



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

e- TENDER DOCUMENT
(Total 26 Pages)

E-TENDER FOR

DESIGN & CONSTRUCTION OF STALLS
AND SECURITY SERVICES THROUGH SINGLE VENDOR FOR
GOLD JEWELLERY EXHIBITIONS CUM SALE CONDUCTED BY
MMTC LIMITED.

E-TENDER NO: MMTC/DRO/EXHB/TSS/003/2016-17

1. DESIGN AND CONSTRUCTION OF STALLS AND PROVIDING COMPLETE SECURITY SERVICES FOR THE ENSUING FESTIVAL OF GOLD (FOG) TO BE HELD AT HOTEL ASHOK, CHANAKYAPURI, NEW DELHI DURING DIWALI FROM 19.10.2016 TO 28.10.2016; AND
2. DESIGN AND CONSTRUCTION OF STALLS AND PROVIDING COMPLETE SECURITY SERVICES FOR MINOR GOLD JEWELLERY EXHIBITIONS TO BE HELD IN DELHI-NCR (EXCLUDING FOG) AND OUT SIDE DELHI (WITHIN DRO JURISDICTIONAL AREA) BY MMTC LIMITED, DELHI REGIONAL OFFICE (DRO) AT VARIOUS LOCATIONS DURING 2016-17 & 2017-18 OR TWO YEARS FROM THE DATE OF FINALIZATION OF BID, WHICH EVER OCCURS LATER.

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.16, 000 Crores during FY 2015-16. MMTC Ltd. Besides the flag ship Mega exhibitions on Diwali and Akshya tritiya,

Delhi Regional office organizes both minor and major exhibitions-cum-sale at different locations in Delhi-NCR and also outside Delhi (Within DRO Jurisdictional area) to exhibit Gold & Silver Medallions, Gold Jewellery (plain/studded), Sanchi Silverware and recently added Indian Gold Coin.

Exhibitions with total stall area from 30 sq. meters to 250 sq. meters during any exhibition at a single venue shall be treated as **Minor exhibition** where as exhibitions with total Stall area above 250 Sq. meters at a single venue shall be treated as **Major exhibition**. Diwali & Akshay Ttritya exhibitions (Festival of Gold) shall be treated as Major exhibitions irrespective of the venue where they are held but as per the above total stall area parameters.

MMTC intends to appoint through a competitive bidding process a single vendor / Contractor for Stall Design, fabrication, decoration, complete Security system etc. for our all major and minor exhibitions to facilitate better co-ordination and control. The vendor must be a technically competent, experienced and financially sound Stall Design & Fabrication agency having a sound knowledge and relevant experience / tie-up for providing the complete security for all the exhibitions. .

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2. **Scope of work for Stall Construction and design for Minor Exhibitions:**

- 2.1. To erect stall of different sizes for display cum sale of Gold jewellery and other precious metal retail products.
- 2.2. To decorate the exhibition venue, stalls and entrance gate.

3. **Scope of work for Stall Construction and design for Major Exhibitions:**

- 3.1 The detailed scope of work relating to Major Exhibition (Festival of Gold) is mentioned separately at Sl. No.17.

4. **Scope of work for Security systems and arrangements for Major and Minor Exhibitions**

- 4.1 To provide round the clock CCTV camera surveillance of entire venue covering each stall with full recording backup.
- 4.2 To provide armed, unarmed security guards (men and women) necessary security equipments as per the requirement for frisking the customers at the entrance and guard the entire exhibition venue round the clock.

5 **Duration of Work- Major and Minor Exhibitions**

- 5.1 All the exhibition periods shall be of different durations. The vendor is required to complete the erection of stall and security arrangements within 12 hours of handing over the exhibition area in accordance with the terms of the work order.
- 5.2 The Exhibition periods / number of days for each Exhibition are open and would be decided at a later stage.

However, in no case exhibition period / Number of days shall be less than 05 days and more than 15 days in case of each Exhibition.

