



Delhi Regional Office, F-8-11 Flatted Factory Complex, Rani Jhansi Road,
NEW DELHI – 110055

e- TENDER DOCUMENT
(Total 17 Pages)

e-TENDER FOR DESIGN, DECORATION AND CONSTRUCTION OF
STALLS FOR GOLD JEWELLERY EXHIBITION CUM SALE

e-TENDER NO : MMTC/DG&JD/380/001/EXH/2016

**WORK: DESIGN AND CONSTRUCTION OF STALLS FOR GOLD
JEWELLERY EXHIBITION TO BE HELD AT CONVENTION HALL, HOTEL
THE ASHOK, NEW DELHI – FROM 06.05.2016 TO 10.05.2016.**

NOTICE INVITING TENDER

1. Background

MMTC Limited was set up in 1963 under the Ministry of Commerce, Government of India. The Company is engaged in international and domestic trading of commodities/products like minerals, metals, precious metals, fertilizers and fertilizer raw materials, coal & hydrocarbons, agro commodities and general trade. MMTC today continues to hold its foremost position as India's largest trading company with a turnover of over Rs.18,000 Crores during FY 2014-15. MMTC is organizing its flagship exhibition cum sale FESTIVAL OF GOLD since 1994 at different locations in India and exhibits Gold Medallion, Silver Medallion, Gold Jewellery (plain/studded), Sanchi Silverware and recently added Indian Gold Coin.

2. Scope of work

- 2.1.** To design layout for the jewellery exhibition.
- 2.2.** To erect stall of different sizes for display cum sale of jewellery .
- 2.3.** To provide PA system with music during the exhibition.
- 2.4.** To provide Two Generator – 125 KVA with diesel to cover all the stalls & decoration of hall & lobby. Generator timings- 9:30 am to 9:30 pm. One running and one stand by.
- 2.5.** To decorate the exhibition venue with fresh flowers.
 - Decoration from main lobby of the hotel throughout the passage of the convention hall till the entry gate of the exhibition.
 - Decoaration of outside and inside wall of the exhibition venue with flowers and fabrics with light effect.
 - Convention hall stage steps to be decorated with fresh flowers.

3. Duration of Work

- **06.05.2016 TO 10.05.2016. The exhibition hall will be handed over to Vendor on 06.05.2016(12.05 am) midnight and all work must be completed by 12.05 pm on 06.05.2016. Total completion time 12 hours.**

4. Earnest Money Deposit

Rs.50,000/- in form of a Demand Draft/ Pay Order only favoring MMTC Limited, payable at Delhi .The EMD should be submitted before date of opening of technical bid. The EMD deposited shall be refunded in case the work is not awarded. In case the work is awarded, the same will be kept as security deposit till the satisfactory completing of work. The EMD can be forfeited in case of non-performance by the contractor. Bids without EMD shall be rejected outright. Refer 6.1 for the EMD submission address.

5. Place of Tender Submission

5.1. Through e-Tender on MMTC e-procurement website <https://mmtc.eproc.in>.

6. Dealing Division

6.1. General Manager (Delhi Regional Office), F-8-11, Flatted Factory Complex, MMTC Limited, Rani Jhansi Road, New Delhi -110 001.

7. Last Date of Submission: 21st April, 2016 (1430 Hours).

8. Date of Opening of Technical Bid: 21st April, 2016 (1500 Hours).

9. Date of opening of Price Bid: 22nd April, 2016 (1600 Hrs.)

9.1. Price Bid

9.1.1. Conditional Offers or Offers with deviations are liable to be rejected at the sole discretion of MMTC.

9.1.2. Price Bids of only those bidders who will qualify in Technical Bid shall be opened.

10. Qualifying Criteria

10.1. The bidder should be registered in India. Certificate of Incorporation, Copy of PAN, Service Tax Registration, Sales Tax Registration (CST/LST as applicable if any), **in Technical bid.**

10.2. The bidder should have a minimum of three years' experience in Stall construction/organizing exhibition.

10.3. The bidder should have an Annual Turnover Rs. 2 Crore or more and should have made profits in last 3 financial years (Proof of Balance Sheet/IT return duly certified by Chartered Accountant to be submitted).

