



NORTH-EAST INSTITUTE OF SCIENCE & TECHNOLOGY
(A National R&D laboratory of CSIR)
Jorhat, Assam

TENDER NOTICE

ADVT.NO.QSP/MgS/01/EXH/GJ/2010

Dated: 11.10.2010

Engagement of Exhibition Agencies for holding NEIST Golden Jubilee exhibitions at different state capitals of NE states total numbering nine.

The North-East Institute of Science & Technology (NEIST), Jorhat under Council of Scientific & Industrial Research (CSIR), a public funded organization in the world has been making extensive effort to ensure appropriate utilization of its technologies and products for the welfare of the common people. In this regard, NEIST-Jorhat regularly participates in several national and international exhibitions. This year, NEIST-Jorhat is going to organize several exhibitions one each at state capitals of North Eastern states at various point of times to be decided by NEIST authority. NEIST-Jorhat wants to empanel specialized exhibition agencies for helping all (on turnkey basis) for the following mentioned works.

1. Design, fabrication and maintenance of NEIST pavilion on turnkey and hire basis.
2. Digital printing on various media.
3. Preparation of exhibits including glow sign board, murals, diorama, models, flow charts and programmable electronics signage board.
4. Supply of aluminium panels and laminated sheets for making the pavilion with fittings of light etc.

NEIST-Jorhat invites sealed tenders on the basis for the above listed jobs from reputed exhibition agencies only (Advertising agencies need not apply). The initial period of the contract will be 12 months from the date of allotment of work order. The completed set of bidding documents will be available in the NEIST website, www.rrljorhat.res.in which can be downloaded. The last date and time of submission of bids at the above address is 20 October, 2010 positively by 15.30 hrs. The tender paper will be opened on 21 October, 2010 at 15.30 hrs. The agencies may like to send their representative to be present at the time of opening of tenders.

The Director, NEIST-Jorhat reserves the right to accept or reject any or all tenders either in parts or in all or to split the order without assigning any reason therefore. All legal disputes arising out of the tender/job shall be subject to the jurisdiction of the court of Jorhat only.

TENDER DOCUMENTS

**NORTH-EAST INSTITUTE OF SCIENCE & TECHNOLOGY
(A National R&D laboratory of CSIR)
Jorhat, Assam
An ISO 90001:2008 certified organization**

TENDER NO.QSP/MgS/01/EXH/GJ/2010

Dated: 23/07/2010

Engagement of Exhibition Agencies for exhibition work on the occasion of Golden Jubilee celebration of the Institute.

The North-East Institute of Science & Technology (NEIST), Jorhat under Council of Scientific & Industrial Research (CSIR), a public funded organization in the world has been making extensive effort to ensure appropriate utilization of its technologies and products for the welfare of the common people. In this regard, NEIST-Jorhat regularly participates in several national and international exhibitions. This year, NEIST-Jorhat is going to organize several exhibitions one each at state capitals of North Eastern states at various point of times to be decided by NEIST authority. NEIST-Jorhat wants to empanel specialized exhibition agencies for helping all (on turnkey basis) for the works mentioned in annexure-1. The tender paper with detail terms and conditions may be obtained from the office of I&BD Division on payment of Rs.100 (Rupees one hundred) only (Non-refundable) in cash counter of the institute on working days within 7 days from the date of publication of the advertisement. Incase tender papers are downloaded from website, <http://www.rrljorhat.res.in>, an amount of Rs.100 (Rupees one hundred) only (Non-refundable) to be paid by Demand Draft drawn in favour of Director, NEIST, Jorhat along with tender towards the cost of tender paper without which tender will be invalid. The sealed offer accompanied by earnest money deposit of Rs.5000.00 (Rupees five thousand) only in the form of Demand Draft from schedule bank drawn in favour of Director, NEIST, Jorhat in a separate envelope duly subscribe or e-payment directly to the NEIST bank account,

Bank details:

1. Name of the bank: State Bank of India,
2. Branch: RRL Jorhat,
3. Place: Jorhat,
4. IFSC code: SBIN0005604
5. MICR code: 785002007
6. NEIST account: Director, NEIST
7. Account no.: 000000302668713992 and submit the proof of deposit on or before 20 October, 2010 upto 3.30 pm. to the office of the undersigned and shall be opened on the 21 October, 2010. However incase of unavoidable circumstances the opening of tender may differ to a later date with information notified in the notice board of NEIST.

