



**GOVERNMENT OF JHARKHAND
DEPARTMENT OF MINES AND GEOLOGY
DIRECTORATE OF GEOLOGY**

SHORT TENDER NOTICE

(Tender No: 02/2025-26)

Invitation of Tenderers

for

“Setting Up of Departmental Stalls with Thematic Decoration and Related Services at Various National and International Trade Fairs, Marts and Exhibitions on behalf of the Directorate of Geology, Department of Mines and Geology, Government of Jharkhand”

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1. SHORT TENDER NOTICE

DIRECTORATE OF GEOLOGY, DEPARTMENT OF MINES AND GEOLOGY GOVERNMENT OF JHARKHAND

(Engineers' Hostel No-2, 2nd Floor, Dhurwa, Ranchi-834004)

Ref. No. 02/2025-26

Date: 17.10.2025

The Directorate of Geology, Department of Mines and Geology, Government of Jharkhand (GoJ), is primarily responsible for conducting mineral exploration activities as its core business across the State. As part of its mandate, the Directorate also promotes the mineral potential of Jharkhand, including exploration techniques, extraction methods, and sustainable utilization practices, at various **National and International** trade fairs, exhibitions, and marts on behalf of the Department of Mines and Geology, Government of Jharkhand.

In this context, the Directorate of Geology, Government of Jharkhand invites sealed tenders from reputed agencies for setting up departmental stalls on an "**as and when required**" **basis**. The scope of work includes thematic decoration and related services, as detailed in the Tender Document.

The Tender Document, along with the Terms and Conditions and Application Form, can be downloaded from the official website: www.jharkhand.gov.in. Any corrigendum or updates will be published exclusively on this portal. Interested applicants are advised to regularly check the website for updates. Agencies meeting the eligibility criteria outlined in this Tender Document are invited to submit their applications accordingly.

Sd/-

Director, Geology
Directorate of Geology,
Department of Mines & Geology,
Government of Jharkhand

NOTE: Directorate of Geology, DMG, GoJ reserves the right to (i) reject any or all applications without assigning any reason whatsoever; (ii) reschedule the application date(s) due to any unforeseen circumstances at any stage of the Tendering Process; (iii) cancel the Tendering Process, without assigning any reason(s) for the same.

2. BID DATA SHEET

S. No.	Particulars	Information
1.	Name of work	Setting Up of Departmental Stalls with Thematic Decoration and Related Services at Various National and International Trade Fairs, Marts and Exhibitions on behalf of the Directorate of Geology, Department of Mines and Geology, Government of Jharkhand.
2.	Contact Person and Address for Communication	Director, Geology; Directorate of Geology, Department of Mines & Geology, Government of Jharkhand; Engineers' Hostel No-2, 2nd Floor, Dhurwa, Ranchi-834004; E-mail id: dir-geology@jharkhandmail.gov.in
3.	Cost of Tender Documents	The Tender document can be downloaded from www.jharkhand.gov.in upon payment of the cost (non-refundable) of Tender Document of Rs. 5000.00 (Five Thousand) only. The tender document fee will be submitted online through official website www.jharkhandminerals.gov.in → Other & Services → e Payment → Payment office (Directorate of Geology) → Head of Payment (Cost of Tender Document) → Description → Type of Depositor (Other) → District Name (Directorate of Geology) → DDO Code (PRJOTH002).
4.	Validity of the Rate/Proposal Offered by the Tenderers	01 (One) year from the date of issue of the Work Order.
5.	Tender publication date	17.10.2025
6.	Last date of submission of Bids/Tender	31.10.2025 till 03:00 PM
7.	Bid/Tender opening date	31.10.2025 up to 05:00 PM.
8.	Period of issue of Tender document	17.10.2025 to 31.10.2025
9.	Mode of Bid submission	The bid must be submitted through the Speed post/Registered post/by hand in a sealed envelope clearly mentioning the tender reference number and the subject matter on the sealed envelope.
10.	Address of Bid submission	Directorate of Geology, Engineers' Hostel No-2, 2 nd Floor, Dhurwa, Ranchi, Jharkhand, PIN-834004
11.	Helpline No.	0651-3519388

Sd/-

Director, Geology
Directorate of Geology,
Department of Mines & Geology,
Government of Jharkhand

3. TENDERER's DECLARATION

To,

Director, Geology
Directorate of Geology,
Department of Mines & Geology,
Government of Jharkhand, Ranchi

Dear Sir,

In response to the short tender notice published on vide tender reference no.....dated:.....regarding “***Setting Up of Departmental Stalls with Thematic Decoration and Related Services at Various National and International Trade Fairs, Marts and Exhibitions on behalf of the Directorate of Geology, Department of Mines and Geology, Government of Jharkhand***”, I/We would like to express our interest to carry out the above proposed task as per the terms and conditions of this tender document. As instructed, I/we attach the required information in the given format with all the requisite documents (in the form of a **booklet**) in a sealed envelope.

