



GOVERNMENT OF JHARKHAND

Request for Proposal (RFP)

Tender Reference No. 1527, Dated 11.07.2024

NAME OF WORK:

Design, Erection, Decoration, Maintenance & Management of both interior and exterior of 'JHARKHAND PAVILION' at 'WORLD FOOD INDIA-2024' (by MoFPI, Govt. of India) during 19th to 22nd September 2024 at Pragati Maidan, New Delhi.

DIRECTORATE OF INDUSTRIES
GOVERNMENT OF JHARKHAND
3RD FLOOR, NEPAL HOUSE, DORANDA, RANCHI – 834002

Government of Jharkhand
Department of Industries
3rd Floor, Nepal House, Doranda, Ranchi-834002

Selection of event management firm for Jharkhand Pavilion

Sealed tenders are invited by Director of Industries, Government of Jharkhand for Design, Erection, Decoration, Maintenance & Management of Jharkhand Pavilion during “World Food India - 2024” scheduled from 19th to 22nd September, 2024 at Pragati Maidan, New Delhi.

S. No.	Particulars	Details
1	Publishing of RFP/ Tender on website	15 July, 2024
2	Period of downloading and Submission of tender	Start date: 15 July,2024 to End date:07August, 2024, 3:00 PM
3	Last date for receiving queries	22 July, 2024
4	Response to queries	25 July, 2024
5	Technical proposal opening	08 August, 2024, 3:00 PM
6	Presentation on approach & methodology	09 August, 2024, 11:00 AM
7	Financial Bid Opening	To be notified
8	Cost of Tender	INR 10,000/-in Form of Demand Draft in favour of Director of Industries, Ranchi (to be submitted physically latest by3.00 PM on 07August 2024)
9	Earnest Money Deposit (EMD)	INR 1,00,000/- (Rupees one lakhs only) in form of Bank Guarantee in favour of Director of Industries, Ranchi by 3.00 PM on 07 August 2024)
10	Website for downloading Tender Documents	https://www.jharkhand.gov.in/industries
11	Mode of submission of Tender	Offline
12	Contact Details	Directorate of Industries, Nepal House, Doranda, Ranchi, Jharkhand 834002 Website: https://www.jharkhand.gov.in/industries Email: jhr-doi@nic.in

Tender document can be collected from O/o Director Industries, Directorate of Industries, 3rd floor, Nepal House, Doranda, Ranchi or downloaded from <https://jharkhandindustry.gov.in/industries>

For any clarification, please contact:

Shri Lalit Kumar
Under Secretary
Directorate of Industries
Contact No. **9934706606**

The undersigned reserved the right to reject, cancel any particular or all bid offer without assigning any reason whatsoever. The decision of the undersigned shall be final and binding.

Director of Industries
Govt. of Jharkhand

1. ASSIGNMENT:

Devising site plan, design and after approval from directorate of industries, overall erection and fabrication of Stall, creation of theme area, and other works like Maintenance and Management of Jharkhand Pavilion at **Pragati Maidan, New Delhi for WORLD FOOD INDIA-2024** (within 200 square meter of space), during **19th to 22nd September, 2024**.

2. DATE FROM WHICH TENDER DOCUMENTS WILL BE AVAILABLE:

From 15th July 2024 and onwards on all working days during office hours after paying Bank Draft of Rs.10,000/-(Rs. ten Thousand Only) (Non-refundable) in favour of Director of Industries, Jharkhand Payable at Ranchi. The tender documents can also be downloaded from the website: www.jharkhandindustry.gov.in/industries

Tender Document Fee will be paid by the bidder at the time of submitting the Bid if document is downloaded from website.

3. TENDER DEPOSIT:

- i) The bidder shall submit tender documents along with **EMD of Rs.1,00,000/- (Rupees One Lakh only)** (Refundable) in the form of demand draft in favour of **“Director of Industries, Jharkhand, Ranchi”** payable at **Ranchi**
- ii) If the successful bidder to whom the contract is awarded, refuses or neglects or fails to furnish the desired task/work, his tender fee shall be forfeited.
- iii) The EMD (without any interest) of unsuccessful bidder will be returned soon after the award of contract to successful party or termination of the validity of the tender proposal, whichever comes first.
- iv) Any tender without Tender Fee/ EMD (Earnest Money Deposit) will be rejected, except registered SMEs in Jharkhand duly vetted with concerned DICs.