10.4. Audited annual accounts and IT Return for the last 3 years duly certified by Chartered Accountant.

- a. Should submit notarized affidavit that they have not been blacklisted or suspended by MMTC/ any other PSU/ Central or State Govt. Departments and have not been held guilty by any Court of Law for any offence involving fraud, dishonest and moral turpitude.(To be submitted in physical form along with EMD)

SUB: DESIGN & CONSTRUCTION OF STALLS FOR GOLD JEWELLERY EXHIBITION

MMTC Limited invites offers for design & construction of Stalls for Gold jewellery exhibition scheduled from 06.05.2016 to 10.05.16 at Convention Hall, Hotel The Ashok, New Delhi.

Previous layout of the exhibition cum sale is enclosed in tender. The stall layout may be designed for following dimensions:

DIMENSION (L*B*H) H=2.5 Meters	STALL NAME	NO. OF STALLS
12*3	West Bengal, DELHI, BRIDAL,TAMIL NADU	FOUR
20*3	Maharashtra	ONE
9*3	Odisha, GOA, GOLD MEDALLION	THREE
6*3	Shuddhi, Gujrat, Karnataka, Silver Medallion	FOUR
13*3	Andhra Pradesh-Vizag	ONE
5*3	Telangana-Hyderabad, India Gold Coin	TWO
36 sqm	Shuddhi	ONE
51 Sqm	Sanchi Silverware	ONE
33 sqm	Rajasthan	ONE

THE STALL SIZES MAY VARY BUT THE TOTAL STALL CONSTRUCTION AREA WILL BE AS PER TENDER (+/- 5 %)

MISCELLNEOUS STALL FOR FABRICATION WITHOUT SALES COUNTER

1. 3*3 = 3 outside convention Hall
2. One VIP Lounge in the exhibition hall beside the stage. Sofa and centre table will be provided by Hotel. Fabricator to provide curtain.
3. 7*3 Store outside the convention hall with a facility to lock.
4. 7*3 Luggage Centre. Octonorm with selves where customer can keep his/ her luggage.
5. One Media Desk with power points, tables and chair.
6. 5*4 Surveillance room with power points and tables.
7. One Lord Ganesh Idol, brass candle stand, Dia, Bati and oil. One fresh flower garland for lord Ganesh on daily basis during the exhibition.
8. The stage set up with required backdrop for the hall and another backdrop for Kalinga room.
9. Refreshing of flowers shall be as per the requirement but there should be regular maintenance , freshen up of the flowers.

11. E-Tender

11.1.1. E-tender shall be submitted in two parts:

11.1.2. Technical Bid. (Documents to be attached: As per annexure-II.

11.1.3. Price Bid.

11.2. Submission of e-bid (s):

11.2.1. e-Tender is available on MMTC e-procurement website <https://mmtc.eproc.in> for online bidding process. For this, Bidder is required to obtain Class III Digital Signature (meant for e-tendering) from any of Certifying Authority recognized by Controller of Certifying Authority (www.cca.gov.in) and have to register with e-procurement portal <https://mmtc.eproc.in> (a one-time activity) independent of each other as detailed below.

11.2.2. **Procedure for obtaining Digital Certificate:** Bidder should obtain digital certificate to participate in the e-Tender. The procedure for obtaining Digital certificate is given in the web site <https://mmtc.eproc.in>. In case of any difficulty either mail or talk to the Technical Support Engineer, whose contact details are given below.

11.2.3. **Procedure for Registering in E-Procurement portal:** Bidder has to register with our E-procurement portal. For registering, please go to <https://mmtc.eproc.in> and follow the directions. In case of any difficulty either mail or talk to the Technical Support Engineer, whose contact details are given below.

11.2.4. For any assistance on e-bidding process, please contact Mr. Pankaj Verma, Technical Support Engineer – email pankaj.verma@c1india.com, mobile phone +91-7210027839 or 0120-4888888.

11.2.5. Last date for submission of e-bids is **1430 Hours on 21st April, 2016.**

12. Arbitration

12.1.1. Any disputes or difference whatsoever arising between the parties out of or relating to the construction, meaning, scope, operation or effect of this Contract or the validity or the breach thereof shall be settled by Arbitration by a Sole Arbitrator to be nominated by the Chairman & Managing Director (CMD) of MMTC Limited. The provisions of Arbitration and Conciliation Act 1996 shall apply to such Arbitration proceedings