Sincerely Yours,

Signature with date of
the
applicant/Authorised
Signatory and Seal

Encl.: As above

4. TENDERER'S PROFILE DETAILS

- a) Name of the Applicant/Agency:
- b) Name of Proprietor/Partners/Director:
- c) Address of the Firm with e-mail ID and contact details:
- d) Address of the Registered Office:
- e) GST Registration details (with certified Copies):
- f) Permanent Income Tax Number, (PAN; with certified Copies):
- g) Power of Attorney/Authorized Signatory signing the Bid (with certified Copies):
- h) Applicant should submit **Notarized Certificate** (in original) that Company/Firm/Individual has not been **Blacklisted** in the past by any organization.
- i) Tenderer's Bank Account Details:
- j) Registration & incorporation particulars of the firm (with certified Copies):
- k) Details of Micro Small and Medium Enterprises (**MSME**) firm, if applicable (attach relevant documents).
- l) Previous work experience related to setting up of Stalls and making related arrangements at National or International levels (with copies of work order/completion certificate)

I/ We hereby declare that the information furnished above is true and correct.

Place:

Date:

Signature & Seal of the Tenderer

5. SCOPE OF WORK

5.1 Scope of Work and Description of Services:

The selected agency shall be responsible for undertaking the following activities for the setup and management of departmental stalls, on an “**as and when required**” basis, on behalf of the Directorate of Geology, Department of Mines and Geology, Government of Jharkhand, at various national and international trade fairs, exhibitions and marts:

1. Design and Fabrication of Wooden Stall Structure with minimum stall size of **3m x 3m**.
2. Carpet Flooring Installation, if so required.
3. Fabrication and Placement of Display Podiums.
4. Installation of Lighting Fixtures with Complete Electrical Wiring, Fittings, fixation of Power Plugs, Sockets and LED Screens as required.
5. Design, Printing and Mounting of Graphics/Posters/Banners/Models as per the Design approved by the Directorate of Geology.
6. The data/raw design and necessary instructions required for the preparation of the Graphics/Posters/Banners/Models will be provided by the Directorate of Geology.
7. Set-up of Reception Area with Adequate Seating Arrangements.
8. Supply and Placement of Furniture as per Design Specifications/requirement.
9. On-site Supervision and Maintenance of the Stall on daily basis or as and when required throughout the Exhibition Duration.
10. Two-Way Transportation of Materials/Samples, Models, Equipment and Stall Components.
11. Provision of One Pantry Unit/Store Room and One Specification Stand within the Stall.
12. Daily Cleaning and Housekeeping Services for the Entire Stall Area.
13. Floral Decoration including Bouquets and Flower Arrangements.
14. Installation and Post-Event Dismantling of the Entire Stall Set-up.
15. Arrangement for drinking water, tea/coffee and snacks and lunch.

Note:

- a) *The scope of work or the service requirement as mentioned above may vary as per the type, nature, venue and other requirement(s) of the **trade fairs, exhibitions and marts**.*
- b) *The agency shall complete the set-up of the stall and all related arrangements **at least one day** prior to the commencement of the exhibition.*

6. PREPARATION AND SUBMISSION OF BID

1. The Bid shall be typed or printed and the Bidder shall put his/her signature on each page. The authorization to sign the Bid Document must be confirmed by a written Power of Attorney accompanying the Bid.
2. Bidders would provide all the information as per this Tender Document and in the specified formats. The Purchase Committee of the Directorate of Geology reserve the right to reject any Bid that is not in the specified format.
3. The Bid must contain no interlineations or overwriting. If it is necessary to correct, the correction must be done by the Bidders themselves. Such corrections must be initialed/signed by the person or persons signing the bid.
4. Bidder must not indicate directly or indirectly their Financial Bid anywhere in the envelope of the Technical Bid. Any such disclosure shall result in summary rejection of whole of the Bid of the concerned Bidders.
5. Bid for each tender should be submitted in **02 (Two)** envelopes placed inside a main cover/envelope in the following manner: -

Sl. No.	Envelope	Type	Contents of Envelope
1.	First	Technical Bid	Applicant's profile details and the relevant certificates/documents as mentioned under " <i>applicant's profile details clause</i> ", Tenderer's declaration form and proof of payment of tender document fees.
2.	Second	Financial Bid	Financial Offer/Rate as per the prescribed financial bid format.