4. ELIGIBILITY:

- i) The Bidder must be financially sound to execute the job.
- ii) Bidder should have minimum turnover Rs 2.00 cr.
- iii) Bidder should have done works including erection, fabrication and maintenance of similar type of works in last three financial years as shown below:
 - a. At least one similar Work of Rs. 50.00 Lakh and above or
 - b. At least two similar Works of Rs. 20.00 Lakh and above or
- iv) Similar works means design & decoration of Pavilion at any National / International level event. Bidders should produce documentary proof of having designed and erection of the pavilions of similar nature.
- v) The Bidder must not be Blacklisted or barred by any Government Department / Agency.

5. DOCUMENTS COMPRISING THE BID:

Tender shall be prepared and submitted in one SEALED ENVELOPE containing three individually sealed envelopes inside. All envelopes shall be surely sealed and shall have superscription on the cover indicating name and reference number of the tender and envelope number.

(a). Envelope 1 (Superscripted “Envelope 1:EMD”)

It will contain only earnest money deposit in the form of crossed bank draft of Rs.1,00,000/- (Rupees One Lakh Only) (Refundable) of any Nationalized Bank in favour of “**Director of Industries, Jharkhand**” payable at **Ranchi**.

(b). Envelope 2 (Superscripted “Envelope 2: TECHNICAL BID”)

Documents mentioned in clause 5.1 below in serial order.

(c). Envelope 3 (Superscripted “Envelope 3: Financial Bid”) THE PRICE BID

5.1. The ENVELOPE 2 (Technical Bid) shall contain the duly filled format as annexure-I. Following documents and documents establishing the bidder’s eligibility as per the terms and conditions of the bid document:

1. Letter of authorization (annexure – III) for attending bid opening.
2. **Technical Proposal** - Design details along with print outs, electronic presentations (pen drive) The bidder should furnish a detailed work plan which should include an overall design and fabrication of stalls, layout plan/ design/ conceptualization, including outside and inside facia, model/ photograph. This must be given in the form of a presentation/ audio-visual, in a pen drive. The presentation should clearly explain the overall concept.
3. Implementation plan with design and layout
4. An “Action Calendar” for completion of the work (must be completed on or before **18th September 2024**).
5. Copies of Audited Balance Sheet of the firm / bidder for the last 3 (three) years i.e. 2020-21, 2021-22 and 2022-23 along with ITR Computation Sheet on Income Tax of the relevant year.
6. Copy of PAN Card and GST Registration Certificate of the firm / bidder.
7. A list of their clients and at least 5 references of organizations for whom they have done a similar type of job in the last 3 years, and the order values thereof.
8. Only those firms who have minimum 04 (four) years’ experience of executing such work may apply. A document in support of such experience is required.
9. The number of personnel proposed for the assignment, their names (including name of the Team Leader), qualification, experience and competence.
10. Infrastructural facilities available at New Delhi with address proof and detail.
11. Copy of the Tender Document duly signed & stamped by the Bidder in all pages.

6. FINANCIAL BID AND SHALL COMPRISE:

The bidder should submit the Financial Proposal in the format as Annexure – II

7. PREPARATION OF THE BID/ TENDER:

All documents relating to the bid shall be in English language.

8. ADDRESSED TO:

The Sealed envelope super scribing “TENDER FOR WFI - 2024” shall be addressed to the: Director Industries, Directorate of Industries, 3rd Floor, Nepal house, Doranda, Ranchi.

9. BID / TENDER OPENING AND EVALUATION:

- a) The envelope marked as “**Technical Bid**” will be opened at the time of opening of Bids.
 - b) All the bidders, who qualify in the Technical Bid, will have to make Power Point presentation before the Selection Committee.
 - c) After the presentation, the Selection Committee for Jharkhand Pavilion will select the best suitable design and the Financial Bid of the selected bidder will only be opened by the Committee.
 - d) Selection of bidder & procedure for selection :
- I. The bidder shall be selected on the basis of Quality cum Cost Based System (QCBS), whereby technical proposal will be allotted weightage of 75% and financial proposal will be allotted weightage of 25%. The proposal with the lowest bid shall be given a financial score of 100 and the other proposals shall be given financial scores that are inversely proportionate to lowest financial proposal as stated below, The total score, both technical and financial, shall be obtained by weighing the quality and cost score and adding them up.