6 Earnest Money Deposit

Tender	Amount	Payable	Mode of Payment
Stall construction and design & Security Systems (Major & Minor)	Rs. 100,000/-	MMTC Limited, Delhi.	Demand draft/Pay order

The EMD has to be submitted physically before the date of opening of technical bid. The EMD deposited shall be refunded in case the bidder is not successful. Where the work is awarded, the EMD shall be held back as a performance guarantee (PG) which would be forfeited in case of non-performance / dissatisfactory performance by the contractor. Bids without EMD shall be summarily rejected

7 Place of Tender Submission

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

8 Dealing Division/Person

Dy. General Manager (Retail), MMTC Limited, Delhi Regional Office, F-8-11, Jhandewallan Flatted Factory Complex, Rani Jhansi Road, New Delhi -110 055.

9 **Last Date of Submission: 6th. October, 2016 (1130 Hours).**

10 **Opening of Technical Bid: 6th, October, 2016 (1200 Hours).**

11 **Opening of Price Bid: 7th, October, 2016 (1600 Hrs.)**

12 **Pre bid meeting is scheduled at 30.09.2016 at 1400 hrs**

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13. E-Tender

13.1 E-tender shall be submitted in two parts:

- a. Technical Bid
- b. Price Bid

14. Submission of e-bid (s):

14.1.1 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.

14.1.2 **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.

14.1.3 **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.

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

15. Stall design and fabrication requirements for minor exhibition.

Minor Exhibitions (Total Stall area of 250 Sq. meters maximum at a single venue i.e.. Community center MMTC Housing Colony, Mehrauli Road, Jhandewallan office / showroom, Corporate office Lodhi Road / Showroom , Cross River Mall and other locations in Delhi -NCR or Outside Delhi)

- a) Colored panels to cover the Stall
- b) Toughened Glass Counters – duly and properly cleaned, with a proper locking system.
- c) Wall Showcases / Corner Showcases (with light, color suited to displayed product line, in every shelf) for Jewellery & Sanchi Silverware Counters only. No Such Wall Show cases are required for Medallion Counters.
- d) Cash Counters – One per stall.
- e) Billing Counters- Minimum one and maximum two in each stall.
- f) New carpets – To cover the stalls / venue, as per requirement.
- g) LED Lights, Metal helide 150 W, Sockets, Chairs, Tables, Fascia with name, Cash Collection Box, Dustbin. etc. – As per actual requirement. Lighting arrangements must suit to our product line and approved by MMTC.
- h) Lord Ganesh Idol, brass candle stand, Dia, Bati and oil. One fresh flower garland for lord Ganesh on daily basis during the exhibition.
- i) One Store & One CCTV Surveillance room with all facility.
- j) Luggage Centre, with selves where customer can keep their luggage.
- k) Entrance gate, where ever required.
- l) Adequate chairs, tables etc. As per our requirement.
- m) All Sale counters with LED Strips.

16. OTHER TERMS FOR MINOR EXHIBITIONS:-

- 16.1 Design of stalls has to be approved by MMTC. A presentation is to be given for the Layout and Designs of the Stalls, if required.
- 16.2 Permission for moving fabrication material etc. where ever required, shall be arranged by the Contractor at his own cost and risk.
- 16.3 Stall layout is subject to last minute changes.
- 16.4 Payment terms – Full amount payable after the exhibition. NO ADVANCE PAYMENT.
- 16.5 Designs, Color print, of the stall Size 20x3x2.5 meter stall (Length x Breadth x Height) for **Major exhibition** and stall Size 20x3x2.5 meter (Length x Breadth x Height) for **Minor exhibitions** to be submitted with the bid. Colored Design sheets must indicate the full and complete details of facilities to be provided.

17. Stall design and fabrication requirements for exhibition at Convention Hall at Hotel Ashok (19th Oct,2016 to 28th Oct,2016

- 17.1 To design layout for the jewellery exhibition.
- 17.2 To erect octonorm stalls with showcases (Corner & wall showcases) of different sizes for display cum sale of jewellery.
- 17.3 To provide PA system with music during the exhibition.
- 17.4 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.
- 17.5 To decorate the exhibition venue with fresh flowers (Mostly Roses/seasonal flowers).