6. The envelopes, of "TECHNICAL Bid" AND "FINANCIAL Bid" (**Annexure-I**) must be clearly mentioned and should be properly sealed. Further, these envelopes are to be placed inside a big envelope and properly sealed. The tenders which are not submitted in above mentioned manner shall be summarily rejected.
7. Tender reference number and the subject matter must be clearly mentioned on the sealed envelope.

7. GENERAL TERMS AND CONDITIONS

- i. The bidder should ensure clarity/legibility of the document submitted by him/her to the Directorate of Geology, DMG, GoJ, Ranchi.
- ii. The agency will be notified by the Directorate of Geology minimum **04-05 days in advance** regarding the requirement for setting up the stall and related arrangements.
- iii. The overall execution of the work will be monitored by an authorized representative of the Directorate of Geology. The agency shall be obliged to comply with all instructions issued by the authorized representative during the course of the assignment.
- iv. The agency shall complete the set-up of the stall and all related arrangements **at least 01 (One) day** prior to the commencement of the exhibition.
- v. **Duration of Contract:** The contract shall remain valid for a period of **01(One) year** from the date of issuance of the work order. However, the Directorate of Geology, GoJ, reserves the right to terminate the contract at any time without assigning any reason(s).
- vi. The bidder should not have been **blacklisted/banned** (*aapplicant should submit Notarized Certificate in Original in this regard*) by any Central/State Government (Central /State Government and Public Sector) and any Court of Law or under a declaration of ineligibility for corrupt or fraudulent practices as on date of Bid Submission.
- vii. Duly signed tender documents, certificates, statements shall be accepted. All the responsibility for their correctness/authenticity lies with the applicant. If any of the information furnished by the bidder is found to be false/fabricated bogus, his application will be disqualified.
- viii. *The Bidder must submit a set of all relevant documents (in connection with this tender) in a hard copy (in the form of a Booklet with proper paging & a Content Page) to the office of Directorate of Geology, DMG, GoJ, Ranchi.*
- ix. The Bidder is expected to examine all instructions, forms, terms and specifications in the bidding document. Failure to furnish all information required by the bidding document or submission of a bid not responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of the bid.
- x. The bidders may send their query through e-mail to dir-geology@jharkhandmail.gov.in or submit a hard copy at the office of Directorate of Geology, DMG, GoJ at Ranchi regarding tender document **before the bid opening date**. No request for clarification shall be entertained thereafter. Suggestions/feedback received from participating

bidders may be included in the tender schedule/Bid Data Sheet if found suitable as per the requirement of Directorate of Geology, DMG, GoJ, Ranchi and the decision of Directorate of Geology, DMG, GoJ in this regard, shall be final. Corrigendum if any shall only be published on www.jharkhand.gov.in henceforth and will be part of the tender document. All interested participants are requested to monitor this website closely.

- xi.** The tender paper is to be downloaded from the website www.jharkhand.gov.in as per the time schedule given in the Bid-data sheet. **There will be no manual sale of the tender paper.** The Bidders who have participated in the bid can witness the opening of bids at the office.
- xii.** The techno-commercial bids shall be evaluated by a duly constituted committee of the Directorate of Geology, Government of Jharkhand.
- xiii.** In the **first stage**, the envelopes containing the technical bids shall be opened and examined by the evaluation committee. Based on the assessment of eligibility, qualifications, and technical responsiveness, bidders found suitable shall be declared as **technically qualified**.
- xiv.** In the **second stage**, the financial bids of only the technically qualified bidders shall be opened and evaluated. The bidder quoting the lowest financial bid/rate (L1) shall be declared the **L1 Bidder** and awarded the work order, subject to approval and fulfilment of all other terms and conditions of this tender.
- xv.** **The bidder must quote the financial rate (in a separate sealed envelope) on a per square meter basis, based on a minimum stall size of 3m x 3m. While quoting the rate, the agency must also take into account all the work and services outlined in the Scope of Work section of this tender document.**
- xvi.** *The actual size of the Stall may vary as per the type, nature, venue and other requirement(s) of the trade fairs, exhibitions and marts and the same will be intimated to the agency by the Directorate of Geology accordingly.*
- xvii.** The Bidder shall furnish, as part of its bid, **Tender Fee (non-refundable)** of Rs. 5,000/- (Five Thousand only) to be deposited only in favour of “**Directorate of Geology, Department of Mines and Geology, Govt. of Jharkhand**” payable at Ranchi. It will be paid in the manner as mentioned above in the Bid Data Sheet.
- xviii.** The successful Bidder shall have to submit **Performance Security Deposit** in the form of **Bank Guarantee (BG) (Annexure-II)**. The BG should be issued by any Nationalized/Nationalized Scheduled bank in favour of “**Directorate of Geology, Department of Mines and Geology, Govt. of Jharkhand**” payable at Ranchi. The Performance Security Deposit shall be **5% of the Contract value**.

