



## LIMITED TENDER DOCUMENT

NAME OF WORK: DESIGNING AND FABRICATION (BOTH INTERIOR AND EXTERIOR) CONSTRUCTION, INSTALLATION AND DISMANTLING OF EXHIBITION STALL MEASURING 100 SQ. MTR (10M X10M) AT SARUSOJAI, GUWAHATI DURING ADVANTAGE ASSAM: GLOBAL INVESTORS SUMMIT TO BE HELD ON 3<sup>rd</sup> & 4<sup>th</sup> FEBRUARY,2018



# Guwahati Biotech Park

Technology Complex, IIT Guwahati  
Guwahati- 781 039

Phone: + 91-361-2690229, Fax : 0361- 2690227

GBP/ 4.19.1/2017-18/ 3893

Date:12.01.2018

NAME OF WORK: DESIGNING AND FABRICATION (BOTH INTERIOR AND EXTERIOR) CONSTRUCTION, INSTALLATION AND DISMANTLING OF 'BIOTECHNOLOGY SECTOR' EXHIBITION STALL MEASURING 100 SQ. MTR (10M X10M) AT SARUSOJAI, GUWAHATI DURING ADVANTAGE ASSAM : GLOBAL INVESTORS SUMMIT TO BE HELD ON 3<sup>rd</sup> & 4<sup>th</sup> FEBRUARY,2018

Date & time of receipt of tender : 18<sup>th</sup> January,2018 up to 2.00 P.M.

Date & time of opening of tender : 18<sup>th</sup> January,2018 at 3.00 P.M.

NAME & ADDRESS OF THE TENDERER:

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.....  
.....



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Phone: + 91-361-2690229, Fax : 0361- 2690227

GBP/ 4.19.1 /2017-18/3893

Date:12.01.2018

**LIMITED TENDER NOTICE FOR DESIGNING AND FABRICATION (BOTH INTERIOR AND EXTERIOR) CONSTRUCTION, INSTALLATION AND DISMANTLING OF 'BIOTECHNOLOGY SECTOR' EXHIBITION STALL DURING GLOBAL INVESTMENT SUMMIT- ADVANTAGE ASSAM -2018 TO BE HELD ON 3<sup>rd</sup> and 4<sup>th</sup> FEBRUARY, 2018.**

Sealed Tenders are invited from experienced Designers / Decorators / Contractors / Firms in two bid system for the job of temporary designing and fabrication (both interior and exterior) construction, installation and dismantling of '**biotechnology sector**' exhibition stall during Global Investment Summit- Advantage Assam -2018

Maximum tendered amount should not exceed Rs. 4.99 Lakhs /- (Rupees Four Lakhs Ninety-Nine Thousand only). There must be adequate reflection of the potential of Biotechnology sector of Assam in the Design.

Bidders shall furnish, as part of his Bid, a Bid Security amounting to Rs. 10000.00 (Rupees Ten Thousand only) in the form of Demand draft duly pledge in favour of Chief Executive Officer, Guwahati Biotech Park, validity with 30 days from the date of Bid submission.

Bidders participating in the NIT shall submit the bids up to 2 PM of 18<sup>th</sup> January 2018 at Guwahati Biotech Park, Technology Complex, IIT Guwahati, Guwahati-781039. Details of the Bid may be downloaded from GBP website: [www.guwahatibiotechpark .com](http://www.guwahatibiotechpark.com) under subsection Business/Tenders.

Sd/-

Chief Executive Officer  
Guwahati Biotech Park

## **SCOPE OF WORK AND TERMS & CONDITIONS**

### **1. ASSIGNMENT:**

Designing and fabrication (both interior and exterior) construction, installation and dismantling of 'biotechnology sector' exhibition stall during Global Investment Summit- Advantage Assam -2018 to be held on 3<sup>rd</sup> & 4<sup>th</sup> February, 2018.

### **SCOPE OF THE WORK:**

- a. Erection and decoration of Exhibition Stall of Biotechnology Sector showcasing the potential of biotechnology sector and investment opportunity in Assam at Sarusojai, Guwahati during Advantage Assam: Global Investors Summit to be held on 3<sup>RD</sup> & 4<sup>TH</sup> FEBRUARY,2018 in 1000 sq.ft. covered area, Front & Side fascia, as per approved design and specification.
- b. The available space of the interior shall be designed showcasing the biotechnology sector of the state. The design shall be imaginative and original, making the best use of available space.  
Drawings, illustration and other data necessary for preparing the concept may be collected from Guwahati Biotech Park.
- c. Arrangement of plasma TV / LED T.V. for playing videos/PPTs inside the stall during the summit period.
- d. Adequate Lighting arrangement inside and outside the stall as per direction of the Stall in-charge
- e. Providing Blowups, Flex, Glow Sign, Bromide printing, Photographs, Models etc.
- f. Adequate number of Fresh Flower Tubs should be placed during the summit period in the front and inside the Stall.
- g. Carpet/vinyl on floor in the entire Stall.
- h. Dismantling and removal of all temporary display items erected / installed by the contractor, followed by thorough cleaning of the stall.
- i. Fire Extinguishers to be provided as per norms or as per requirement.
- j. Portable Catalog Stand-2
- k. Glow sign of the concern department to be provided.