- 17.6 Decoration from main lobby of the hotel throughout the passage of the convention hall till the entry gate of the convention hall (exhibition entry).
- 17.7 Decoration of outside wall of the exhibition venue with flowers and fabrics with light effect.
- 17.8 Two gates to be installed (One Entry gate at Convention Hall and other at Convention hall entrance from Samrat Hotel side)
- 17.9 All counters to be decorated with fresh flower bouquets
- 17.10 Convention hall stage steps to be decorated with fresh flowers.
- 17.11 **Duration of Work: Exhibition days-19.10.2016 TO 28.10.2016. The exhibition hall will be handed over to Vendor on 19.10.2016 (12.05 am) midnight and all work must be completed by 12.05 pm on 19.10.2016. Total completion time 12 hours.**
- 17.12 **Price Bid** : Conditional Offers or Offers with deviations shall be rejected. Price Bids of only those bidders who will qualify in Technical Bid shall be opened.

18. TENTATIVE STALL SIZES FOR DESIGN & CONSTRUCTION OF STALLS FOR GOLD JEWELLERY EXHIBITION AT HOTEL ASHOK

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	GOA, GOLD MEDALLION	TWO
6*3	Shuddhi, Gujrat, Karnataka, Silver Medallion	FOUR
13*3	Andhra Pradesh-Vizag	ONE
5*3	Telangana-Hyderabad, Indian Gold Coin, MMTC PAMP.	THREE
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 %)

19. MISCELLNEOUS STALL FOR FABRICATION WITHOUT SALES COUNTER AT HOTEL ASHOK

- a) One VIP Lounge in the exhibition hall beside the stage. Sofa and centre table will be provided by Hotel. Fabricator to provide curtain.
- b) 7*3 Store outside the convention hall with a facility to lock.
- c) 7*3 Luggage Centre. Octonorm with selves where customers can keep their luggage.
- d) One Media Desk with power points, tables and chair.
- e) 5*4 Surveillance room with power points and tables.
- f) One Lord Ganesh Idol, brass candle stand, Dia, Bati, Agarbati and oil. One fresh flower garland for lord Ganesh on daily basis during the exhibition.
- g) The stage set up with required backdrop for the hall and another backdrop for Kalinga room.
- h) Refreshing of flowers shall be as per the requirement but there should be regular maintenance , freshen up of the flowers.
- i) Name of the stall also to be mentioned on back wall of the stall.

20. LIST OF ITEMS REQUIRED IN EACH STALL AT HOTEL ASHOK EXHIBITION

S.NO	LIST OF ITEMS REQUIRED IN EACH STALL		NUMBER
1.	Coloured Panels - to cover the Stall		
2.	Toughened Glass Counters	As per length of stall and requirement	
3.	Wall Showcases (with LED light in every shelf)	Three nos. Showcases not required in four stalls Gold Medallion, Silver Medallion, Indian Gold Coin and MMTC-PAMP.	
4.	Cash Counters -One in each stall.		
5.	New carpets -- to cover the stall		
6.	Spot lights - CFL (white/yellow)		
7.	LED Lights in all display counter (white/yellow)		

8.	Metal halide 150 W - Minimum Five in each stall.
9.	Sockets for Computers, Printers, Credit card machines, Currency counting machines.
10.	Chairs -Minimum 7 in each stall.
11.	Table (Delivery/Cash Box) --Minimum 3 in each stall.
12.	FASCIA with Name
13.	One Steel Cash Box for cash collection
14.	Dustbin

21. Stalls/Requirements outside Convention Hall, Hotel The Ashok

01	Patwa/Repairs, Panditji, Feedback forms Three Stalls of 9 sq. metres requiring platform, carpet, electrical points, fascia, table & chairs, spot light etc.
02	Emergency light -- Adequate emergency lights & power backup
03	Two silent Generator – 125 KVA with diesel to cover lighting arrangements at all the stalls & decoration of hall & lobby.
04	Two Big Backdrop 26' x 7'. One to be placed on the stage and other (16'x5') to be placed at kalinga room for media interaction.
05	Outside store, lounge room and bag deposit/left luggage center
06	Solvent vinyl print poster of sizes:- Back ply print size-950 mm * 2435 mm— 60 nos Show case—950 mm * 678 mm — 60 nos
07	A five meter height (thickness 5 inch* 5inch) Truss frame self standing on periphery of entire exhibition hall along with fabric (a combination of pink and golden) draping.
08	Signage indicating direction all around exhibition venue (inside & outside).
09	Space for CCTV observation room and also support for installing CCTV at stalls/exhibition hall(in the corridor)
10	Storeroom in the refreshment Area for keeping packaging & display material with proper door, lock and key provision.
11	Two Entrance Gate (Separate design for each exhibition)
12	Corner showcases with shelves and lock and key arrangement as per the requirement of the layout