12.1.2. The venue of Arbitration shall be New Delhi.

ANNEXURE—1

LIST OF ITEMS REQUIRED IN EACH STALL

S.N O	LIST OF ITEMS	HEIGHT (METERS)	DIMENSIO N L x B x H (METERS)	NUMBER
1.	Stalls – each stall should include;	-	9 x 3x2.5	3 Stalls
	Coloured panels	- to cover the Stall		
	Toughened Glass Counters	As per length of stall and requirement		
	Wall Showcases (with light in every shelf)	Three in each stall		
	Cash Counters			3 nos. (1 on each stall)
	New carpets	- to cover the stall		
	Spot lights –CFL (white/yellow)	-	-	12 each stall
	LED Lights in all display counter (white/yellow)			
	Metal helide 150 W	-	-	6 on each stall
	Sockets	-	-	6 on each stall
	Chairs	-	-	10 chairs on each stall
	Table (Delivery/Cash Box)	-	-	2 on each stall
	FASCIA with Name		As required	
	Cash Box for cash collection			1 on each stall
	Dustbin		As required	

S.NO	LIST OF ITEMS	HEIGHT (METERS)	DIMENSION L x B x H (METERS)	NUMBER
2.	Stalls – each stall should include;	-	6 x 3x2.5 51 Sqm 33 sqm 36 sqm	4 Stalls 1 stall 1 stall 1 stall
	Coloured panels	- to cover the stall		
	Toughened Glass Counters	As per length of stall and requirement		
	Wall Showcases/corner showcases (with light in every shelf)	Three in each stall		
	Cash Counters			4 (1 on each stall)
	New carpet	- to cover the stall		
	Spot lights –CFL (white/yellow)			12 each stall
	LED Lights in all display counter (white/yellow)			
	Metal helide 150 W			5 each stall
	Sockets			6 each stall
	Chairs			6 on each stall
	FASCIA with name			As Reqd.
	Table			2
	Cash Box			2
	Waste paper Basket		As required	

S.NO	LIST OF ITEMS	HEIGHT (METERS)	DIMENSION L x B x H (METERS)	NUMBER
3.	Stalls –stall should include;	-	5 x 3x2.5	2 Stalls
	Coloured panels	- to cover the stall		
	Toughened Glass Counters	As per length of stall and requirement		
	Wall Showcases (with light in each shelf)	Two in each stall		

	Cash Counters			2
	New carpet	- to cover the stall		
	Spot lights –CFL (white/yellow)			12 in each stall
	LED Lights in all display counter (white/yellow)			
	Metal helide 150 W			3 in each stall
	Sockets			6 each stall
	Chairs			5 each stall
	Table for delivery			1
	Cash Box			2
	Waste Paper Basket		As required	

S.NO	LIST OF ITEMS	HEIGHT (METERS)	DIMENSION L x B x H (METERS)	NUMBER
4.	Stalls –stall should include;	-	12x 3x2.5	4 Stalls
	Coloured panels	As per dimension of the stall and requirement		
	Toughened Glass Counters	As per dimension of the stall and requirement		
	Wall Showcases and corner showcases (with light in each shelf)	As required		
	Cash Counters			4
		- to cover the stall		
	New carpet			
	Spot lights –CFL (white/yellow)			14 each stall
	LED Lights in all display counter (white/yellow)			
	Metal helide 150 W			5 each stall
	Sockets			6 each stall
	Chairs			12 each stall
	Table for delivery			1each stall
	Cash Box			1 each stall
	Dustbin		As reqd	

S.NO	LIST OF ITEMS	HEIGHT (METERS)	DIMENSION L x B x H (METERS)	NUMBER
1.	Stalls –stall should include;	-	20x 3x2.5	1 Stall
	Coloured panels	As per dimension of the stall and requirement		
	Toughened Glass Counters	As per dimension of the stall and requirement		
	Wall Showcases and corner showcases (with light in each shelf)	6		
	Cash Counters			1
		- to cover the stall		
	New carpet			
	Spot lights –CFL (white/yellow)			20
	LED Lights in all display counter (white/yellow)			
	Metal helide 150 W			5
	Sockets			6
	Chairs			15
	Table for delivery			1
	Cash Box			1
	Dustbin		As reqd	

S.NO	LIST OF ITEMS	HEIGHT (METERS)	DIMENSION L x B x H (METERS)	NUMBER
1.	Stalls –stall should include;	-	13x 3x2.5	1 Stall
	Coloured panels	As per dimension of the stall and requirement		
	Toughened Glass Counters	As per dimension of the stall and requirement		
	Wall Showcases (with light in each shelf)	4		
	Cash Counters			1
		- to cover the stall		
	New carpet			
	Spot lights –CFL (white/yellow)			17
	LED Lights in all display counter (white/yellow)			
	Metal helide 150 W			5
	Sockets			6
	Chairs			10
	Table for delivery			1