The Financial proposals shall be given scores as follows:

$S(f) = 100 \times F(m) / \text{Financial proposals of applicant under consideration}$

1. S(f) : Financial Score
2. F(m) : Lowest financial proposal

For selection of bidder, final ranking will be determined based on the combined total score for each firm separately. This will be done by applying a weight of 0.75 (or 75%) and 0.25 (or 25%) respectively to the technical and financial scores of each qualifying proposal.

The total score of Technical proposal and Financial proposal shall be computed as follows:

Total Score = $[T(e) \times 0.75] + [S(f) \times 0.25]$
T(e): Technical Score.

- II. Bidder would be selected on the basis of ranking and evaluation of Technical Bids by the Selection Committee for Jharkhand Pavilion, and Committee's decision would be final. The Committee will decide on the parameters to be used for determining the suitability and adequacy of the bids. The procedure for selection of the bidder shall be based on the following criteria for evaluation by the Committee:

Parameters	Evaluation Criteria	Marks
1. Experience of fabricating Pavilion in reputed exhibition at national level in last 3 years. Minimum value should not be less than 20 Lakhs	1. Pavilion with minimum professional fee 20 lakh in last three years (single work order) <ul style="list-style-type: none"> • Up to 2 pavilions: 0 Marks • 2 marks each additional Pavilion Max. 14 Marks 2. Pavilion with minimum professional fee 50 lakh in last three years (single work order) <ul style="list-style-type: none"> • 01 pavilions: 0 Marks • 2 marks each additional Pavilion Max. 06 Marks 	20 marks
2. Company's strength Attach a complete list of employees verified by director.	<ul style="list-style-type: none"> • 15 Employees – 10 Marks • 20 Employees – 15 Marks • More than 25 Employees- 20 Marks (More than does not represent one extra employee, a full time professional team of people will be considered)	20 marks
3. Company's last 3 years' experience of working with States on turnkey basis, also attach list of clients.	Only fabrication of pavilions area more than 200 sq. mtrs. will be considered. Work Orders from: <ul style="list-style-type: none"> • 3 States: 10 Marks • 5 States: 15 Marks • 8 or more than 8 States: 20 Marks 	20 marks
4. Technical Presentation	<ul style="list-style-type: none"> • Use of new-age technology: 08 Marks • Innovativeness: 08 Marks • Understanding the theme of Event: 12 Marks • Design, Style and presentation of the pavilion: 12 marks 	40 marks
Total		100

Bidders may submit only relevant project experience while preparing the technical proposal.

A minimum of 60 marks in Technical Evaluation is mandatory for the bid to be qualified for financial evaluation stage.

- e) Selected bidder for the work has to carry out/implement the work in liaison with FICCI (Official Event Partner of WFI 2024)
- f) The Selection Committee for Jharkhand Pavilion reserves the right to accept or reject any or all tenders without assigning any reason thereof.
- g) Director Industries, Directorate of Industries, Government of Jharkhand, Ranchi takes no responsibility for delay, loss or non-receipt of the offer, documents, letter etc. sent by post either way. Director Industries, Directorate of Industries, Government of Jharkhand, Ranchi shall not be responsible for the expenses or losses which may be incurred by the bidder in preparation of this offer.