- xix.** All exemptions related to Micro Small and Medium Enterprises (**MSME**) units shall be applicable as per ‘**Government of Jharkhand Procurement Policy**’.
- xx.** The Bidders, who are **exempted** to deposit **the Security Money Deposit** due to any exemption granted by Central/State Govt., are required to attach scanned copy of relevant documents evidencing such exemption granted, along with the Techno-Commercial Bid document.
- xxi.** The Performance Security Deposit shall be returned after completion of Warranty Period **as defined in the Work Order** to the satisfaction of Directorate of Geology, DMG, GoJ and on satisfactory compliance of all statutory laws and acts applicable to this work. The Performance Security Deposit shall be released on receipt of recommendation from the concerned official or Sectional Head.
- xxii.** The Performance Security Deposit shall be for due and faithful performance during the warranty period and is liable for forfeiture in the following cases;
- a) If the successful bidder denies undertaking the work after issuance of Work Order, or
 - b) If the successful bidder abandons the work before its completion, or
 - c) If the work performed by the successful bidder is not as per the technical specification/scope of work as agreed by the agency.
- xxiii.** The Directorate of Geology, DMG, GoJ may, at its own discretion, extend this deadline for submission by notifying the same in the newspaper or in the website.
- xxiv.** The firm/firms shall **renew the Security deposit** in the form of BG on periodic basis before expiry till the completion of the assigned job satisfactorily. In case of deviation of agreed terms & conditions by the firm/firms, the Bank Guarantee shall be encashed.
- xxv. Payment terms:** The payment to the agency will be released on the basis of the work executed as per the contract. The agency shall submit the bill in original duly signed, against work done as per the contract. These will be verified by the authorised representative of the Directorate of Geology, GoJ on the basis of the work executed as per the scope of work. After certification, the bill will be processed for release of payment and the final payment will be made **within 45 (Forty-Five) days** of completion of all formalities as per the terms and conditions of the contract.
- xxvi.** Non completion of assigned job/work shall lead to forfeit of the performance security deposit and the same shall be encashed. Provided that if the situation at the work site is proved to be beyond the control of the agency/firm (force majeure) then the same shall be acceptable by the competent authority and the security deposit shall not be

forfeited. The decision of the Directorate of Geology, DMG, GoJ, Ranchi, Jharkhand shall be final in this regard.

xxvii. The Directorate of Geology, DMG, GoJ, Ranchi reserves the right to execute the job-work through any other firm/firms of its own choice in case of acute emergencies/non-completion of the work by the agency.

xxviii. All **disputes** shall be settled within the territorial Jurisdiction of the **Court of Ranchi, Jharkhand** only.

Annexure-I: FINANCIAL BID FORMAT

To,

The Director, Geology
Department of Mines & Geology
Government of Jharkhand

Name of Work: Setting Up of Departmental Stalls with Thematic Decoration and Related Services at Various National and International Trade Fairs, Marts and Exhibitions on behalf of the Directorate of Geology, Department of Mines and Geology, Government of Jharkhand.

Dear Sir,

I/We have undergone the Scope of Work and all other terms and conditions of this tender document and quote our rate as following: -

Sl. No.	Scope of Work	Rate Per Square Meter (in Rs.) including all applicable Taxes
1	Design and Fabrication of Wooden Stall Structure with a reception area and One Pantry/Store Room.	
2	Carpet Flooring Installation.	
3	Fabrication and Placement of Display Podiums.	
4	Installation of Lighting Fixtures with Complete Electrical Wiring, Fittings, fixation of Power Plugs, Sockets and LED Screens as required.	
5	Design, Printing and Mounting of Graphics/Posters/Banners/Models.	
6	Supply and Placement of Furniture.	
7	On-site Supervision and Maintenance of the Stall on daily basis.	
8	Daily Cleaning and Housekeeping Services for the Entire Stall Area.	
9	Floral Decoration including Bouquets and Flower Arrangements.	
10	Installation and Post-Event Dismantling of the Stall Set-up.	
11	Arrangement for drinking water, tea/coffee and snacks and lunch.	

NOTE: While quoting the financial rate, the agency must take into account all the work and services outlined in the Scope of Work section of this tender document.