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22. 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
2. Layout of Hall
 - a. Design to be submitted along with the technical Bid.
3. Design of stalls has to be approved by MMTC.
4. A presentation may have to be given for the Layout and Designs of the Stalls, if required.
5. Permission required for moving inventory in and out of Hotel The Ashok to be arranged by the Stall Contractor.
6. Completion Period – 12 hours commencing from 19/10/2016 (00.00 hours)
7. All counters for display should have detachable shelves and locking facility.
8. Stall layout is subject to last minute changes.
9. Payment terms – Full amount payable after the exhibition. NO ADVANCE PAYMENT.
10. Bidders may like to visit Convention Hall, Hotel The Ashok, New Delhi before submitting quotation to MMTC.
11. If desired, tenderer may witness the technical and price-bid opening.

**SECURITY SYSTEMS AND ARRANGEMENTS FOR GOLD
JEWELLERY EXHIBITION CUM SALE**

23. Qualification of Guards/Gunman

The guards provided should be physically fit with good character, conduct & behavior, competent & qualified to perform the security duties for which they are employed. They shall not be beyond the age of 50 years. This office shall have the right to ask the security agency to remove any person considered incompetent or found unsuitable or for any other reason. Persons removed for the above reasons shall not be deputed again to exhibition venue without the consent of MMTC. The gunman should have valid gun license. The gunman should have minimum double barrel gun. Copy of the Gun license of the Gunman to be submitted to the nearest police station/Hotel security in- charge, if required by the police.

24 . Duties of the Security Guards

- i. The Personnel supplied ought to be polite but Firm, Disciplined, and Physically Fit, alert & smartly dressed in uniform.
- ii. To attend with courtesy to distinguished visitors, VIP's and Officers.
- iii. Check, Control and Restrict entries to Staff/Workers/ Authorized Personnel of Organization/ Firm and others by valid passes or searching if required and incoming/outgoing Materials (with invoices, challan).
- iv. Maintain strict security of Men, Material and Premises.
- v. Not to leave the place of duty under any circumstance until and unless properly relieved. Sign accordingly in attendance register etc.
- vi. In case of fire, the Security Guard will immediately alert the Staff on duty and assist in Fire Fighting Operation.

- vii. The security guard must watch that there is no unidentified/ unclaimed/ suspicious objects/ persons in or near the exhibition hall.
- viii. The security personnel must be in proper neat and tidy uniform
- ix. The names of the security guards should always be displayed by them on their uniforms for identification purpose.
- x. The Agency should arrange for surprise checks (during day and night) to check the alertness and attentiveness of the security guard.
- xi. The security guard should check the bags/ briefcases of the visitors if considered necessary.

25. Duties and Responsibilities of the Security Agency

- i. The agency should provide necessary equipment to the security guard on duty.
- ii. The security guards must be rotated from their deployment
- iii. If it is found that any property of the MMTC is lost/ damages due to the negligence or connivance of the security guards the same shall be made good on the depreciated value of the property damaged/ lost from the security agencies bill.
- iv. The agency shall furnish the names and addresses of the security guards posted in the exhibition premises of MMTC and also when there is any change in security guards.
- v. The security guards deployed will be deemed for all purposes and the agencies shall be fully responsible for payment of wages and other dues, and compliance of all labour loss applicable to them.
- vi. Guarding MMTC's property against any theft/loss etc.
- vii. Liaison with local police, assist MMTC in case of theft/ loss in lodging FIR and follow up lodging of insurance claim etc.
- viii. Agency will appoint a co-ordinator (at their own cost), who will stay at the exhibition premises during the exhibition. The co-ordinator will conduct regular periodic check during night hours after sealing of exhibition premises so that security guards are alert and perform their duty.