Director Industries
Directorate of Industries
Government of Jharkhand

SCOPE OF WORK:

1. Gross area allotted for the Jharkhand state Pavilion is 200 sqm.
2. Space measuring 200 Sq.mtr shall be allotted for Jharkhand Pavilion in WFI- 2024. The Jharkhand Pavilion will consist of a Theme with adequate reflection of the cultural ethos, heritage & food processing sector of Jharkhand.
3. The design must showcase Jharkhand Government initiatives and policies for Food Processing Industry. The design proposed should consider the space and safety guidelines provided by organiser.
4. The theme, design and layout plan will be submitted by the agency to be the Director, Directorate of Industries, Govt. of Jharkhand for approval.
5. Pavilion / Stall shall be constructed on a raised wood finished platform with ply board cladding. The work will include booth construction of the Pavilion with suitable height& elevation, display props/furniture, lights, carpeting, power connections, fascias, carpeting of passage area, title graphics etc. The Hall will be available as per fair authority guidelines as given on WFI website and the work must be completed latest by 9 AM on 19th September 2024. The premises must be handed over to the Fairorganizer one day after the conclusion of the event as per the guidelines of the event Organizer/Venue Owner.
6. The agency shall obtain all kind of necessary approvals/NOC from event organizers/ITPO if any, Delhi Fire Service, Electricity Authority and Delhi Police for WFI 2024. Also arrange adequate no. of fire extinguishers, emergency light, first-aid box etc.
7. The Agency will submit all necessary documentation and application forms to concerned authorities for use of the venue and approval of plans etc. The selected agency will undertake the conceptualization, designing and construction of the Jharkhand WFI Pavilion focused on Food Processing sector of the state.
8. The pavilion shall have space for
 - An office room cum conference room (equipped with Table & office chair) with a seating capacity of 8-10 people for B2G meetings, investors meeting etc.
 - A lockable storeroom
 - A VIP meeting Room (sofa& tablearrangement) for the higher officials (Seating capacity of 7-8 people),
 - An open sitting/ waiting area for the walk in guests
9. The Pavilion should essentially reflect the state decor and ambience with professional, business type layout which is conducive for conducting investors meetings and effective Jharkhand Food Processing Industries branding. The overall layout of the Pavilion should be open and inviting.
10. There should be easy accessibility to and within the Pavilion and visible, double sided signages for all participants/co-exhibitors in the Pavilion.

11. Fascia name and booth numbers of the exhibitors will be provided by Directorate separately. Vinyl printing and pasting of stall numbers and names of the units (exhibitors) along with Logo.
12. The pavilion should have -
 - Translit /backlit displays to be used in the design of the exhibitor's space
 - A video screen/LED wall with approximate dimensions along with audio-visual arrangements.
 - Brochure/Leaflet stands for display of publicity material.
13. Food and Beverages arrangements (water bottle, tea, snacks at pavilion to the guests as and when required).
14. Appropriate Table Space (according to space available) for exhibitors of Jharkhand state and Lockable storage, branding space and name boards for each exhibitoris to be provided.
15. The total cost for fabrication/management, designing, transport, charges by the organizers such as electricity, internet etc. is to be borne by the Agency.
16. Information displayed may have usability e.g., Embedded with QR code, or any other latest technology for cross linkage of information.
17. The agency will undertake cleaning of the Jharkhand Pavilion on daily basis and maintain cleaning throughout the day.
18. One receptionist (full time) and one cleaning staff (full time) with all safety measures and clearances to be arranged by the agency.
19. Four (04) ushers/guides should be hired in coordination with Jharkhand Bhawan to escort the guests and invitees to State Pavilion and other activities of WFI. Two males and two females should be well-dressed in formals (Male staff in suit and tie whereas females in a saree)
20. Arrangement of Visitor book, card bowl (02 nos).
21. One laptop along with printer cum scanner, A4 sheets along with necessary power connection and other stationery items should be there in the staff room.
22. Adequate number of Fresh Flower Tubs should be placed in the entire length of the front and inside the Pavilion. Additionally, bouquet of flowers should be arranged as per the requirement.
23. The agency will provide new carpet for booths as per the color indicated in the layout plan.
24. The material such as wall panels, furniture, display aids etc. to be used by the agency must be of very high quality. Chairs/Tables, counters, display aids etc. provided in the stand area should be of same/contrasting type & colour.
25. Wall to wall carpeting (new & good quality) inside and front of the Pavilion and passages/ramps etc. As regards colour and quality of carpet, prior approval of the Pavilion Director to be obtained.
26. Entire floor area should be covered by carpet with approved brand new synthetic floor carpeting fixed with 12mm foam as per our choice of shade.
27. Electrical wiring, fitting, fixture, sofa, lockable reception table, chairs, four brochure stands, twowall mounted LED TV (50 inches) and other necessary furniture to be supplied.

