

GOVERNMENT OF INDIA
MINISTRY OF TEXTILES
OFFICE OF THE DEVELOPMENT COMMISSIONER (HANDLOOMS)
WEAVERS' SERVICE CENTRE,
15-A Mama Parmanand Marg
MUMBAI -400 004
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NOTICE INVITING E-TENDER

Tender Notice No.: WSCM/TECH-6(38)/e-tender/II/1744

E-tenders are invited for experienced Event management company for construction of stalls & publicity work of proposed "**Exclusive Handloom Expo**" 2024-25 at Pune in Maharashtra state. The General conditions & e-tender documents will release on 17.12.2024 CPP Portal web site: www.cprocure.gov.in & the last date of filling & uploading of e-tender documents will be on 27.12.2024. The earnest money deposit is Rs.50,000/- (Rupees Fifty thousand only) will be paid by Demand Draft issued by a nationalized bank acceptable in favor of The Deputy Director, Weavers Service Centre, Mumbai.

For any technical related queries please contact

CPP Portal web site: www.cprocure.gov.in

CPP Portal Help Desk No.: 0120-4200462, 0120-4001002, 0120-4001005

GENERAL CONDITIONS:-

1. E-tenders are invited from experienced Event Management Company for Stall Rent, Electricity Charges, and construction of stalls & publicity work of proposed "**Exclusive Handloom Expo**" 2024-25 at Pune, Maharashtra. The General conditions & e-tender documents will release on 17.12.2024 on **CPP Portal web site**: www.eprocure.gov.in/eprocure/app & the last date of filling & uploading of e -tender documents will be on 27.12.2024. The earnest money deposit is Rs.50,000/- (Rupees Fifty thousand only). Demand Draft issued by a nationalized bank acceptable in favor of The Deputy Director, Weavers Service Centre, Mumbai.

2. Criterion for qualification

- a. The agency should have executed similar job in the past 3-5 year
- b. The agency should have minimum 5 years of experience in this field
- c. Price schedule in details for each item and total cost of the contract
- d. Documentary evidence showing that the service provider is eligible to submit the quotation
- e. The tender document may be downloaded from the CPP portal www.eprocure.gov.in/eprocure/app. But online bids must be submitted through CPP Portal www.eprocure.gov.in/eprocure/app. Offline/Manual bids will not be accepted. Bidders are advised to follow the instructions provided in the enclosed Request for Proposal (RFP). THE CRITICAL DATE SHEET is as under. •

CRITICAL DATES

Publishing Date	17.12.2024 at 15:00 Hrs.
Document Download Start Date and Time	17.12.2024 at 15:00 Hrs.
Seek Clarification Start Date and Time	17.12.2024 at 16:00 Hrs.
Seek Clarification End Date and Time	20.12.2024 at 17:00 Hrs.
Bid Submission Start Date and Time	17.12.2024 at 15:00 Hrs.
Bid Submission End Date and Time	27.12.2024. at 18:00 Hrs.
Fee/Technical Bid Opening Date and Time	30.12.2024 at 11:00 Hrs.
Financial Bid Opening Date and Time	Will be intimated after evaluation of Technical Bid.

f. Bid documents may be scanned with 150 dpi with Black and white option which helps in reducing size of the scanned document. **All the technical bid documents may be scanned followed by page by page in to a single PDF file.**

g. Bidders shall not tamper/modify the tender from including downloaded financial bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and bidder will be suspended for a period of 3 years from doing any business with WSC, Mumbai.

h. Bidders are advised to visit the websites of www.handlooms.nic.in and CPP portal (www.eprocure.gov.in/eprocure/app) regularly till closing date of submission of tender for any corrigendum/addendum/amendment.

3. Information to the Bidders on E-tendering

Online bids must be submitted through CI PP Portal www.eprocure.gov.in/eprocure/app. Offline/Manual bids will not be accepted.

A) Detailed Process to Registration/Search/Preparation/Submission of the tender through the following process

The bidders are required to submit soft copies of their bids electronically on the CPP portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP portal. More information useful for submitting online bids on the CPP portal may be obtained at <http://eprocure.gov.in/eprocure/app>.