26. SECURITY REQUIREMENTS FOR MINOR EXHIBITIONS

- a. Installation of Colour 3 CCTVs, Cameras, as per actual requirement, maximum cameras with night vision capable of recording HD video in dark, 02 cameras with wide field of vision/adequate VCRs/recording systems for recording of installed cameras, security system etc., to cover the entire exhibition premises including sales counter, passage etc and daily recording to be maintained for all days of exhibition for minimum 60 days from the date of close of exhibition.
- b. 2 Gunman (per shift of 12 hrs), Security Guards (per shift of 12 hrs), Lady Searchers – (during exhibition timing),. Technicians -1 (in each shift of 12 hrs) for monitoring /supervising CCTVs. Recording will be required for 24 hours during the period of exhibition. However number of security officials may decrease or increase according to situation.
- c. Six zone security Control panel and Photo electric infrared Beams (PEIR & PIR) to be provided at each door.
- d. Magnetic sensors at all entry/ exit doors.
- e. DFMDs – 01 no, HHMDs – 01 no

27. REQUIREMENTS OF SECURITY SYSTEMS AND ARRANGEMENTS AT CONVENTION HALL , HOTEL ASHOK (19TH OCT, 2016 TO 28TH OCT, 2016)

MMTC Limited Gold jewellery exhibition scheduled from 19.10.2016 to 28.10.2016 at Convention Hall, Hotel The Ashok, New Delhi. The security (cameras, CCTVs etc) in the Stalls and all exhibition area (wherever installed) will have to be installed on or before 19.10.2016(12:05 pm).

- A. Installation of 8 Colour CCTVs, Cameras 110 Nos (10 cameras with night vision capable of recording HD video in dark, 05 cameras with wide field of vision) adequate VCRs/recording systems for recording the coverage of installed cameras, security system etc., to cover the entire exhibition premises including sales counter, passage etc and daily recording to be maintained for all days of exhibition for minimum 60 days from the date of close of exhibition.
- B. Gunman 8 Nos (4 per shift of 12 hrs), 18 Nos Security Guards (9 per shift of 12 hrs), Lady Searchers – 2 nos (during exhibition timing), Security Officers 2 nos (one in each shift of 12 hours) Security Guard officers 6 nos (During exhibition timing on daily basis including lady guard) to provide vigilance and to control movements and conduct of undesirable elements. Technicians -4 (2 in each shift of 12 hrs) for monitoring /supervising CCTVs. Recording will be required for 24 hours during the period of exhibition. However number of security officials may decrease or increase according to situation.
- C. Six zone security Control panel and Photo electric infrared Beams (PEIR & PIR) to be provided at each doors of Hotel Ashok, Convention Hall, New Delhi.
- D. Magnetic sensors at all entry/ exit doors.
- E. DFMDs – 01 no, HHMDs – 03 no
- F. One sniffer dog for checking entire exhibition area for explosives well before start of exhibition every day. Security officers for maintaining orderliness and peace on the opening day and/or celebrity visiting day.

**28. Criteria for Evaluation of Technical bid: Total marks: 100;
Qualifying marks: 60**

28.1 Turn Over of the single vendor A/c Stall Design & fabrication: 20 marks

Turn Over in Crore Minimum Rs. 2.00 Crore in each financial year i.e. 2013-14, 2014-15 & 2015-16	Marks
Rs. 2.00 Crore	10
Above 2.00 Crore -05.00 Crore	15
Above 05.00	20

28.2 Experience (Stall Design & fabrication) : 20 marks

Experience as Stall Design & Fabrication works for Govt./PSU	Marks
05 years experience	10
Above 05 years - 10 years	15
Above -10 years	20

28.3 Creative Designs : 20 marks

Creative designs for exhibition Venue etc.	Marks
Exclusive Design creative with creative themes based on MMTC Precious metal retail product line = 2 nos	10 (05 each)
Complete Layout plan of the Ashoka Hotel Convention Hall for Design & fabrication of our Exhibition stalls = 2 No's	10 (05 each)

28.4 Experience for Security services- 20.

Experience for Security services to Govt institutions/PSUs for similar work	Marks
05 years experience	10
Above 05 years - 10 years	15
Above -10 years	20

28.5 Turn Over of the single vendor A/c Security services: 20 marks

Experience for Security services	Marks
Rs. 0.50 Crore	10
Above 0.50 Crore -01.00 Crore	15
Above 01.00	20

- Note:** 1. There shall be negative marking of 10% of the total scored marks, if penalized by any agency during last three years.
2. All the supporting documents to be attached in technical bid.

