



GOVERNMENT OF ASSAM
ASSAM STATE RURAL LIVELIHOODS MISSION SOCIETY
PANCHAYAT AND RURAL DEVELOPMENT DEPARTMENT.
SIVA NATH GOGOI PATH, PANJABARI, GUWAHATI, ASSAM-781037

Landline: 0361-2330542 Email: asrlms.india@gmail.com website: www.asrlms.gov.in

NOTICE INVITING TENDER UNDER LIMITED TENDERING PROCESS FOR HIRING AGENCY FOR ORGANISING SARAS FAIR 2017.

Sealed tender affixing Court Fee Stamp of Rs 8.25 only are invited by ASRLMS, Assam, from reputed Agencies having permanent branch office in Assam with three (3) years experience in outdoor construction and management of Fair/Exhibition/Event etc. Interested parties are requested to submit their tender along with the specified documents which will be received till **14-11-2017 up to 2.00 P.M.** The tender may be sent by hand in sealed cover addressed to "State Mission Director, Assam State Rural Livelihoods Mission Society (ASRLMS), Sivanath Gogoi Path, Panjabari, Guwahati-781037, Assam." Tender received after the closing date & time shall not be entertained. The undersigned reserves the right to accept or reject any tender without assigning any reason thereof.

Tender Reference No. : ASRLMS/SARAS/924/2017-18/22


Date of issuing Tender: : 01-11-2017

Last Date and Time of receipt of Tender : 14-11-2017 till 2.00 PM

Date and Time of opening of Bid : 14-11-2017 at 3.00 PM

Place of opening Tender : Office of the State Mission Director, Assam State Rural Livelihoods Mission Society, Sivanath Gogoi Path, Panjabari, Guwahati-37

Address for Communication: State Mission Director, , Assam State Rural Livelihoods Mission Society , Sivanath Gogoi Path Panjabari, Guwahati-37


**State Mission Director
ASRLMS.**

INSTRUCTION TO BIDDERS - SECTION-A

1. QUALIFICATION CRITERIA

The Qualification Criteria and the documents required thereof are given in the table below:

Sl. No.	Criteria
A	The Legal status, place of registration and principal place of business of the company or firm or partnership, etc. (Must be a registered firm/agency with permanent registered branch office in Assam).
B	The firm/Agency should have an annual average turnover of 30.00 Lakhs during the last three completed financial years i.e 2015-16, 2014-15, 2013-14. Photocopy of audited balance sheet should be attached.
C	The firm/Agency should have valid GST Registration Number and PAN number.
D	Experience in executing Two (2) orders/contracts for construction & management of Exhibition/Fair/Event during the last three (3) financial years in State/Central Govt Sector/PSUs. The Work Completion Certificate should be furnished along with the order.

2. TECHNICAL BID- COVER "A"

The bidder should furnish the following in a separate cover hereinafter called "**Cover A**". *Court Fee Stamp of Rs 8.25 must be affixed.*

- a) Self Attested copy of Certificate of registration of the firm/company by the competent authority.
- b) Self Attested copies of Two (2) orders/contracts for construction & management of Exhibition/Fair/Event executed during the last three (3) financial years in State/Central Govt Sector/PSUs. The Completion Certificate should be furnished along with the order
- c) Undertaking as per **Annexure I**.
- d) Annual Turnover Statement of last 3 financial years from a Chartered Accountant/Auditor in the format at **Annexure II (With Audit Report of last three FY)**
- e) Self Attested copies of GST Registration certificate and PAN Card.
- f) The tender/bid document should be signed by the bidder in all pages with office seal and submitted with the bid.

3. PRICE BID - COVER "B"

Cover "B" shall contain the Price Bid of the bidder.

(i) Signature and Seal on each page

Each page of the price bid should be duly signed by the bidder affixing the office seal.

(ii) Rates quoted

The bidder shall submit the Price Bid (Cover - B) in the format at **Annexure-IV**. The rates quoted shall be inclusive of all taxes and any other charges. The component of Tax should also be shown separately.

The bidder shall put the duly signed Annexure-V in a sealed cover super scribed as " PRICE BID COVER "B" and addressed to the State Mission Director, Assam State Rural Livelihoods Mission Society (ASRLMS), Sivanath Gogoi Path, Panjabari, Guwahati-781037, Assam.