Registration:

- i. Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <http://eprocure.gov.in/eprocure/app>) by clicking on the link "Click here to Enroll". Enrolment on the CPP Portal is free of charge.
- ii. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- iii. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- iv. Upon enrolment, the bidders will be required to register their valid digital Signature Certificate (DSC) (Class II or class III Certificates with signing key usage) issued by any certifying Authority recognized by CCA India (e.g. Sify/TCS/nCode/eMudhra etc.), with their profile.
- v. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- vi. Bidder then logs in to the site through the secured log-in by entering their user ID/Password and the password of the DSC/ e-Token.

4. Searching of Tender Documents:

- a) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- b) Once the bidders have selected the tenders they are interested in, they may download the required documents/ tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS/email in case there is any corrigendum issued to the tender document.
- c) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification/ help from the Helpdesk.

5. Preparation of Bids

- a) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- b) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- c) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document/ schedule and generally, they can be in PDF/ XLS/ RAR / DWF/JPG formats. Bid documents may be scanned with 150 dpi with black and white option which helps in reducing size of the scanned document.

d) To avoid the time and effort required in, uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN Card copy, audited balance sheet, GST registration, etc.) has been provided to the bidders. Bidders can use "My Space" or "Other important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

6. Submission of Bids

a) Bidder should log into the site well in advance for bid submission so that he/she can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

b) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

c) The server time (which is displayed on the bidder's dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

d) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured socket layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

e) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

f) Upon the successful and timely submission of bids (i.e. after clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

g) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass by the bidder or his authorized signatory or his authorized representative (the authorized representative must carry the authorization letter signed by the bidder or his authorized signatory) for any bid opening meetings.

h) The online bids both Technical Bid and Financial bid duly furnished in COVER-I & COVER-II respectively should be uploaded by the due date and time as per the schedule given in Critical Date Sheet. Tenders should not be submitted offline.

i) An documentary files/ photos, videos, it similar type of works shall be submitted as per the specifications to the WSC, Mumbai on or before the closing date and time of submission of bids.

7. Assistance to Bidders

a) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to The Director (WZ) Weavers' Service Centre, 15-A Mama Parmanand Marg, Mumbai-400004.

b) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24 x 7 CPP Portal Helpdesk. The contact number for the helpdesk is **0120-4200462, 0120-4001002, 0120-4001005.**

8. Performance Security

The Tenderer will be required to deposit Performance Security amount 3 % of the value of the contract for all existing contracts the value of the order in the form of Bank Guarantee (in original) from Commercial Bank in favor of The Director (WZ) Weavers Service Centre, Mumbai.. The same will be returned to the supplier 30 days after completion of all contractual obligations of the supplier including Warranty obligations. Format of the Bank Guarantee for performance security will be supplied along with the Purchase order.

9. Earnest money deposit (EMD) (This is mandatory)

The earnest money deposit is Rs.50, 000/- (Rupees Fifty thousand only). To be paid by Demand Draft. The payment has to be made before 48 hours before bid preparation stage. EMD can be paid by Demand Draft issued by a nationalized bank acceptable in favor of The Deputy Director, Weavers Service centre, Mumbai.

10. Financial Bid

Schedule of Price Bid in the form of attached Bill of Quantity (BOQ). The Proforma provided in the CPP Portal must be downloaded and filled in and digitally signed and uploaded online by the bidder.

