, unloading, fabricating, erecting, installation, dismantling, commissioning, supervising, overheads, services, other infrastructure, housekeeping, taxes including GST, full insurance for any risk prior to & during the event and any related activity etc. The successful Bidder shall coordinate with concerned authorities for all statutory compliances/clearances, etc.

- xiii) The Bidder shall be responsible for any injury caused to persons or things any damage caused to any property of, NSIC LTD, or ITPO's exhibition venue which may arise from the operations or neglect of any person of the Bidder team or any person engaged by him for any purpose related to the execution of this contract. This clause shall include inter-alia, any damage to buildings, space etc. adjacent to or otherwise to the premises. The Bidder shall indemnify NSIC LTD and Ministry of MSME of all liabilities arising out of his operations in any way under any acts of the Government and also in award of any compensation or damage consequent upon any claim arising out of the above. The Bidder shall further make good all damage caused thus either to NSIC or any third party. To mitigate any mis-happenings, the successful Bidder shall take requisite insurance and prices shall be deemed to be included with the offered price.
- xiv) The Bidder shall ensure the regular supervision and control by the Bidder himself AND/OR by his authorized representatives on the personnel deployed by him for NSIC work and necessary direction should flow from the Bidder to his workforce for undertaking the tender obligations.
- xv) The Bidder shall submit for verification all relevant records/ documents to NSIC as asked for.
- xvi) The Bidder shall indemnify NSIC LTD and Ministry of MSME against all losses or damages, if any, caused to it on account of acts of the personnel, if any, deployed by him.
- xvii) All Statutory taxes/TDS at the prevailing rates as applicable from time - to- time shall be deducted from Bidder's bills as per rules.
- xviii) The Bidders shall have total responsibility for all items / equipment/ materials in his custody, stores, loose, semi-assembled and /or erected by him at venue.
- xix) In the event Bidder fails to execute the work with due diligence or expedition or shall refuse or neglect to comply with any orders given to him in writing by the NSIC Ltd. or on behalf of the NSIC Ltd within the scope of the contract, or shall contravene the provisions of the contract, the NSIC Ltd. may give notice in writing to the Bidder for termination of the contract. Bidder shall be responsible for all losses due to this. Further, the tender shall be executed at risk and cost of Bidder.
- xx) NSIC Ltd reserves the right to modify or cancel the whole tender process.
- xxi) NSIC LTD reserves the right to accept or reject any bids and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders for rejection grounds taken by NSIC LTD.
- xxii) EMD of Successful Bidders will be refunded without any interest at the end of contract period. EMD of unsuccessful Bidders will be refunded within fifteen days from award of contract.
- xxiii) Before Tendering, the Bidders are advised to carefully go through the terms and conditions.
- xxiv) All the bills /payments due to successful Bidders as per the rates and terms of the Contract accepted by NSIC Ltd shall be submitted within One month. The payment will be released only after completion of due approval process. NSIC LTD reserves the right to hold the payment upto the amount for the works which are observed to be not complying with the tender terms & conditions.
- xxv) The shortlisted agencies shall be asked to make a creative presentation before the committee of NSIC Ltd. and Ministry of MSME officials at NSIC Bhawan, Okhla Industrial Estate, New Delhi for which marking scheme has been adopted. The date and time of the creative presentation shall be conveyed later. For this presentation, a marking scheme shall be adopted to check for meeting theme creation and technical fulfillment.
- xxvi) NSIC LTD reserves the right to modify or change any of the terms & conditions applicable to the tender before bid opening through corrigendum/ addendum.
- xxvii) The acceptance of tender will rest with NSIC LTD who does not bind himself to accept the lowest bid and reserves himself the right to reject any or all the tenders received without the