28. The work will include construction of the pavilions at site in stipulated time, maintenance activities during the period of the Exhibition/Event and dismantling of the pavilion after the event and site clearance.
29. The agency will provide full time photography & videography services ensuring the highlights of key activities taking place with respect to Jharkhand and its pavilion.
30. Two vehicles along with drivers should be provided to Jharkhand officers for local transport in all the days of the event.
31. The agency will provide a cultural group to represent the Jharkhand state's culture on all four days during the event.
32. The agency will have to settle all bills of the Show organizers and other vendors before vacating the venue.
33. Any other work assigned by Directorate of Industries, Govt. of Jharkhand on mutually agreed terms and conditions.

TECHNICAL BID (Annexure I)

(To be submitted on the letter head of bidder)

Technical bid should be submitted in separate envelop super scribing “Technical Bid”

1	Name of work	Design, erection, decoration, maintenance & management of both interior and exterior of Jharkhand pavilion at “World Food India - 2024”		
2	Name and address of Bidder			
3	Company Profile			
4	Annual Turn over (Attach audited balance sheet)	(a) 2020-21 (b) 2021-22 (c) 2022-23		
5	Experience of similar work (Attach work order/certificate of successful completion/ proof of final payment)	Year	No. of works	Total amt. (In Rs.)
6	Tender document fee (Rs. 10,000/- only)	DD No. _____ Date _____ Name of Bank _____		
7	Registered Address			
8	Phone No. with STD code			
9	Mobile No.			
10	E-mail ID			
11	List of Enclosure	(i) _____ (ii) _____ (iii) _____ (iv) _____ (v) _____ (vi) _____ (vii) _____ (viii) _____		
I/We declare that I/We have examined the terms and condition mentioned in the tender document and accordingly agree and accept the same for tender/bid filing. Date: _____ (Signature of the Authorized Signatory) Place: _____ (Name and designation of the Authorized Signatory) Name and Seal of the Agency				

The above tender cum bid format should be typed on the official letter head of the bidder. Separate sheet or to be enclosed if the space provided is not sufficient for the data to be provided.

FINANCIAL BID (Annexure II)

(To be submitted on the letter head of bidder)

Financial bid should be submitted in separate envelop super scribing “Financial Bid”

To,

The Director,
Directorate of industries,
3rd Floor, Nepal House,
Doranda, Ranchi – 834002

Subject: Tender w.r.t. design, erection, decoration, maintenance & management of both interior and exterior of Jharkhand pavilion at “World Food India - 2024”

Sir,

With reference to tender for design, erection, decoration, maintenance & management of both interior and exterior of Jharkhand pavilion at “World Food India - 2024”, PragatiMaidan, New Delhi, I/we submit our financial bid as under.

I/We hereby submit our financial bid of Rs _____
(in words) **without GST** for design, decoration and maintenance of Jharkhand Pavilion for “World Food India - 2024” as per prescribed scope of work.

I/We agree and undertake to abide by all the terms and conditions of the tender. In witness thereof, I/We submit this Bid under and in accordance with the terms of the bid document.

Date : (Signature of the Authorized Signatory)

Place : (Name and designation of the Authorized Signatory)

Name and Seal of the Agency

**LETTER OF AUTHORISATION
FOR
ATTENDING BID OPENING MEETING**

To,

Director of Industries, Jharkhand
Nepal House
Doranda
Ranchi-834002

Subject: Authorization for attending bid opening meeting onat.....**PM** in the tender of Design, Erection, Maintenance & Management of Jharkhand Pavilion in “World Food India - 2024”, 19th – 22nd September 2024 at Pragati Maidan, New Delhi.

Sir,

Following persons are hereby authorized to attend the bid opening meeting for the tender mentioned above on behalf of _____
_____ (Bidder) in order of preference given below.

Serial	Name	Signature Specimen
I		
II		
Alternate Representative		

Signature of bidder
or

Officer authorized to sign the BID Documents on behalf of the bidder.

Note: Maximum of two representatives will be permitted to attend bid opening. Alternate representative will be permitted when regular representatives are not able to attend.