29. GENERAL TERMS & CONDITIONS OF TENDER WITH INSTRUCTIONS

1. The tenders received, will be opened by the committee constituted for the purpose.
2. 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.
3. 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.
4. MMTC reserves the right to add or delete any part of scope of work if situation demands.
5. 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.
6. The successful tenderer shall not sub-contract any part or complete work as detailed in the tender specifications without written permission of MMTC.
7. No deviations to the tender conditions shall be accepted whatsoever.
8. 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 to be nominated by Chairman and Managing Director (CMD) of MMTC. The provisions of Arbitration and Conciliation Act – 1996 shall apply to such arbitration proceedings.
9. The court of competent jurisdiction at Delhi, shall have exclusive jurisdiction in regard to all disputes in respect of this tenders.

10. Timely completion of the work is essence of the contract.
11. 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.
12. 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.
13. 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.
14. The contractor shall ensure the regular supervision and control by the tenderer himself AND/OR by his authorized 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.
15. The tenderer shall comply with labour/industrial laws.
16. The contractor shall submit for verification all relevant records/ documents to MMTC as asked for.

17. 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.
18. All Statutory taxes/TDS at the prevailing rates as applicable from time -to- time shall be deducted from Contractor's bills as per rules.
19. 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.
20. In the event tenderer fails to execute the work with due diligence or expeditiously 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 on account of this.
21. 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.
22. MMTC reserves the right to modify or cancel the whole tender.
23. No advance payment shall be made in this tender/work order.
24. EMD /PG of Successful bidders will be refunded without any interest at the end of contract period or after successful completion of the work assigned.
25. Before Tendering, the bidders are advised to carefully go through the terms and conditions.
26. Full CCTV coverage at all the sale counters, entire exhibition venue to be provided and constant vigil to be kept for undesirable elements.
27. Successful bidders to provide the cabling for complete security system at the exhibition venue.

28. Bidder for security system arrangements may also give a presentation on their security system / arrangements, if required.
29. All the bills /payments due to successful bidders as per the rates and terms of accepted by MMTC shall be submitted within One month from the last day of the exhibition.
30. In case the bidder is unable to submit the tender in e-mode, the same can be submitted in physical form in a sealed cover also. The sealed cover has to be superscribed giving the required bid details on the cover of the Envelope.

ANNEXURE-1**TECHNICAL BID****Qualifying Criteria (For both the tenders)**

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	Copy of Certificate of Incorporation	
7	Copy of PAN CARD	
8	Copy of Service Tax Registration	
9	Copy of Sales Tax Registration (CST/LST as applicable if any)	
10	The bidder should have a minimum of five years' experience in providing the services of stall design and fabrication plus security services for Gold Jewellery exhibitions of any PSU/Govt. Institutions as detailed in the scope of work.	
11	The bidder should have minimum Annual Turnover Rs. 2 Crores (Balance Sheet/IT return duly certified by Chartered Accountant to be submitted).	
13	COPY OF THE LICENCE / VALID PERMISSION/APPLICATION for the Security system arrangements	

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14	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.	
15	Bidder should have minimum Five years experience in Stall Design and Fabrication	
16	Copies of Work Orders received from PSUs/ Government Institutions for which similar services have been provided by the bidders, during the last three years (please indicate the details separately year-wise giving value of the Contracts).	
17	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)	
18	Should submit other documents as mentioned in Point No.28 laying down criteria for evaluation of Technical Bid.	

Signature & Seal of the Bidder

Place:

Date:

* Attached sheets should be duly signed by signing authority.