- assignment of any reason. All the bids in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected.
- xxviii) The NSIC LTD does not bind itself to accept the lowest offer. Tender highly responsive to the terms and conditions meeting work timelines considering whole part of tender may be accepted by NSIC and Bidder shall be bound to perform the same at the prices offered in Bid.
 - xxix) Canvassing in connection with tenders is illegal & strictly prohibited and the tenders submitted by the Bidders, who resort to canvassing, will be rejected.
 - xxx) The NSIC LTD reserves the right to increase the order value up to 25% depending on the needs and requirement.
 - xxxi) All the materials to be provided shall be without any defect and shall be scratch less, stain less. In case of supply of sub-standard/ defective materials, furniture etc., amount will be deducted/recovered for the respective items against the payments due to the Bidder.
 - xxxii) The site is located at Pragati Maidan, New Delhi (IITF-2021) in Hall No.7-FGH, The Floor Plan is at ANNEXURE 'C'. Bidder is advised to visit the site and familiarize oneself of the existing facilities & environment and shall collect all other information, which may be required for preparing and submitting the bid. Claims & objections due to ignorance of existing conditions or inadequacy of information will not be considered after submission of the bid and during implementation.
 - xxxiii) As the items are interlinked to each other therefore comparison of the financial bid shall be on the basis of Total Price (inclusive of all taxes etc) quoted by the Bidder. As all items are interlinked to each other, no comparison of individual items will be made. The individual item charge is only for reference purpose of this office and may use in case any item is increased/ decreased during the IITF period.
 - xxxiv) Financial e-bids of technically qualifying Bidder found meeting all terms & conditions and also clearing creative presentation with minimum 60% score, shall be opened electronically with prior intimation to all technically qualifying Bidders.
 - xxxv) Any additional information should be enclosed separately and referred to in the relevant column of the e-bid form.
 - xxxvi) The successful Bidder has to depute a team of expert persons of each field at IITF 2021, for completing all the activities in time.
 - xxxvii) Late **e-bids** shall be rejected.
 - xxxviii) No modification in the bid shall be allowed after the deadline for submission.
 - xxxix) NSIC LTD reserves the right to make the minor changes in the work order after awarding the work to successful Bidder within expenditure & specification etc.
 - xl) All the pages of the technical and financial bid should be numbered and duly signed by authorized signatory.
 - xli) Bidder shall submit an Affidavit on Rs.100/- Stamp Paper that his Bidding Company has never been black listed by any Ministry of Government of India and its Departments & Organisations. Scanned copy should be uploaded online along with bid documents and original should be submitted at NSIC office.
 - xlii) Non-submission of eligibility documents as evidence of eligibility shall lead to disqualification.
 - xliii) Out of three, 3D Design of Successful Bidder, one will be selected by MSME Minister and the same will become Intellectual Property of Ministry of MSME which will be executed for the subject tender.

7. TECHNICAL & FINANCIAL BID OPENING AND EVALUATION

7.1 EVALUATION PROCEDURE

- i. The bids received shall be assessed and evaluated based on the qualification & experience criteria specified elsewhere in the tender.
- ii. An evaluation committee will undertake the evaluation of all the tenders based on the eligibility/qualification criteria for technical bid.
- iii. The Bidders must meet all eligibility/qualifying criteria. Any Bidder not meeting any of the requirements for technical bid will not be short-listed for the opening of Financial Bid.

- iv. The Financial bid will be evaluated for selecting lowest Price i.e Lowest Price offering Bidder (L-1) on total price will be declared the successful Bidder.
- v. After opening of technical bids, the Bidders meeting all the eligibility/qualification criteria have to demonstrate a creative presentation about the proposed layout plan / gate/ VIP Lounge, execution, etc. to the committee. The committee will evaluate the Bidder's creative presentation and will award the marks/ score based on the parameters defined in next para 7.2. Bidders fulfilling eligibility/qualification criteria and securing 60% or above marks in creative Presentation shall be finally qualifying technically for Financial Bid opening.

7.2 Evaluation Scoring: Presentation shall be scored on the following Parameters (but not limited to):

S. No.	Parameters	Maximum Score
7.2.1	Experience in construction and decoration of Exhibition pavilion/Stalls, providing infrastructure, logistics support in International Trade Fairs and International Exhibitions etc.	15
7.2.2	Experience of designing and implementing of theme and sectorial pavilion in two International Trade Fairs/International level Exhibitions.	15
7.2.3	Three D Design of the Theme Area (Including Aesthetics, Relevance to the Theme, Relevance to MSME, Optimum Utilization of Space)	40
7.2.4	Execution Plan	10
7.2.5	Backup Plan	10
7.2.6	Presentation Sequence	10
Total		100

Note :- Minimum Qualifying Marks are 60/100

7.3 Evaluation Committee will have the discretion of defining its own criteria in addition to above.

8. APPLICABLE LAW

The Contract shall be interpreted in accordance with the laws of the Union of India and will be under the jurisdiction of court in Delhi.