Head, I&BD

General Terms & Conditions

1. The successful bidder must deposit Rs.15,000.00 (Rupees fifteen thousand) only, as security money either in the form of account pay demand draft drawn in favor of the Director, NEIST, Jorhat or e-payment directly to the NEIST bank account as above. The bidder shall submit the proof of having deposited the security amount.
2. The contractor/event manager shall take all the responsible precautions to prevent any unlawful riots or disorderly conduct or ensure preservation of peace and protection of any property of CSIR.
3. The contractor/event manager shall give the Permanent Income Tax number for deduction of Income tax @ 2.2% on the total value of payment to be deposited with Income Tax Dept., Jorhat.
4. A contract agreement is to be signed by the contractor/event manager which will be taken as the date of commencement of the work. And the Director, NEIST, Jorhat does not bind himself to accept the lowest tender or any tender and reserve to himself the right of accepting the whole or any part of the tender without assigning any reason and the tender shall be bound to comply with the same as the rate quoted. Canvassing in any form in connection with the tender is prohibited and may be liable for rejection.
5. The security money will be forfeited if the contractor/event manager fails to execute the agreement as the letter of award.
6. Eligibility criteria:
 - a. This invitation for bids is open for exhibition agencies only.
 - b. The minimum of 3 outstanding exhibition jobs undertaken in the above works applied for during the last 3 years.
 - c. Annual turnover of minimum of Rupees twenty lakhs for the exhibition related jobs during the last 3 financial years with supported documents.
7. METHODOLOGY OF EMPANELING THE EXHIBITION AGENCIES
 - a. The tender papers submitted by agencies would be examined by technical committee constituted by NEIST-Jorhat and the committee will short list the agencies on the basis of technical evaluation of the conditions mentioned in the eligibility criteria. All the agencies bidding for the above works have to quote their rates for keeping in view all the elements and provisions of services as mentioned and to be mentioned.
 - b. The lowest rate of each of the items in the respective category will be counter offered to all the short listed agencies in that mentioned work. The agencies will be finally empanelled only after receiving the acceptance of the price thus offered by NEIST-Jorhat. The rates of those agencies contrary to the price offered by NEIST shall be summarily ignored and their security amount refunded.
 - c. All the empanelled agencies will be asked to submit a design for the construction of pavilion as also the photo panels. The job of the event will be awarded on

competitive basis and empanelled agencies whose designs would be approved by NEIST authority would be firm and final. The rejected agencies who could not be empanelled, the EMD deposited by them will be refunded within one week/after the completion of empanelment process of the agencies who were not considered for empanelment.

8. Scope of supply: The goods and related services to be supplied shall be as specified in the schedule of requirement.
9. Supplier responsibility: The supplier shall supply all the goods and related services included in the scope of supply in accordance with scope of supply clause of the general conditions of contract (GCC) and the delivery and completion schedule, as per GCC clause relating to delivery and documents.
10. Contract price: Prices charged by the supplier for the goods supplied and related services performed under the contract shall not vary from the prices quoted by the supplier in its bid.
11. Standards: The good supplied and services rendered under this contract shall confirm to the standards mentioned in the technical specifications and schedule of requirement.
12. Packing: The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination as indicated in the contract.
13. Transportation: Suppliers is required under the contract to transport the goods for a specified destination defined in contract, transport to such destination, including insurance and storage shall be arranged by the supplier and the related costs shall be included in the contract.
14. Replacement: Goods requiring warranty replacements must be replaced in free of cost basis to the purchaser.
15. Mode of payment: 80% of total bill amount will be paid after completion of 1st phase work defined in the contract. In all phases (means fabrication & dismantling and transport to HQ) 20% money of total amount of each bill will be deducted and same will be paid back to the contractor after completion of all phases as defined in this contract.
16. The contractor/Event manager shall at his own cost, if required take necessary insurance cover in respect of the works done by the persons provided by him, shall comply to the statutory provisions of c 4 ract labour (Regulation & Abolition) Act, 1970, Employees State Insurance Act, Workman's Compensation Act, 1923, Payment of Wages Act, 1936, The Employees Provident Fund (and miscellaneous provisions) Act, 1952, The Payment of Bonus Act, 1965, The Minimum Wages Act, 1948, Employer's Liability Act, 1938, Employment of Children Act, 1938 and/or any other Rules/regulations and/or status that may be applicable to them and shall further keep the CSIR indemnified from all acts of omission, fault, breaches and/or