11 Earnest money deposit

- a) The earnest money deposit of unsuccessful tenderers will be returned after tender is decided, within sixty (60) Days subject to settlement of outstanding due, if any.
 - b) The earnest money deposit may be forfeited:-
 - i) If the Tenderer withdraws its tender during the period of tender validity specified by the Tenderer in the Tender form.
 - ii) If Tenderer fails to accept the letter of indent/ offer tender conditions for rate contract within the specified time limit
 - c) No tender will be accepted unless the Earnest Money Deposit is paid. If the tenderer is exempted from submitting the EMD, it should be mentioned on the original letter head along with the copies of G.R./Govt. order. The exemption must be for the tendered item (i.e. the firm must have the certificate mentioning registered with C.S.P.O./D.G.S.&D./NSIC/SIS unit for the tendered item).
 - e) No interest will be paid on EMD.
 - f) The Management reserves the right to recover the dues payable to Federation, if any from the EMD.
- 12.** The period of " **Exclusive Handloom Expo**" Pune, Maharashtra will be 7 days & Rent of stall including cost of construction, infrastructure, Electricity charge, dome, admin charges, insurance, etc., including other service, Publicity/ Advertisement (as per DAVP rate), Construction of Theme pavilion, Back up Service etc. are organized by Event Management Company itself.
- 13.** In case any portion of work is not completed-as per laid down specifications and handed over incomplete work to the Management on the due date, penalty up to 10% on the total value of work allotted / awarded will be imposed per day by the Management.
- 14.** Estimated Value of work tendered is **Rs. 35.00 Lakhs approx.** For expo.
- 15.** The word "Management" means The Director (WZ) Weavers Service Centre, Mumbai.
- 16.** The Event management company shall not use any materials other than those specified in tender without the prior permission of the Management.

17. The tenderer should take out the print of the financial tender documents & should fill the rate & indicate the service charges & taxes separately. The total value of the tender cost should be in figure as well as in words. The tender form may be filled in English and all entries made by hand-written. Over-writing in rates is not permitted. All corrections should be attested by the tenderer with his initials. Each page of the tender form and other related papers submitted therewith should be signed by the tenderer. After filling the tender documents the tenderer may scan it with seal & signature & upload in pdf format.
18. The Management reserves the right to reject any or all tenders without assigning any reasons.
19. The Management has the right to increase the value of work at same rates.
20. If the Event Manager fails to provide services on or before first day to start event, work would be handed over to second bidder and security deposit of first bidder will be forfeited & legal action will be framed against first bidder.
21. Quantities mentioned in the tender form are subject to change while actual implementation. It is duty of event manager to bring to notice of Authority.
22. The Event Manager shall obtain all necessary permits, related NOC and licenses at his cost.
23. All the pages of the tender and declaration should be signed by tenderer towards acceptance.
24. It is the duty of the Event Manager to provide services of their staff during event for full time towards publicity of events, gathering, crowd, visits of VIP's, Press Conferences, arrangement of food Stalls to solve problems of participations. They should separate arrange Buyer-Seller meet at site. Products of participated handloom societies should be displayed with all technical details.

25. SAFETY MEASURES

The Service Provider should provide necessary safety arrangement against fire and short circuit etc. During such crisis, the event organizer should keep informed the required infrastructure ready for crisis management. The cost of such arrangement should be included in the tender price. It is also the responsibility of the service provider to keep firefighting devices ready in case of emergency. The service provider should arrange FIRST AID BOX with required medicines and other medical items to treat the injured in course of any such accident.

Damage to persons and property

Injury to persons or damage to the property in course of execution of this contract should be borne by the Service Provider. The Management will not be responsible for such damage to the life and property in the course of providing the said services.

Accident or Injury to workmen

Weavers' Service Centre shall not be liable for or in respect of any damages or compensation payable at law in respect or in consequence of any accident or injury to any workmen or other persons engaged by the Service Provider or any sub- contractor in course of providing the said services during the entire contract period. The Management will not take any responsibility in this regard.

26. Miscellaneous

In case of any further clarification or information, following may be contacted:

The Director (WZ) Weavers' Service Centre, 15-A, Mama Parmanand Marg, Charni Road, Mumbai 400 004.

Phone Fax 022-23691238/23610923, Email: dirwzscmum@yahoo.in

27. Part — A Technical Bid

- 1] EMD Rs. 50,000/- can be paid by Demand Draft issued by a nationalized bank acceptable in favor Of The Deputy Director, Weavers Service centre, Mumbai.
- 2] Tenderer should have capacity, structure and technical knowledge about the work done for similar nature. Authentic proof of the work done of similar nature with Government Authority or private entrepreneur of the country and value of the work & Certificate etc.
- 3] Copy of the GST Registration Certificate.
- 4] Certificate of Turnover for 2021-22, 2022-23 & 2023-24 should be enclosed authorized by C.A. Minimum average turnover of last 3 years should be of Rs. 5.00 lakhs.
- 5] Copies of the Income Tax, e-return for the year 2021-22, 2022-23 & 2023-24.
- 6] Permanent Account Number allotted by Income Tax Department.
- 7] Scanned copy of valid shop Registration certificate dully attested.
- 8] Formats for service provider details- Annexure —A
- 9] Undertaking on blacklisting Annexure —B

28. Part — B Financial Bid

- 1] Schedule of Price Bid in the form of attached Bill of Quantity (BOQ). The Proforma provided in the CPP Portal must be downloaded and filled in and digitally signed and uploaded online by the bidder.
- 2] The tender not accompanied by requisite documents mentioned herein above is treated as Invalid.
- 3] The e-Tender Notice is a part of tender document.
- 4] Estimated value of work tendered is approx. **Rs. 35.00 lakhs** for expo.
- 5] Management has the right to increase the quantity of work at same rate.
- 6] The Quantities mentioned in the tender form are subject to change while actual implementation.
- 7] 50% payment will be made after completion of exhibition work & rest of 50% payment will be made within 3 months from the end of the event.
- 8] The earnest money deposit of successful tenderer will be retained as security deposit and will be return on satisfactory completion of the event. The EMD of others will be returned within one week of opening of tender.
- 9] The property of Event Management Company should be insured. Management will not be responsible for any damage and theft.
- 10] Advertisement matter, art work should be approved by management.
- 11] The contractor shall obtain all necessary permits & license at his cost.
- 12] All matters are subject to Mumbai Jurisdiction.
- 13] Exemption as per rule will be provided to agencies registered under small scale industry.
- 14] Rate should be quoted for full duration.

Terms & Conditions Accepted
Seal & Signature of
Event Management Company

Date:

Place:

Annexure A

(To be submitted in Agency's own letter head)
Ref: TENDER No. WSCM/TECH-6(38)/e-tender/II/1744

1.	Name of Entity/Agency/Organization (Supplier)		
2.	Address		
5.	Name of Proprietor		
4.	Tele. No.	Office:	
		Residence:	
		mobile:	
		Fax No.:	
		E-mail:	
5.	Year of Establishment of Agency/Organization		
6.	Details of achievements & past experience handling exhibition/ trade fairs etc.		
7.	GST Registration No. and Date of Registration.		
8.	PAN Card No. and Date of Issue		
9.	Major strength and capabilities		
T0	Major clients(details to be enclosed)		
11	EMD details DD. No ---- Date--- Drawn on---		
12. Annual Sales Turnover of last three years supported by audited Balance Sheet (Rs. in lakh)	Year	Sales Turnover (Rs in Lakh)	
	2021-22		
	2022-23		
	2023-24		
13. Profit of last three years supported by Audited Profit and Loss Account (Rs. in lakh)	Year	Profit (Rs. In lakh)	
	2021-22		
	2022-23		
	2023-24		
14.	Documentary evidence showing that the agency should have executed similar job in the past 3-5 year		
15.	Any other specific information you would like to furnish		

This is to certify that I/we before signing this bid have carefully read the contents of the Bid Document and fully understood all the terms and conditions contained therein and undertake myself/ourselves to abide by the same.

I/we hereby declare that the information /facts provided is true, correct and to best of my/our knowledge and belief.

Note: Please strike out Not Applicable (N/A) against the columns, which does not relate, while filling up the above formats.

Date:

Place:

Signature of Bidder

Name of Bidder

Name of the firm/agency/Seal of Bidder

UNDERTAKING ON BLACK LISTING

(To be submitted in Agency's own letter head)

Ref: TENDER No. WSCM/TECH-6(38)/e-tender/II/1744

It is certified that my firm/agency/company/entity has never been black listed by any of the Departments/Autonomous Institutions/Universities/Public Sector Under taking of the government of India or State Government and no criminal case I spending against the said firm/agency as on date.

Place:

Date:

Signature of the Bidder:

Name of Authorized Signatory:

Name of the firm/agency/Seal of Bidder

Seal of the Firm/Agency:

Tender Inviting Authority: Director (WZ) , WSC, Mumbai				
Name of Work: Exclusive Handloom Expo				
Contract No: WSCM/TECH-6(38)/e-tender/II/1744				
SCHEDULE OF WORK / ITEM(S)				
Sl.No	Item No	Description of Work / Item(s)	No.of Qty	Units
1		Hall Rent & Electricity Charges		
1.01	item1	AC Hall Rent (eg. Banquet Hall) at prime location in prominent area in Pune (10000 Sq.ft) & Electricity Charges (09 Days)	1.00	Lumsum
2		Construction of Stalls		
2.01	item2	Construction of Theme Pavilion 1000 to 1200 sq.ft. (Fully Carpeted with 6tables ,6chair,6 spotlight-yellow(preferbly LED, 2 Power socket, Dust bins & Facia)	1.00	Unit
2.02	item3	Octomus Stall size 3 mt x 2 mt (height 8 ft) (Quote Rates Per Nos. for 09 days)	60.00	Units
2.03	item4	one Steel / Iron Rack and 2 tables in each stall for keeping goods	180.00	Units
2.04	item5	Counter 2.5" high width ½ mtr length 10" upper top 18 mm white board, all side should be covered with laminated ply	60.00	Units
2.05	item6	Chairs (with Arms)	120.00	Units
2.06	item7	Facia with name on each stall	60.00	Units
2.07	item8	Office / Visitor room Octomus stall size 3 mt x 5 mt, 1 Octomus table, 8 chairs with arms, 1 fan, 2 tubelight	1.00	Lumsum
3		Arrangement of Electricity/Back-up services		
3.01	item09	2 Spot Light in each stall	120.00	Units
3.02	item10	1 Tube Light in each stall	60.00	Units
3.03	item11	1 Power Point in each stall	60.00	Units
3.04	item12	1000 watt Helogen	10.00	Units
3.05	item13	100 watt LED Focus	20.00	Units
3.06	item14	400 watt Mettalight	10.00	Units
3.07	item15	Tube Lights other than stalls	20.00	Units
3.08	item16	Miniature Series of 1000 Bulbs	20.00	Units
3.09	item17	Generator Standby 5000 KW with fuel	1.00	Units
3.10	item18	Box Gate 3' x 12' x 10' with signage	2.00	Units
3.11	item19	Fire Fighting Extinguisher	8.00	Units
3.12	item20	Flag Pole	20.00	Units
3.13	item21	Green/Synthetic Net in Open space 10" width Carpet on path way & Passage.	1000.00	sq.ft.
3.14	item22	Plants Pots	80.00	Units
3.15	item23	First Aid	2.00	Lumsum
3.16	item24	Security Guard (Quote rates per guard for 09 days)	6.00	Guard
3.17	item25	Maintenance & Public Conveyance for Full Period	1.00	Lumsum
3.18	item26	Public announcement sound system for full period	1.00	Lumsum
3.19	item27	Green Carpet in Hall	10000.00	sq.ft.
3.20	item28	Arrangement of Inauguration function, Press conference, closing ceremony with, Back drop size 6'X6', Bouquets, snacks, Tea etc., for 100 representative & photography & video shooting for same.	1.00	Lumsum
3.21	item29	Driking water supply (20 Litres cans with dispenser)	60.00	Units
3.22	item30	Arrangement of Food Stall	4.00	Units
3.23	item31	Insurance of event	1.00	Lumsum
3.24	item32	CCTV Camera along with setup	8.00	Units
4		Advertisement/Publicity		
4.01	item33	Posters size 11" x 18" (4 colours) with display charges	100.00	Nos.
4.02	item34	Handbills size 5.1/2" x 7.1/2" (2 Colours) with distribution	20000.00	Nos.
4.03	item35	Invitation Card size 6" x 8" 4 colours	100.00	Nos.
4.04	item36	Flex Banner size 3'x 6' In 4 colours with display charges	20.00	Nos.
4.05	item37	Flex Hoarding size 8' x 8' In 4 colours with display charges	8.00	Nos.

4.06	item38	Promotion by SMS	50000.00	Nos.
4.07	item39	Publicity through leading news paper as per DAVP rate (throughout the event)	1.00	Lumsum
4.08	item40	Local Publicity by announcement through auto rickshaw through out the event	1.00	Lumsum
4.09	item41	Social Media Publicity Facebook, Instagram and tiwtter etc/	1.00	Lumsum
4.10	item42	Advertisement through radio	1.00	Lumsum