9. TAXES AND DUTIES

Bidder shall be entirely responsible for all taxes, duties, license fees, etc, incurred of the Contracted Goods & services to the NSIC. No tax or duty will be payable by the NSIC.

10. PAYMENT

The mobilization advance of 20% of the total work order may be provided to the successful Bidder against submission of Bank Guarantee (Format to be provided by NSIC) valid till 31st December, 2021 in favour of NSIC Ltd., New Delhi for 20% of the work order amount. Balance payment and release of bank guarantee, EMD will be made on successful completion of the work.

11.

**FORMAT FOR SUBMITTING TECHNICAL e-BID
(ON LETTER HEAD OF THE BIDDER)
TECHNICAL e-BID**

ANNEXURE "A"

S. No.	PARTICULARS	Yes	No	Page No.
1	The Bidder shall have minimum three years of experience in construction and decoration of Exhibition pavilion/Stalls, providing infrastructure, logistics support in International Trade Fairs and International Exhibitions etc. Please enclose registration / work order along with completion certificate etc.			
2	The Bidder shall have an experience of designing and implementing of theme and sectorial pavilion in two International Trade Fairs/International level Exhibitions including IITF. Please enclose work order along with completion certificate etc.			
3.	The Bidder shall have minimum total turnover of Rs 1.0 Crore in the last three years and minimum Rs. 20 lakhs in every year. Confirm Assessment order / IT return for last three years i.e 2018-19, 2019-20 & 2020-21 to be furnished. (In case balance sheet for the year 2020-21 is not finalized, balance sheet for the year 2019-20 shall be considered subject to CA certificate to this effect).			
4	Confirm details of GST registration furnished.			
5	Confirm EMD is submitted with Technical Bid. Details of EMD-----Value Rs.....			
6	The Bidders should submit a detailed proposal as per the Scope of work which should include details of concept, creativity, design, quality, material used, detailing of deliverable and overall execution of work. Detailing of signage's, bunting and gates etc. is also necessary. Bidder has to provide at least three 3D-designs with views from different angles for the space electronic form alongwith technical bid). The design should be in accordance with the regulation of the IITF/ITPO. The theme is " Atmanirbhar Bharat/Self-Reliant India ".			
7	Authorization letter in favour of authorized signatory			
8	Any other relevant details			
9.	Tender fee.....			

(Signature & Stamp of authorized signatory)

On the letter head of the Bidder

FINANCIAL e-BID

- For tender document for conceptualizing, designing, execution and supervision and other services required during participation of O/o DC-MSME, Ministry of MSME, NSIC in 40th India International Trade Fair, IITF, 2021, from 14th to 27th November 2021 at (Hall No. 7FGH) Pragati Maidan, New Delhi.

Sl. No.	Particulars	Duration	Quantity (Indicative)	Rate (Incl. All Taxes)	Total (Incl. All Taxes)
1	DESIGNING, FABRICATION & FURNISHING OF MSME THEME PAVILLION 49 SQ. MTRS.				
(i)	The designing, fabrication and furnishing including the items like-42 inch LED TV with Wall Mount/Stand and DVD Players, Desktop (i7 processor, Flat Screen, UPS, etc.) with printer, Reception counter, Display Racks/Showcase, Brochure rack, electrification/decorative lights, branding, Digital Design on vinyl/sun board, revolving cushioned chairs, sofa, Table etc. and small pantry (List is for Reference & not exhaustive-Need based). <i>The design should give the reflection of MSMEs in building “Atmanirbhar Bharat/Self-Reliant India” i.e congruent to the Theme. Theme Pavilion shall be artistically designed.</i>	14 th to 27 th November, 2021	L/S		
2.	VIP Lounge-(20SQ. MTRS.)				
(i)	The designing, fabrication and furnishing including the items like-32 inch LED TV with Wall Mount/Stand and DVD Players, Desktop (i7 processor, Flat Screen, UPS etc.) with internet (Unlimited Download) & Printer, Display, Brochure rack , electrification/ decorative lights, branding, Digital Design on Vinyl/sun board sofa, Tables, Lockable door (List is just for Reference & not exhaustive-shall include need based items). The design of VIP Lounge shall be Covered from all sides with entry and exit gates and shall give an elegant VIP lounge of international standard.	14 th to 27 th November, 2021	L/S		