any claim, demand, loss, injury and expenses arising out from the non-compliance of the aforesaid statutory provisions. Contractors failure to fulfill any of the obligations hereunder and/or under the said acts, rules/regulations and/or any by-laws or rules framed under the any of these the CSIR shall be entitled any of the such losses or expenses which it may have to suffer or incur on account of such claims, demands, loss or injury from the contractor's payment.

17. The tenderer should see the area/location and no claim whatever will be entertained or any alleged ignorance thereof.
18. Except writing rates and amount the tenderer should not write any conditions or make any charges, addition, alteration and modification in the tender. Tenderer who are desirous to offer rebate, the same should be brought out separately in the covering letter and submitted along with the tender.

The earnest money amounting Rs.5000.00 (Rupees five thousand only) either in the form of Demand Draft from any schedule bank drawn in favor of Director, North East Institute of Science & Technology, Jorhat and payable at Jorhat or e-payment directly to the NEIST bank account (Bank details:

1. Name of the bank: State Bank of India,
2. Branch: RRL Jorhat,
3. Place: Jorhat,
4. IFSC code: SBIN0005604
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19. The tenders should be submitted in a sealed cover superscribed with the name of the contract no. of NIT date and time of opening written on the envelope and the draft for EMD only has to be submitted in a separate envelope with the same information superscribed on the top of the envelope. The tenders will be received upto 3.30 pm on 20 October, 2010 and will be opened at 3.30 pm on 21 October, 2010. Tenders should be dropped in the tender box before the closing date and time indicated. In case these are sent by post, these should be sent by Regd. Post/Speed post addressed to the Head, I&BD Division, NEIST- Jorhat (Assam). The tenderers are to ensure that they post the tender well in advance so as to reach before the closing date and time indicated. Delay/Receipt of tenders due to postal delay will not be entertained.

20. Tenderers should submit the details of their registration particulars evidence of doing similar works in any organization earlier.
21. Tenders which do not fulfill all or any of the above conditions or are incomplete in any respect are liable to rejected.
22. Tender without tender papers cost and EMD will be summarily rejected.

Head, I&BD Division

TENDER SPECIFICATION

Item

1. Design, fabrication and maintenance of NEIST pavilion on turnkey and hire basis

Design, fabrication and maintenance of NEIST pavilion on turnkey and hire basis containing all elements and provision of services specified at page no.4&5 of this tender document.

Quote for stalls (per sq.m) with area of:

In Shillong, Meghalaya

In Aizawl, Mizoram

In Kohima, Nagaland

In Itanagar, Arunachal Pradesh

In Gangtok, Sikkim

In Agartala, Tripura

In Guwahati, Assam

In Jorhat, Assam

In Imphal, Manipur

Quote for stalls (per sq.m) (using modern international modular system with area of:

As per above places

Fabrication of water-proof super structure on hire basis, preferably extruded aluminium profiles (per sq.m).

Other display equipment.

- a. Plasma wall with DVD player for audio-visual multimedia presentations (pre unit)
- b. Hire charges (per unit): Projector, computer with printer, scanner and other accessories.

Sl.No.