TENDER NO: MMTC/DRO/EXHB/TSS/003/2016-17

9/28/2016

PRICE BID

ANNEXURE-II

DESIGN AND CONSTRUCTION OF STALLS AND PROVIDING COMPLETE SECURITY SERVICES FOR THE FESTIVAL OF GOLD (FOG) TO BE HELD AT HOTEL ASHOK, CHANAKYAPURI, NEW DELHI DURING DIWALI FROM 19.10.2016 TO 28.10.2016;

Sl No	Officials/Equipment	All Inclusive price per official working on a shift for 12 hour / Equipment per day.
1	Gunman(Minimum double barrel gun)	
2	Security Guards	
3	Bouncers	
3	CCTV Camera	
4	Sniffer dog	
5	Lady searcher	
6	DFMD	
7	HHMD	
8	PEIR & PIR	
9	Technicians	
10	Others	

NOTE:

1. THE ABOVE ALL INCLUSIVE PRICE PER OFFICIAL/EQUIPMENT IS FOR THE PURPOSE OF PAYMENT IN CASE ADDITIONAL OFFICIALS/EQUIPMENTS ARE SOUGHT BY MMTc FOR SMOOTH CONDUCT OF EXHIBITIONS.

2. FOR THE PURPOSE OF AWARD OF TENDER THE BELOW MENTIONED ALL INCLUSIVE RATES WOULD BE CONSIDERED.

ALL INCLUSIVE PRICE QUOTED FOR DESIGN AND CONSTRUCTION OF STALLS AND PROVIDING COMPLETE SECURITY SERVICES: Rs. (IN WORDS.....)

Date:
Place:

**Signature of Authorized Signatory of bidder
with name, address & seal**

TENDER NO: MMTc/DRO/EXHB/TSS/003/2016-17

9/28/2016

ANNEXURE-III

PRICE BID FOR STALL DESIGN & FABRICATION- Minor Exhibition

1. Price Bid for **Minor exhibitions** to be conducted in **Delhi-NCR**. Total Stall area less than 250 sq. meters.

ALL INCLUSIVE PER SQUARE METER RATE QUOTED FOR STALL CONSTRUCTION DESIGN AND DECORATION OF STALLS/EXHIBITION VENUE, OTHER REQUIREMENTS: RS..... PER SQUARE METER. (IN WORDS)

2. Price Bid for **Minor exhibitions** to be conducted **Out side Delhi** (within DRO Jurisdictional area). Total Stall area less than 250 sq. meters.

ALL INCLUSIVE PER SQUARE METER RATE QUOTED FOR STALL CONSTRUCTION DESIGN AND DECORATION OF STALLS/EXHIBITION VENUE, OTHER REQUIREMENTS: RS..... PER SQUARE METER. (IN WORDS)

Date: (Signature of Authorized Signatory of bidder)
With name, address & seal)

Place:

TENDER NO: MMTc/DRO/EXHB/TSS/003/2016-17

9/28/2016

ANNEXURE-IV

PRICE BID FOR COMPLETE SECURITY SYSTEM- Minor exhibition

Sl No	Officials/Equipment	All Inclusive price per officials/Equipment
1	Gunman(Minimum double barrel gun)	
2	Security Guards	
3	CCTV Camera	
4	Lady searcher	
5	DFMD	
6	HHMD	
7	PEIR & PIR	
8	Technicians	
9	Others	

NOTE:

- 1 THE ABOVE ALL INCLUSIVE PRICE PER OFFICIAL/EQUIPMENT IS FOR THE PURPOSE OF PAYMENT IN CASE ADDITIONAL OFFICIALS/EQUIPMENTS ARE SOUGHT BY MMTC FOR SMOOTH CONDUCT OF EXHIBITIONS.**

- 2. FOR THE PURPOSE OF AWARD OF TENDER THE BELOW MENTIONED ALL INCLUSIVE RATES WOULD BE CONSIDERED.**

ALL INCLUSIVE PRICE PER SQUARE METER QUOTED FOR TOTAL SECURITY SYSTEMS & SECURITY ARRANGEMENTS::

RS.....

(IN WORDS.....)

Date:

Signature of Authorized Signatory of bidder

Place

with name, address & seal

TENDER NO: MMTC/DRO/EXHB/TSS/003/2016-17

9/28/2016