3.	Designing & Fabrication of Entrance Gate - Three Dimensional cubical with vertical and horizontal structures.	14 th to 27 th November, 2021	05 Nos		
4.	LED Wall (5ft x 7 ft)	14 th to 27 th November, 2021	02 Nos		
5.	OTHER SERVICES				
(i)	Pantry –Coffee & Tea vending machine with snacks (Cookies), 2 set Crockery (Cup & saucers, glass), Refrigerator 165 liters, water dispenser with hot/cold options and attendants for serving/cleaning etc.	14 th to 27 th November, 2021	L/S		
(ii)	New Red Carpet (2mx100m) approx.	14 th to 27 th November, 2021	2 set		
(iii)	Public Announcement System	14 th to 27 th November, 2021	1 set		
(iv)	Hostess with Uniform	14 th to 27 th November, 2021	2Nos.		
(v)	Security Persons in Uniform (24 hrs)	13 th to 28 th November, 2021	8 guards at a time round the clock		
(vi)	Lights (Metal Halides)250 W	14 th to 27 th November, 2021	25 Nos. atleast		
(vii)	Contract Labour /Service men	13 th to 27 th November, 2021	6 Nos. atleast		
(viii)	Sweepers	13 th to 27 th November, 2021	6 Nos. atleast		
(ix)	Fire Extinguisher Equipment	13 th to 27 th November, 2021	10 Nos.		
(x)	Electrician for day to day maintenance with tool kits	14 th to 27 th November, 2021	One		
(xi)	Flower Decoration (with at least three kind of flowers) on all Gates	14 th to 27 th November, 2021	Five Times (during the fair)		
(xii)	Table Flower Bouquet	14 th to 27 th November, 2021	4 Nos. 6 times		
(xiii)	Green Plants	14 th to 27 th November, 2021	150 Nos.		

(xiv)	Bouquet for VIPs	On Inauguration Day as & When required during exhibition.	30 Nos.		
(xv)	High Tea	One day (On Inauguration Day)	200 Persons		
(xvi)	Direction Panels MSME EXPO-2021 with stand	14 th to 27 th November, 2021	20 Nos.		
(xvii)	Providing the inauguration Lamp (with Wick, oil, Camphor etc.) Ribbon, Scissor, Tray and Rangoli arrangements etc. During opening ceremony of the inaugural day and as & when required.	1 Day	1 set		
(xviii)	Professional Photographer (Photographs Print Size- 5" x 7" Hard copy with Album & DVD) full day on inaugural day and as & when required.	14 th to 27 th November, 2021	Min. 200 Photographs		
(xix)	Professional video coverage & DVD for full day on inaugural day and as & when required.	14 th to 27 th November, 2021	Min. 1Hr. DVD of the event.		
(xx)	Buntings (satin cloth quality) in five different Colours. Beading all around with "MSME EXPO-2021", MSME Logo for hanging from ceiling in the hall (15 ft to 20 ft)		25 Nos.		
(xxi)	Vehicle from 7 AM to 10 PM (Desire/SX4)	12 th to 27 th November, 2021	5 Nos.		
(xxii)	Hoardings (2½ M length X 3 M Height) inclusive of metal frame and fixing at the locations	14 th to 27 th November, 2021	20 Nos		
	Grand Total (In Rs)				

Total amount in words.....

(Stamp & Signature of Authorized Signatory)

Note*:

- As the items are interlinked to each other the comparison of the financial bid shall be on the basis of Total Price (inclusive of all applicable taxes etc.) quoted by the Bidder. No comparison of individual items will be made.
- The quantity mentioned is indicative for the purpose of comparing the bids. The individual item charge is only for reference purpose of this office and may be used in case any item is increased / decreased during the IITF period.
- NSIC Ltd. reserves the right to increase the order value upto 25% depending on the needs & requirement

Indicative Floor Plan