1. Concept and design: In drawing form depending on the theme of the exhibition as per space (in square meter) including the three dimensional prospective design.
2. Partition wall: Wall paneling with aluminium frame with one side/both side laminated ply (6 mm thick) panels (finished as per design) upto standard height of 8 ft. (for mica or equivalent).
3. Logo: Providing and fixing of NEIST logo and name in 600 dpi resolution with back/front lighting in self-adhesive vinyl cut sticker and translites on 3mm polycarbonate sheets with UV protection layer wherever required.
4. Raised platform: Flooring of raised platform 4" high with 3"x1.5" section wooden frame work of 2ftx2ft grid surface with 19mm particle plyboard.
5. Carpet: Covering of the platform with non-woven synthetic carpet complete in all respect in specified color (sample to be approved/submitted).
6. Elements: Depending on the permission given by the organizer and space available 2-4 elements to highlight the pavillion (i.e pillars, back wall 10ftx12ft height and can go upto 16ft height).
7. Electrification: The fitting of electrical circuits and boards etc. with lighting arrangement. Focus light on each display panel, general lighting with tube light, mercury lamps etc. and one emergency light per 10 sq.m. Pedestal fans and desert coolers as per requirement. Plug points to be provided wherever required for both light and power connection complete in all respect including wiring.
8. Facia: Suitable facia (tentatively 20 ft wide x 10 ft height with entrance space of the minimum 6 ft. wide depicting the theme of the exhibition stall, fabricated on 8mm water proof laminated plyboard fixed on 2"x2" wooden frame to be finished on both sides).
9. Furniture: One reception table with two chairs. Two discussion tables (round) with 4 chairs each.
10. Decoration of stalls: Artificial/natural potted plants with PVC potters of 5 big plants and 10 small plants at every 10 sq.m space to be maintained and watered regularly.
11. Services:
 - a. The agency shall be responsible for the up keeping and maintenance of the NEIST pavilion including cleaning of the exhibits.
 - b. The agency shall provide one smart guide in specified dress code and one attendant having adequate experience 7 long with two security guards during the entire duration of the exhibitions.
 - c. Fire extinguishers in proper places as required.
 - d. Maintenance of electrical devices, points, lights, etc.
 - e. Arrangement of drinking water, providing of flower vase in reception and discussion table and 3 flower bouquets on the inaugural day.
 - f. Emergency light in case of power failure.

- g. Transportation of exhibits/promotional materials from NEIST hqrs. to exhibition sites and, if required, back to NEIST hqrs.
- h. Any other service/product related to exhibition, requirement.
- 12. Public address system: With two microphones and suitable no. of speakers (complete system with the facility of announcement and playing of music).
- 13. Provision of plasma TV of 42" with DVD player for continuous screening of film on CSIR/NEIST during the event.
- 14. Further the agency may be required to carry out minor changes in the design layout without any further financial implication.
- 15. The general stall will be 20x30 ft. or 20x40 ft. depending on availability of space provided by the state capital authority.

Things to note

- 1. The above provisions and services are mandatory and must be provided as a part of turnkey job of maintaining NEIST pavilion in all sizes and should be taken into consideration while quoting rates for all parameters and points.
- 2. The above scope also includes installation and dismantling of exhibition stall.
- 3. The duration of the event/exhibition will be 2-4 days.

2. Digital printing on various media

High quality digital printing

- a. cost of designing of posters for final digital printing: (per sq. feet basis)
- b. Cost of digital printing on: (per sq. inch basis)
 - i. Vinyl
 - ii. Matte adhesive paper
 - iii. High glossy paper
 - iv. Flex
 - v. Backlit media
- c. Lamination of photograph/digital prints: (per sq. inch basis)
- d. Mounting of digital prints on: (per sq. inch basis)
 - i. 3mm MDF
 - ii. 3mm Polycarbonate sheets
 - iii. 3mm Sun board
 - iv. PVDC
 - v. 3mm Sun pack
- e. Cost of processing: (per scanning/image)
 1. High resolution drum scanning
 2. Original art work reproduction
- f. Fixing of backlit media and framing in concealed box with lighting arrangement (per sq. feet basis)
- g. Printing and binding presentation:
 1. Color print-out of A4 size (single sided) on coated paper (rate per page).
 2. Binding of print-outs (minimum 20 pages having PVC covers in (rate per binding)
 - A. Spiral
 - B. Spieko
 - C. Viro
- h. Designing, printing and mounting of backdrop: (rate per sq. feet)
 1. Digital printing backdrop
 2. Thermocol letters (machine-cut) pasted on fine quality opaque matte cloth.