4. COVER FOR TECHNICAL BID & PRICE BID

The two separately sealed covers Technical Bid (Cover "A") and Price Bid (Cover "B") shall be placed together inside a Single Cover which shall be sealed and super scribed as NOTICE INVITING TENDER UNDER LIMITED TENDERING PROCESS FOR HIRING AGENCY FOR ORGANISING SARAS FAIR-2017 and addressed to the State Mission Director, Assam State Rural Livelihoods Mission Society (ASRLMS), Sivanath Gogoi Path, Panjabari, Guwahati-781037, Assam.

5. OPENING OF COVER "A" AND COVER "B" OF TENDER

(a) Bidders or their authorized representatives are entitled to be present on the date and time of opening of Technical Bid - Cover "A" and Financial Bid "Cover B". The Financial Bids of the Bidders who qualifies in the Technical evaluation stage would be considered for Financial Evaluation.

6. **Bid Price:** a) The Contract shall be for the whole works as described in the bill of quantities, technical specifications. Correction, if any shall be made by crossing out, initialing, dating and rewriting. c) All duties, taxes and other levies payable to the Contractor under the contract shall be included in the total price. c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subjected to adjustment on any account.

7. VALIDITY OF BID:

Bids shall remain valid for acceptance for a period of 60 days after opening of Technical Bid i.e. Cover 'A'. Bids with shorter validity shall be rejected. Tender Inviting Authority may solicit bidders consent for an extension of validity period. A bidder may refuse extension request without forfeiting their EMD.

8. VALIDITY OF OFFER OF SUCCESSFUL BIDDER:

The validity of offer of the successful bidder shall be till completion of Event from the date of issuing order and the successful bidder will be bound to supply the items at the quoted rate without any changes. The maximum percentage by which work may be increased is: 15%.

9. Award of Contract:

(i) The Employer will award the contract to the Bidder whose quotation has been determined to be substantively responsive and who has offered the lowest evaluated quotation price and who meets the specified qualification criteria.

(ii) Right to Reject Tender

Tender Inviting Authority reserves the right to accept the tender or to reject the tender for all items or for any one or more of the items tendered at any point of time without assigning any reason.

(iii) Tender Acceptance

The acceptance of the tenders will be communicated to the successful bidder in writing.

10. NON ASSIGNMENT OR SUB- LETTING

The bidder shall not, at any time, assign, sub-let or make over the contract or the benefit thereof or any part thereof to any person or persons, whatsoever.

11. COMMUNICATION

All notices or communications relating to or arising out of the agreement or any of the terms thereof shall be considered duly served on or given to the bidder if delivered to him or left at his premises, places of business or abode.

12. ARBITRATION

Any dispute whatsoever in any way arising out of or relating to the contract shall be referred to arbitration of the State Mission Director, Assam State Rural Livelihoods Mission Society (ASRLMS), Sivanath Gogoi Path, Panjabari, Guwahati-781037, Assam or to the sole arbitration of some person nominated by him. The award of the arbitrator shall be final, conclusive and binding on all parties.

13. SAVING CLAUSE

No suit, prosecution or any legal proceedings shall lie against Tender Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of tender.

14. **Opening of Bids:** Technical and Price Bid will be opened in the presence of bidders or their representatives who choose to attend on the date and time and at the place specified in the letter of invitation. Information relating to evaluation of quotations and recommendations for the award of contract shall not be disclosed to bidders or any other persons not officially concerned with the process until the award to the successful bidder is announced.

15. **Evaluation of Bids:** The Tender Issuing Authority will evaluate and compare the Bids determined to be substantially responsive i.e which (a) meet the qualification criteria specified in Qualification Criteria (b) are properly signed and Conforms to the terms and conditions, specifications. The Agency quoting the least price will be awarded the contract.

UNDERTAKING

To

State Mission Director,
Assam State Rural Livelihoods Mission Society (ASRLM), Assam

Tender No. _____
For _____

Sir,

1. I, Shri _____, on behalf of M/s _____ having registered office at _____ and branch office at-----, do hereby declare that I have gone through the terms and conditions mentioned for the above and undertake to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance during the period of supply from the date of award of Order to us.
2. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.
3. We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.
4. We hereby declare that there is no vigilance/CBI or court case pending/contemplated against us at the moment.

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM :

ANNUAL TURNOVER STATEMENT OF THE BIDDER (To be submitted with Audit report of last three Financial Years)

The Annual Turnover of M/s _____ for the past three years are given below and certified that the statement are true and correct.