I/We hereby declare that the information furnished above is true and correct.

Place:

Date:

Signature and Seal of the Tenderer

ANNEXURE II: BANK GUARANTEE FORMAT OF PERFORMANCE SECURITY

(Bank's Name, and Address of issuing Branch or Office)

(On Non-Judicial Stamp paper of value not less than INR-----)

.....(Name of the Bank)

Address

.....Guarantee

No.....

A/C M/s..... (Name of Bidder)

Date of Expiry.....

Limit to liability (currency & amount)

.....
Invitation for EOI No.....dated

For..... (Name of Facilities)

Subject: Expression of Interest Security Bank Guarantee.

Date.....20

To

Director, Geology
Directorate of Geology
Deptt. of Mines & Geology
2nd Floor, Engineer's Hostel No.-2, Dhurwa,
Ranchi – 834004, Jharkhand, INDIA

Dear Sir,

In consideration of Directorate of Geology, Department of Mines & Geology Government of Jharkhand (hereinafter called "DMG") which expression shall unless repugnant to the subject of context include his successors and assigns having agreed to exempt M/s----- (hereinafter called " Bidder") from demand under the terms & conditions of "Standard EOI documents" (hereinafter called the said "EOI document") issued by DMG vide No. _____ for the work _____ (Name of the facilities) from _____ deposit of EOI security for the due fulfillment by the Bidder of the terms and conditions contained in the said EOI document on production of Bank Guarantee for INR. _____ (INR _____ only) (figure in words).

1. We the _____ Bank Ltd. (Name of Bank) hereinafter referred to as "Bank" having our registered office at _____ (address of Bank) do hereby undertake and agree to indemnify and keep indemnified DMG to extent of INR. _____ (INR. _____ only) (figures in words against any losses, damage cost, charges and expenses caused to or suffered by or that may be caused or suffered by DMG by reason of any breach or breaches by the Bidder of any of the terms and conditions contained in the said EOI document and unconditionally pay the amount claimed by DMG on demand and without demur to the extent aforesaid.
2. We _____ Bank Ltd do hereby undertake to pay the amounts due and payable under the guarantee without any demur merely on a demand by you stating that the amount claimed is due by way of loss or damage caused to or would be caused or suffered by you by reason of any breach by the said Bidder of any of the terms or conditions contained in the said EOI document by reason of the Bidder's failure to fulfill the conditions of said EOI document. Any such demand on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding INR. _____.
3. We _____ Bank Ltd. further agree that DMG shall be the sole judge of and as to whether the Bidder has committed any breach or breaches of terms and conditions of the said EOI document and the extent of loss, damages, costs, charges and expenses caused to or suffered by or that may cause to or suffered by DMG on account thereof to the extent of the EOI Security required to be deposited by the Bidder in respect of the said document and the decision of DMG that the Bidder has committed such breach or breaches and as to the amount or amounts of loss, damages, costs, charges, and expenses caused to or suffered by or that may be caused to or suffered by DMG shall be final and binding on us.
4. We _____ Bank Ltd. further agree that guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance on the said EOI document and that it shall continue to be enforceable till you certify that terms and conditions of the said EOI document have been fully and properly carried out by the said Bidder and accordingly discharge the

guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the (date) _____ we shall be discharged from all liability under this guarantee.

5. We _____ Bank Ltd. further agree with you that you have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said EOI document or to extend time of performance by the said Bidder from time to time or to postpone for any time or from time to time any of the powers exercisable by you against the said Bidder and to forbear or enforce any of the terms and conditions relating to the said EOI Document and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said Bidder or for any forbearance act or omission on your part or any indulgence by you to the said Bidder or any such matter or thing whatsoever under the law relating to sureties would but for this provision have effect of so relieving us.
6. It shall not be necessary for DMG to proceed against the Bidder before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank, notwithstanding any security which DMG may have obtained from the Bidder at this time when proceeding are taken against Bank hereunder be outstanding or unrealized.
7. We _____ Bank Ltd. further undertake to unconditionally pay the amount claimed by DMG merely on demand and without demur to the extent aforesaid.
8. We, the said Bank lastly undertake not to revoke this guarantee during its currency except with the previous consent of DMG in writing and agree that any change in the constitution of DMG or the Bidder or the said Bank shall not discharge our liability hereunder dated _____ day of _____ 20..... for _____ Bank Ltd.

Yours faithfully

For

(Name of the Bank)

Note: Only Bank-Guarantee issued by any of the scheduled commercial bank or nationalized bank having its branch in Jharkhand shall be valid.