	Cash Box			1
	Dustbin		As reqd	

Stalls outside Convention Hall, Hotel The Ashok

05	Patwa/Repairs, Panditji, Feedback forms Stalls – Platform, carpet, Sockets, fascia, table & chairs, spot light as per requirements	3 x 3		4
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Other requirement

06	Chairs			11
07	Table			6
08	Security area – 21 sq. meter as per requirements in the lobby or as per requirement.			
09	Display showcase of 1 meter height as per requirement.			4

10	Emergency light	Adequate emergency lights & power backup Sound proof		
11	Two Generator – 125 KVA with diesel to cover all the stalls & decoration of hall & lobby.			
12	(1) Two Big Backdrop 16' x 5'. One to be placed on the stage and other to be placed at kalinga room for media interaction.			
13	Outside store, lounge room and bag deposit/left luggage center			
14.	Solvent vinyl print poster of sizes:- Back ply print size-950 mm * 2435 mm—40 nos Show case—950 mm * 678 mm—40 nos			
15	A five meter height (thickness 5 inch* 5inch) Truss frame self standing on periphery of entire exhibition hall along with fabric draping.			
16	Signage indicating direction all around exhibition venue (inside & outside).			
17.	Space for CCTV observation room and			

	also support for installing CCTV at stalls/exhibition hall(in the corridor)			CCTV room enclosed from all sides
18	Storeroom in the refreshment Area for keeping packaging & display material with proper door, lock and key provision.			
19	Two Entrance Gate			

OTHER TERMS:-

1. Participants have to submit designs for the following:
 - A) Main Stage
 - B) Main entrance to exhibition hall.
 - C) Entrance from Sagar Ratna Side
3. Layout of Hall
4. Design to be submitted with the Bid.
5. Design of stalls has to be approved by MMTC.
6. A presentation may have to be given for the Layout and Designs of the Stalls, if required.
7. Permission required for moving inventory in and out of Hotel The Ashok to be arranged by the Stall Contractor.
8. Completion Period – 12 hours 06/04/2016 (midnight)
9. All counters for display should have detachable shelves.
10. Stall layout is subject to last minute changes.
11. Payment terms – Full amount payable after the exhibition. NO ADVANCE PAYMENT.
12. Bidders may like to visit Convention Hall, Hotel The Ashok, New Delhi before forwarding the quotation to us.
13. If desired, tenderer may witness the technical and price-bid opening.

TECHNICAL BID

ANNEXURE - II

1	Name (in full) under which Bidders is registered	
2	Address of the Official premises	
3	Telephone No./ Mobile No.	
4	E-mail id	
5	Registered as(Pubic Ltd. Co./ Pvt. Ltd/ Partnership/ Others (Pl. Specify)	
6	Address of Partner/ Proprietors of the bidder's firm concern and in case of companies particulars as to Manager, Managing Director, Directors or Managing Agents as the case may be.	
7	Since how long the bidder has been in the stall construction (upto 1 year/ 1-5 years/ 5 years & above)	
8	Name of important Clients/ Reputed firms/ Government of India Undertakings/ State Government Establishments, for which services have been providers by the bidders, during the last three years (please indicate the details separately year-wise giving value of the Contracts).	

Signature & Seal of the Bidder

Place:

Date:

* Attached sheets should be duly signed by signing authority.

TECHNICAL BID

ANNEXURE - III

Qualifying Criteria

S. No.	QUALIFYING CRITERIA	Yes/No	Document enclosed (Yes/No)
1	The bidder should be registered in India. Certificate of Incorporation, Copy of PAN, Service Tax Registration, Sales Tax Registration (CST/LST as applicable if any), Memorandum of Association, Copies of Articles of Association & Bye Laws (in case of registered firms) and certificate of registration (in case of registered co-operative societies), Partnership deed (in case of Partnership firm) should be submitted.		
2	The bidder should have minimum 3 years' experience in stall construction and organizing exhibition.		
3	Design and layout of the hall		
4	The bidder should have an Annual Turnover exceeding Rs.2 Crore and should be profitable in last 3 financial years (Proof of Balance Sheet/IT return duly certified by Chartered Accountant to be submitted).		
5	Bidders to submit notarized Affidavit that they have not been blacklisted or suspended by MMTC/ or any other PSU/ Central or State Govt. Departments) and have not been held guilty by any Court of Law for any offence involving fraud, dishonest and moral turpitude.		

NOTE: All required supporting documents(s) are to be enclosed for above or else bids are liable to be rejected.