3. Preparation of exhibits including glow sign board, murals, diorama, models/flow charts and programmable electronic signage board

1. Preparation and installation of self illuminated glow sign board having branded lighting fixtures concealed in pre-coated heavy guage box in different colour (rate per sq. feet basis).
2. Cost of preparation and mounting of murals (As per design) (rate per sq. ft basis)
 - a. Flat painting with three dimensional finish
 - b. Two-dimensional (relief type) made up of ply board, paper masshey/PoP/fibre glass or any other material.
3. Diorama (As per the design) (Cost per sq. ft base area x per ft height)
Creating live scene in 3D, depicting the relevant theme of the exhibition. The rates will be inclusive of material used, designing, planning, armature, painting and pop fabrication, light, sound or any other fittings.
4. Models/flow charts – Two dimensional (Asper design) (Cost per sq. ft base area x per ft height)
 - a. Working/operational models
 - b. To the sacel manufacture models/prototypes
 - c. Static model
5. Multi color LED based programmable electronic signage board (rate per sq. ft basis)
 - a. Single language
 - b. Bilingual
 - c. Graphic map and animation

4. Supply of display equipment (aluminium panels and laminated sheets for making the pavilion with fittings of light, etc.) on purchase basis

1. Standees: Banner stand of reputed make (Roll-up type) self-standing heavy base of aluminium body (size 78.36 inch) (rate per stand)
2. Supply of spring up, modular, portable display system of international standards, preferably of the make syma. Octonorm, Skyline, Nimlok, or Abex.
(Please give maximum discount that would be offered by you over MRP for each product).

Phase means:

Transportation, Installation, fabrication, electrification, decoration, etc. with wooden framing floor as defined in the work det 12 specification and dismantling the same without damage.

NORTH EAST INSTITUTE OF SCIENCE & TECHNOLOGY, JORHAT

TENDER FOR EVENT MANAGER FOR ORGANIZING NEIST EXHIBITION IN STATE CAPITALS OF NORTH EAST ON THE OCCASION OF GOLDEN JUBILEE CELEBRATION.

Earnest money deposit information

Earnest money for Rs..... (Rupees.....) deposited in the form of demand draft no..... dt..... drawn on In favor of Director, NEIST, Jorhat- 785006 or e-transferred as per the enclosed report from bank record.

Date:

Signature of the Tenderer/Event Manager

NORTH EAST INSTITUTE OF SCIENCE & TECHNOLOGY, JORHAT

TENDER FOR EVENT MANAGER FOR ORGANIZING NEIST EXHIBITION IN STATE CAPITALS OF NORTH EAST ON THE OCCASION OF GOLDEN JUBILEE CELEBRATION.

Sl.No	Description	Pages
1.	Cover page	
2.	Contents	
3.	Summary sheet and general terms & conditions	
4.	Security deposit	
5.	Schedule of Rates	

Signature of Tenderer/Event Manager

Earnest Money

Signature of the Tenderer/Event Manager

SCHEDULE OF RATES

1. Name of the Contractor/Event Manager:
2. Details of work
3. Service charges: @% Rs..... per phase
 - (A). Fabrication per phase Rs.....
 - (B). Transportation per phase (rate to be quoted) km wise.....
 - (C). Dismantling per phase Rs.....
 - (D).
 - (E).
 - (F).

Signature of Contractor

SCHEDULE OF WORK DONE BY THE CONTRACTOR/EVENT MANAGER

(The Contractor shall fill this and enclose it with original copy of tender)

1. Name of the Contractor/Event Manager:
2. Firm of the Contractor/Event Manager:
3. The Telephone No.(Official):
4. Official address:
5. Residential address:

If the firm limited: Yes/No

Give the name and address of the partners:

Name	Address
------	---------

- a.
- b.
- c.
- d.

Partnership deed during the bankers power of attorney

Please enclose with tender

M/s.

Enclose attested copy/Original power of attorney