**PAYMENT TERMS:** 100% payment after satisfactory completion of the assigned work against submission of bill. Bank details should be provided for bank transfer

2. **Eligibility:**

- i) The Tenderer must be financially sound enough to execute the job (Average Annual Turnover for the last three financial years should not be less than Rs. 5 Lakhs)
- ii) The Tenderer must have first-hand knowledge and experience in execution of similar nature of job.
- iii) The Tenderer must not be Black Listed by any Government Department / Agency.

3. **DOCUMENTS COMPRISING THE BID:**

Tender will be in two parts viz. Part – I: Technical Bid and Part – II: Financial Bid.

**PART - I:**  
**TECHNICAL BID**

The sealed envelope marked as “: Technical Bid” would consist of:

- i) Bidders shall furnish, as part of his Bid, a Bid Security amounting to Rs. 10000.00 (Rupees Ten Thousand only) in the form of Demand draft duly pledge in favour of Chief Executive Officer, Guwahati Biotech Park, validity with 30 days from the date of Bid submission. The EMD of the unsuccessful bidders will be returned within 30 days from award of work.
- ii) Detailed Concept Paper on the Design.
- iii) Specification sheet indicating basic materials and specifications of all the items of exterior & interior façade.
- iv) An “Action Calendar” for completion of the work (must be completed on or before 30th of January 2018).
- v) Details of similar nature of job in last 2 years along with Work Orders and Completion Certificates duly issued by the respective authority(ies).
- vi) Copies of Audited Balance Sheet of the firm / tenderer for the last 3 (three) years.
- vii) Copy of PAN Card and GST Registration Certificate of the firm / tenderer.
- viii) Design shall be submitted both Hard Copy (A3 size) and Soft Copy. Soft Copy shall be in Power Point format, which will be the format of the presentation to be made by the technically qualified bidder before the Selection Committee on the date to be intimated in due course.
- ix) Copy of the Tender Document duly signed & stamped by the Tenderer in all pages.

## PART – II: FINANCIAL BID

**NIT : GBP/4.19.1/2017-18/3893 dated 12.1.2018**

**NAME OF WORK:** DESIGNING AND FABRICATION (BOTH INTERIOR AND EXTERIOR) CONSTRUCTION, INSTALLATION AND DISMANTLING OF 'BIOTECHNOLOGY SECTOR' EXHIBITION STALL

**EVENT:** GLOBAL INVESTMENT SUMMIT- ADVANTAGE ASSAM -2018 (3-4 FEBRUARY, 2018)

**SIZE OF STALL:** 100 SQ. MTR.

| Name of Work   | Quantity | Rate in Rs. | GST /Tax | Total in Rs. |
|--|----------|-------------|----------|--------------|
| Designing and fabrication (both interior and exterior) construction, installation and dismantling of 'biotechnology sector' exhibition stall during Global Investment Summit- Advantage Assam -2018 to be held on 3 <sup>rd</sup> & 4 <sup>th</sup> February, 2018 | 1 Job    |             |          |              |

**Seal & Signature of the Bidder**

1. **PREPARATION OF THE BID/ TENDER:**

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

2. **ADDRESSED TO:**

The Sealed envelope super scribing "LIMITED TENDER FOR STALL OF BIOTECHNOLOGY SECTOR OF ASSAM IN ADVANTAGE ASSAM: GLOBAL INVESTORS SUMMIT" shall be addressed to the:

Chief Executive Officer  
Guwahati Biotech Park  
Technology Complex  
IIT Guwahati  
Guwahati-781039,

3. **BID / TENDER OPENING AND EVALUATION:**

- i. The envelope marked as "Technical Bid" will be opened at the time of opening of Bids.
- ii. All the bidders, who qualify in the Technical Bid, will have to make Power Point presentation before the Selection Committee on the date & time to be intimated in due course.
- iii. After the presentation, the Selection Committee will select the best suitable design and the Financial Bid of the selected bidder will only be opened by the Committee.
- iv. **Selection of bidder & procedure for selection:**

The bidder would be selected on the basis of ranking and evaluation of Technical Bids by the Selection Committee 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.

| SI.No. | Criteria for technical evaluation                         | Weightage |
|--------|---|-----------|
| 1.     | Past experience and proven track record in similar events | 5         |
| 2.     | Concept and Design  | 85        |
| 3.     | Financial soundness                                       | 10        |

- v. The Selection Committee reserves the right to accept or reject any or all tenders without assigning any reason thereof.
- vi. Chief Executive Officer, Guwahati Biotech Park takes no responsibility for delay, loss or non-receipt of the offer, documents, letter etc. sent by post either way. Chief



Executive Officer, Guwahati Biotech Park shall not be responsible for the expenses or losses which may be incurred by the tenderer in preparation of this offer.

**4. JURISDICTION OF COURT:**

- i. All disputes arising out of the processing of offers and of the work order / letter of intent so made shall be subject to the jurisdiction of Gauhati High Court at Guwahati, Assam.

**5. GENERAL TERMS AND CONDITIONS OF TENDER:**

- (1) The rates are to be quoted on item rate basis. It should be inclusive of all Taxes.
- (2) The rates are to be quoted both in words and figures.
- (3) The rates should be quoted after visiting the site and taking into account the site conditions.
- (4) G.S.T. and any other taxes as applicable.
- (5) All pages of the tender document are to be signed and stamped by the tenderer.
- (6) If the last date of submission tender falls on holiday, bandh etc for any reason the subsequent working day will be the last date of submission of tender.
- (7) No materials / machines will be issued to the contractor for execution of the works.
- (8) The tenderer is to submit completion certificate of similar nature of works along with copy of work order from concerned departments as per Part-I, Para VI along with the tender.
- (9) Bidders shall furnish, as part of his Bid, a Bid Security amounting to Rs. 10000.00 (Rupees Ten Thousand only) in the form of Demand draft duly pledge in favour of Chief Executive Officer, Guwahati Biotech Park, validity with 30 days from the date of Bid submission. The EMD of the unsuccessful bidders will be returned within 30 days from award of the work.
- (10) The Selection Committee is not bound to allot the work to the lowest tenderer only.
- (11) In respect of the successful bidder, the Bid Security will be retained as Performance Security till completion of the work.
- (12) Bid Security of unsuccessful bidders will be released after the award of the work is finalized.
- (13) The Selection Committee reserves the right to accept or reject any or all tenders without assigning any reason thereof.
- (14) No price escalation or price enhancement will be considered for the works under any circumstances.

- (15) Penalty will be imposed on contractors doing sub- standard works or for time delays, if any, as deemed fit and proper by Guwahati Biotech Park.
- (16) Terms and conditions of the contract as supplied with the tender document will be final and binding on the contractor. The Performance Security will be released only after release of final payment against the work.
- (17) For part work or for low volume of work, if any due to any circumstances, amount will be reduced proportionately by Guwahati Biotech Park.
- (18) The tenderer should be responsible for the work from the date of issue of the work order till completion of the Summit.
- (19) The tenderer is to submit copy of the PAN card and GST Registration Certificate along with the tender.
- (20) The tenderer should submit the action calendar for completion of work within the schedule time i.e. before 30-01-2018. The works must be completed within 30<sup>th</sup> January,2018 and hand over to Guwahati Biotech Park.
- (21) The selected tenderer will be wholly responsible for cleanliness of the entire Stall (both inside and outside) all the time during the Summit period.
- (22) All disputes arising out of the processing of offers and of work order/ letter of intent so made shall be subject to the jurisdiction of Gauhati High Court, Guwahati, Assam.
- (23) The execution of work should be carried out as per design approved by the Selection Committee. Any modification of the selected design if needed during execution of work, the tenderer has to comply the instructions accordingly.
- (24) The selected tenderer has to arrange the accommodation of his working staff by himself outside the pavilion premises.
- (25) The technically qualified tenderer will be required to make presentation of the design to the Selection Committee on the date to be notified later on through e-mail/phone.

## AFFIDAVIT

I, Sri/Smt ..... son / daughter of  
.....Aged.....Years,Address.....  
..... do hereby solemnly declare and affirm  
that I will abide by all the terms & conditions mentioned in the Limited Tender Documents for  
Designing and fabrication (both interior and exterior) construction, installation and dismantling  
of '**biotechnology sector**' at Sarusojai, Guwahati during Advantage Assam : Global Investors  
Summit to be held on 3<sup>rd</sup> & 4<sup>th</sup> FEBRUARY,2018.

I, Sri/Smt ..... further declare that I / my firm  
have not been black listed by any Government Department / Agency.

**Seal & Signature of the Bidder**