PRICE BID

Annexure IV

**ALL INCLUSIVE PRICE QUOTED FOR STALL CONSTRUCTION DESIGN AND
DECORATION OF STALLS/EXHIBITION VENUE & OTHER REQUIREMENTS:
RS.....
(IN WORDS.....)**

GENERAL TERMS & CONDITIONS OF TENDER WITH INSTRUCTIONS

1. The offer should remain valid for the above exhibition only.
2. The tenders received, will be opened by the committee constituted for the purpose.
3. The tenders will be opened in presence of tenderers or their authorized representative who chose to remain present on the opening date at the scheduled time.
4. The tenderer shall quote the rates in English language and International numerals. These rates shall be entered in figures as well as in words. In case of difference in rates between words and figures, rates mentioned in words shall be treated as valid rate.
5. MMTC reserves the right to add or delete any part of scope of work if situation demands.
6. If the tenderer deliberately gives wrong information in his tender, MMTC reserves the right to reject such tender at any stage or to cancel the contract, if already awarded.
7. The successful tenderer shall not sub-contract any part or complete work as detailed in the tender specifications without written permission of MMTC.
8. No deviations to the tender conditions shall be accepted whatsoever.
9. Any dispute or difference whatsoever arising between the parties relating to the work allotted or effect of this contract/ tender or the validity or the breach thereof shall be settled by arbitration by a sole arbitrator or be nominated by Chairman and Managing Director (CMD) of MMTC. The provisions of Arbitration and Conciliation Act – 1996 shall apply to such arbitration proceedings.
10. The court of competent jurisdiction at Delhi, shall have exclusive jurisdiction in regard to all disputes in respect of this tenders.
11. Timely completion of the work is essence of the contract.
12. The work as detailed in this tender shall be executed and completed in all respects in accordance with the tender document and to the complete satisfaction of MMTC.
13. The quoted rates shall include all costs including transportation of material to and from the site as and when required. Nothing extra is payable on this account. Transportation of any wastage, exchange of rejected or defective material, surplus material etc. shall have to be arranged by the tenderer at his own risk and costs. Also any material brought inside or taken out of the premises shall have necessary prior permission to do so.
14. The contractor shall be responsible for any injury caused to persons or things any damage caused to any property of MMTC/ Exhibition venue which may arise from the operations or neglect of any person of the tenderer team or any person engaged by him for any purpose related to the execution of this contract. This clause shall include inter-alia, any damage to buildings, space etc. adjacent to or otherwise to the premises. The tenderer shall indemnify MMTC of all liabilities arising out of his operations in any way under any acts of the Government and also in award of any compensation or damage consequent upon any claim arising out of the above. The tenderer shall further make good all damage caused thus either to MMTC or any third party.
15. The contractor shall ensure the regular supervision and control by the tenderer himself AND/OR by his authorised representatives on the personnel deployed by him for MMTC work and necessary direction should flow from the tenderer to his workforce for undertaking the tender obligations.
16. The tenderer shall comply with labour/industrial laws.
17. The contractor shall submit for verification all relevant records/ documents to MMTC as asked for.
18. The contractor shall indemnify MMTC against all losses or damages, if any, caused to it on account of acts of the personnel, if any, deployed by him.

19. All Statutory taxes/TDS at the prevailing rates as applicable from time –to- time shall be deducted from Contractor’s bills as per rules.
20. The tenderers shall have total responsibility for all items / equipment/ materials in his custody, stores, loose, semi-assembled and /or erected by him at venue.
21. In the event tenderer fails to execute the work with due diligence or expedition or shall refuse or neglect to comply with any orders given to him in writing by the MMTC or on behalf of the MMTC within the scope of the contract, or shall contravene the provisions of the contract, the MMTC may give notice in writing to the tenderer for termination of the contract. Tenderer shall be responsible for all losses due to this
22. The stall tenderers to provide left luggage counter and security tenderer to arrange for keeping visitors left luggage /articles etc., at the entry gate and to ensure no inconvenience is caused to the visitors on this account.
23. MMTC reserves the right to modify or cancel the whole tender process or award the tender to other than L1 bidder at the sole discretion of MMTC without making reference to any other party and without assigning any reason whatsoever.
24. No advance payment shall be made in this tender/work order.
25. EMD of Successful bidders will be refunded after exhibition work.
26. Before Tendering, the bidders are advised to carefully go through the terms and conditions.
27. Pre bid meeting is scheduled at 07.04.2016 at 1400 hrs.