Sl No.	Year	Turnover in Lakh
1.	2013-14	
2.	2014-15	
3.	2015-16	
	Total	- Rs. _____ Lakhs

Seal & Signature of Chartered
Accountant/ Auditor
Date:

LIST OF SERVICES AND COMPLETION SCHEDULE

<u>Description of Services</u>	<u>Physical Units</u>	<u>Place where Services shall be Performed.</u>	<u>Final Completion Date (s) of Services.</u>
Complete Event Management with Materials on the occasion of SARAS FAIR to be held on Ganesh Mandir Field (Opposite to Farm Gate Khanapara).	As per BOQ mentioned in Technical Specification schedule.	Ganesh Mandir Field, Farm Gate, Khanapara.	Entire Premises for organizing the Fair should be completed before 2 days from the date of start of Fair. The Fair will be held from December 6 th 2017 to December 17 th 2017.

Technical Specifications:- BOQ.

Summary of Technical Specifications: The Services shall comply with following Technical Specifications and Standards.

1) Venue Construction/fixture arrangements:-

The Service Provider has to construct the following structures .

SI No	Items	Specifications	Quantity
1.	Stall	All the Stalls should be constructed with Water proof Tarpaulin Sheets with bamboo structure. The Wall and Ceiling of Stalls should be made of Micro Cloth. Size of Stall: 10 ft X 8ft With Carpet covered, Dustbin (1), One Shelf (Steel Rack Size): 6 ft X 6 ft (1), Plastic Chair (2), Display Table Size (4ft X 2ft): (2), Light: 2 CFL/Mercury Tubes.-per stall. Facia for Stall with Flex of Size 3ft. X 10 ft = 100 nos.	100
2	One VIP Lounge	A VIP Lounge of 20 ft X 20 ft Size with One Centre Table, Two attractive and comfortable Sofa Set and 15 Banquet Chair.	1 job
3	Reception cum Enquiry and Feed Back Counter.	Size of 10 ft X 10 ft with 2 nos. Reception Table, 4 Banquet Chairs, One Cordless mike with speaker. The Counter should be decorated with One Back drop of 8 ft X 8 ft Flex/ Banner. The table should be decorated with fresh flowers table Bouquet.	1 job
4	Medical Help Desk.	Size 10 ft X 10 ft with 2 nos. of Table with frill and 4 Chairs. The Counter should have One Flex Banner.	1 job
6	Toilets	6 nos. Chemical Toilet for 12 days for Males/Females with proper Light and Water arrangement. There should be 5 basins with water connection. Proper drainage and cleanliness should be maintained.	6 Nos
7	Venue Light	Arrangement of proper Venue Light for surrounding , Entry/ Exit point with Metal Halide light 40 Nos , Halogen light 60 Nos , Focus light 30 Nos etc.	130
8	Genset	High quality silent generator with adequate number of	2

		main switch with operator, minimum 125 KVA power 3nos. with fuel for minimum 12 hours per days for 12 day including transportation	
9	Seating Arrangement	Good quality armless Plastic Chair 200 nos. and Plastic Table of size 4 ft X 2 ft with White Frill 20 nos. for 12 days.	1 job
10	Gate	Two box type gate in the entry of the premise with both side visibility.	1
11	Stage.	Plywood top with synthetic carpet of 24ft wide and 16ft length.	1 job
12	Stage Skirting	Skirting of stage (front side) with Black colour Micro cloth with wooden framing.	1 job
13	Backdrop for Stage	A backdrop made by Flex with Wooden Framing of 24ft wide and 10ft. high	1 No
14	Side Wings for Stage	Side wings made by Flex with Wooden Framing of 4ft wide and 10ft. high total 2 nos.	2 No
15	Light and Sound in Stage.	Adequate sound system to support various stage shows have to be arranged with cordless and stand mikes, sound stag . Arrangement of adequate Stage Light including smart lights in stand, LED Wall for Fashion Show.	1 job

2. Drawings

These Bidding Documents includes **No Drawings**.

3. Inspections and Tests

The inspections and tests shall be carried out by an internal team of ASRLMS officials constituted by the State Mission Director. The service provider has to inform about the completion of work, so that the inspection could be carried out at site before start of final event.

COVER 'B' - PRICED BID

Tender No. _____

Rate inclusive of transportation and other charges as per specifications.

Sl. No.	Item	Basic Price per unit	Quantity	Total Cost (In Rs)
a.	Items as per BOQ in Annexure III			
b.				
c.				
d.				
e.				
	Total			
	Taxes and Other Charges			
	Total Amount with all applicable Taxes and Charges.			

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM: