

**COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
ANUSANDHAN BHAWAN
2, RAFI MARG, NEW DELHI – 110 001**

Tender No: 25-4(190)/2012-USD

Dated: 01 July 2013

Empanelment of Exhibition Agencies for Exhibition Related Work

CSIR is one of the largest publicly funded organizations in the world. It has a network of 37 laboratories and their field centers spread across the country. True to its spirit, CSIR has been making extensive efforts to ensure appropriate utilization of its technologies and products for the welfare of common people. In this regard, CSIR regularly participates in several national and international exhibitions. CSIR wants to empanel specialized exhibition agencies for help in all (on turnkey basis) or any of the following categories of jobs:

- CATEGORY-I Design, fabrication and maintenance of CSIR pavilion on turnkey, hire basis
- CATEGORY- II Digital Printing on various media
- CATEGORY-III Preparation of special exhibits including murals, diorama and models
- CATEGORY-IV Supply of display equipment on purchase basis, including their installation and commissioning

CSIR invites 'sealed tenders' on a two-bid system basis for the above-listed jobs from reputed exhibition agencies only (advertising agencies need not apply):

Tender No. & Date	Name of Work	Estimated Budget for Exhibition Work	Initial Period of Contract	Bid Security (EMD) in INR
25-4(190)/2012-USD dated-01.07.13	Exhibition related work	About 50 lakh (May vary either way depending on the requirement)	24 months	50,000/-

The complete set of bidding document is available in the office of Head, Unit for Science Dissemination at the above address on any working day during office hours. Alternatively, the bidding document can be downloaded from the CSIR website: www.csir.res.in. The last date and time for submission of bids at the above address is **02 August 2013** positively by **1500 hours**. The technical bids would be opened on the same day at 1530 hours. The agencies may like to send their representative to be present at the time of opening of the bids. CSIR reserves the right to accept or reject any or all tenders either in part or in full or to split the order without assigning any reasons therefor. All legal disputes arising out of the tender/job shall be subject to the jurisdiction of the court of Delhi only.

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TENDER DOCUMENT

Empanelment of Exhibition Agencies for Exhibition Related Work

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- CATEGORY-I Design, fabrication and maintenance of CSIR pavilion on turnkey, hire basis (**Page-7&8**)
- CATEGORY- II Digital Printing on various media (**Page-9&10**)
- CATEGORY-III Preparation of special exhibits including murals, diorama and models (**Page-11**)
- CATEGORY-IV Supply of display equipment on purchase basis including their installation and commissioning (**Page-12**)

Eligibility Criteria

1. This invitation for bids is open for exhibition agencies only (Advertising agencies need not apply).
2. A minimum of three outstanding exhibition jobs (minimum value of Rs. 5 lakh for Category-I and Rs. 1 lakh each for Category-II,III & IV) undertaken during the last financial year i.e. 2012-13.
3. Annual turnover of minimum of Rupees 50 lakh for the exhibition related jobs during the last financial year i.e. 2012-13. The turnover is to be supported by financial statements of accounts (including balance sheets, profit and loss account, auditor reports and IT returns) duly certified by the Chartered Accountant.

4. Bid security – The bidder shall furnish, as a part of its technical bid, a bid security (EMD) for an amount of Rs. 50,000/- (Rupees Fifty Thousand only) by Demand Draft/Pay order drawn in favor of Joint Secretary (Admn.) CSIR and payable at New Delhi, as specified in the Invitation for Bids.
5. Details of relevant infrastructure including design studio with appropriately qualified and skilled manpower, digital printing facility and necessary skills/infrastructure for fabrication of exhibits should be provided in the technical bid.

Methodology for empanelling the exhibition agencies

1. “Technical Bids” submitted by agencies would be examined by the Special Committee constituted by CSIR, and the committee will shortlist the agencies on the basis of technical evaluation of the conditions mentioned in the eligibility criteria.
2. “Financial Bids” will be opened only of those agencies which will be shortlisted by the Committee found technically competent. The shortlisted agencies will be informed date and time of opening of the financial bids. The participating agencies may like to send their representatives to be present at the time of opening of Financial Bids.
3. All the agencies quoting for Category-I have to quote their rates for all sub-categories (Category 1-A, I-B and I-C) keeping in view all the elements and provisions of services specified on **page 5 & 6** of tender specifications.
4. The lowest rate of each of the items in the respective category will be counter offered to all the shortlisted agencies for Categories-I, II& III. The agencies will be finally empanelled only after receiving the acceptance of the price thus offered to CSIR. For Category-IV, the agency quoting the lowest rates will be offered. The bids of the agencies (Category I to III) who would not agree to match the lowest price, shall be summarily ignored and their EMD refunded.

Note: The agencies may bid for one or all of the categories of the jobs offered in the tender specifications and would be considered for empanelment for those categories only.

Award Criteria of Jobs to Empanelled Exhibition Agencies

All the empanelled agencies will be asked to submit design for a particular event both for the pavilion as also the photo panels. The job of a particular event will be awarded on competitive basis to an empanelled agency whose designs (Pavilion or Panels) would be approved by CSIR, whose decision would be firm and final.

Note: Mere empanelment with CSIR would not entitle the agencies the right to get the exhibition related jobs, as all such jobs would be allocated only on competitive basis to an agency whose designs would get approved by CSIR, whose decision would be firm and final.

Submission, Sealing and Marking of Bids

CSIR invites “Sealed Tenders” from reputed exhibition agencies in two envelopes: One on “Technical Bid” and the other “Financial Bid”

I. “Technical Bid” must contain the following details:

- 1) Documents in support of the bidder being an exhibition agency.
- 2) Details of Outstanding jobs 3 (nos.) (minimum value of Rs. 5 lakh for category-I and Rs.1 lakh each for Category-II, III & IV) undertaken during last financial year i.e. 2012-13 along with documentary evidence.
- 3) Annual Turnover of the agency for last financial year i.e. 2012-13.
The turnover is to be supported by financial statements of accounts (including balance sheets, profit and loss account, auditor reports and IT returns) duly certified by the chartered Accountant.
- 4) Bid security (EMD) for an amount of Rs.50,000/- as specified in eligibility criteria.
- 5) Details of relevant infrastructure including design studio with a brief profile of staff engaged in design activities, digital printing facility and necessary skills /infrastructure for fabrication of exhibits.
- 6) The bid must be valid for a period of 90 days after the last day of bid submission.

II. “Financial Bid” must contain the financial quotation as per the Tender specifications.

- 1) The conditional tender quotation in financial bids shall not be accepted- only one basic rate must be specified against each item and no range of price shall be accepted.
- 2) The bidder shall seal the ‘Technical Bid’ and ‘Financial Bid’ in two separate envelopes duly marked as “Technical Bid” and “Financial Bid”. Both envelopes shall then be sealed in one outer envelope. All the three envelopes shall be addressed to the Joint Secretary (Admn.), CSIR, as indicated in tender invitation.

Deadline for submission of Bids:

Bids must reach at CSIR reception, Anusandhan Bhavan, 2, Rafi Marg, New Delhi – 110001 in the name of Joint Secretary (Admn), CSIR, on **02 August 2013** not later than **1500 hrs**. The participating agencies may like to send their representative to be present at the time of opening of tenders, as the “Technical Bids”, would be opened on the same day at **1530** hours.

Late Bids: Any bids received after the deadline for submission of bids as prescribed will be rejected.

Refund of EMD: The EMD deposited by the agencies at the time of empanelment would be refunded within one week after the completion of the empanelment process to the agencies who are not considered for empanelment. For the agencies who are empanelled with CSIR, the EMD shall be refunded within one month after the expiry of the empanelment period.

Period of Empanelment:

The empanelment of the agencies shall be initially for a period two years. This may be extended for another one year subject to satisfactory performance of the empanelled agencies.

TENDER SPECIFICATIONS

Elements & Services

to be provided as a part of Pavilion Mounted by the Agencies

Sl. No.	Item
1.	Concept & design: In drawing form depending on the theme of the exhibition, as per the space (in sq. meter) including the three-dimensional prospective design.
2.	Partition Wall: Wall paneling with wooden frame with one side/both side laminated ply (6 mm thick) panels (Finish as per design) up to standard height of 8' (Formica or equivalent).
3.	Logo: Providing and fixing of CSIR name and logo in 600 dpi resolution with back/front lighting in self-adhesive vinyl cut stickers and translites on 3 mm polycarbonate sheet with UV protection layer, wherever required
4.	Raised Platform: Flooring of raised platform 4" high with 3" X 1 1/2" section wooden framework of 2' X 2' grid surfaced with 19 mm particle or ply board.
5.	Carpet: Covering of the platform with non-woven synthetic carpet (Unitex or equivalent) with under laying, complete in all respects (in specified colour) – sample to be approved.
6.	Elements: Two-four (nos.) elements to highlight the pavilion (i.e. Pillars, back wall – 10' X 12' height and can go up to 16' height), depending on the permission given by the organizer and the space available.
7.	Truss Structure: Mild steel truss structure duly painted as a highlighting element, which can also be used for fixing mercury lights, halogens, or any other lights if required to illuminate and highlight the pavilion and hanging of silken or satin cloth with written slogans or plan.
8.	Facia: Suitable facia (tentatively 16' wide x 12' height with entrance space of a minimum of 8' wide) depicting the theme of the exhibition, fabricated on 8 mm water-proof laminated plywood fixed on 2"x2" wooden frame to be finished on both side.
9.	Furniture (Wooden/PVC): One reception table and two chairs. One discussion table (round) with four chairs every 50/100 sq. meter (at least one even if area is less than 50 sq. meter)
10.	Counters/Podia: One laminated wooden lockable podium/counter per 9.0 sq. meter with 2 chairs and one waste paper basket.
11	Electrification and Lighting: Focus light on each display panel; general lighting with tubelight, mercury lamps, etc., and one emergency light per 10 sq. m. Pedestal fans and desert coolers as per requirement. Plug points to be provided wherever required for both light and power connection, complete in all respect including wiring.

<p>12</p> <p>13</p> <p>14</p>	<p>Decoration of Stall: Artificial/natural potted plants with PVC potter (5 big plants and 10 small/medium plants every 10 sq. m space), to be maintained and watered regularly.</p> <p>Services:</p> <ul style="list-style-type: none"> i) The agency shall be responsible for the up-keeping and maintenance of the CSIR pavilion including cleaning of the exhibits. ii) The Agency shall provide 1 (one) smart and presentable girl guide in specified dress code & one attendant having adequate experience along with two security guards during the entire duration of the exhibition. iii) Fire extinguisher. iv) Maintenance of electrical devices, points, lights, etc. v) Arrangements for drinking water/tea/coffee/snacks. vi) Providing flower vase on reception and discussion table with a provision for fresh flowers every day and flower bouquet (3 nos.) on the inaugural day. vii) Emergency light, in case of power failure. viii) Transportation of exhibits/promotional materials from CSIR HQrs to exhibition site and if required back to CSIR, HQrs. ix) Public address system: With 2 microphones and suitable number of speakers (complete system with the facility of announcement and playing of music). x) Provision of plasma TV of 40” with DVD player for continuous screening of film on CSIR during the event. xi) Any other service/product related to exhibition, requirement. <p>Further, the agency may be required to carry out minor changes in the design/layout without any further financial implication.</p>
	<p>Things to Note:</p> <ol style="list-style-type: none"> 1. The above provisions and services are mandatory and must be provided as a part of turnkey job of maintaining CSIR Pavilion in all sizes and should be taken into consideration while quoting rates for all parameters in points 1A, 1B and 1C in Category-I. The services are stander for CSIR Pavilion of 100 sq.mt, the number would increase proportionately in multiples as the size of the CSIR Pavilion increased. 2. The above scope also includes installation and dismantling of exhibits. 3. Mere empanelment with CSIR would not entitle the agencies the right to get the exhibition related jobs as all such jobs would be allocated only on competitive basis to an agency whose designs (pavilion or panels) would get approved by CSIR, whose decision would be full and final.

FINANCIAL BID
CATEGORY-I

Design, Fabrication and Maintenance of CSIR pavilion on turnkey and hire basis

Sl. No.	Item for Pavilion	Rate (in Rupees) including all taxes
I	Design, Fabrication and Maintenance of CSIR Pavilion on turnkey and hire basis containing all elements and provision of services specified at page no. 5&6 of this tender document.	
A.	<p>Quote for stalls (Per sq. m) with area of:</p> <p>In Delhi:</p> <p>a. Up to 100 sq. m b. 101 to 300 sq. m c. 301 to 500 sq.m d. 501 and above sq. m</p> <p>In other cities:</p> <p>a. Up to 100 sq. m b. 101 to 300 sq. m c. 301 to 500 sq.m d. 501 and above sq. m</p>	
B.	<p>Quote for stalls (Per sq. m) (using modern international modular system of make Skyline, Nimlok, and equivalent international versions) in other countries with area of:</p> <p>a. Up to 50 sq. m b. 51 to 100 sq. m c. 101 and above sq. m</p>	
C	<p>Quote for fabrication of stall using Octonorm system with usual provision of 1-facia, 1-table, 2-chairs, 3-lights and 1-power point for every 9 sq.m. of space and 1-discussion table with 3-chairs for every 18 sq.m of space:</p> <p>In Delhi:</p> <p>a. Up to 100 sq. m b. 101 to 300 sq. m c. 301 to 500 sq.m d. 501 and above sq. m</p>	

	<p>In other cities:</p> <p>a. Up to 100 sq. m b. 101 to 300 sq. m c. 301 to 500 sq.m d. 501 and above sq. m</p>	
II	Fabrication of water-proof superstructure on hire basis, preferably extruded aluminium profiles (Per sq. m)	
III	<p>Other Display Equipment (Please quote hire rate per day basis)</p> <p>A. Plasma wall with DVD player for audio-visual, multimedia presentations (Per unit)</p> <p>B. Interactive kiosk (17” flat screen TFT LCD monitor, touch screen) including hardware (Per unit)</p> <p>C. Hire charges(per unit)</p> <ul style="list-style-type: none"> • Projector • Computer with printer, scanner and other accessories <p>D. Rotoglow: Electricity-operated revolving type glow sign display having three or more side display of relevant photos as per theme and subject of exhibition on translates/digital prints (size: 24”x16”) duly laminated and mounted on 3 mm polycarbonate sheet fitted in wooden or metallic frames. (Total height 5 ft.)</p>	

CATEGORY – II**Digital Printing on various media**

I	<p><u>Digital Printing (High quality)</u></p> <p>A. Cost of designing of posters for final digital printing: (Per sq feet basis)</p> <p>B. Cost of digital printing on: (Per sq feet basis)</p> <ul style="list-style-type: none"> a. Vinyl b. Matte adhesive paper c. High glossy paper d. Flex e. Backlit media f. Cotton <p>C. Lamination of Photograph/digital prints: (Per sq. feet basis)</p> <p>D. Integrated Cost of Designing, printing and Lamination taken as turnkey job (Per sq feet basis)</p> <ul style="list-style-type: none"> a. Vinyl b. Matte adhesive paper c. High glossy paper d. Flex e. Backlit media f. Cotton <p>E. Mounting of digital prints on: (Per sq feet basis)</p> <ul style="list-style-type: none"> a. 3 mm MDF b. 3 mm polycarbonate sheets c. 3 mm sun board d. PVDC e. 3 mm sun pack 	
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II	Fixing of Backlit Media and framing in concealed box with lighting arrangement (Per sq feet basis)	
III	Designing, printing, mounting on a suitable frame and fixing of backdrop on the site (within NCR): (rate per sq. ft) a. Digital printing on high quality flex backdrop b. Thermocol letters(Machine-cut) pasted on fine quality opaque matte cloth	

CATEGORY – III**Preparation of exhibits including murals, diorama and models**

I	Preparation and installation of self illuminated glow sign board having branded lighting fixtures concealed in pre-coated heavy guage box in different colour (Rate per sq. ft. basis).	
II	Cost of preparation and mounting of Murals (As per advised design) (rate per sq feet basis) a. Flat painting with three-dimensional finish b. Two-dimensional (relief type) made up of ply board, paper masshey/PoP/fibre glass or any other material	
III	Dioramma (As per the advised design) (Cost per sq ft base area x per ft height) Creating a live scene in 3-D, depicting the relevant theme of the exhibition. The rates will be inclusive of material used, designing, planning, armature, painting and pop fabrication, light, sound or any other fittings	

CATEGORY – IV**Supply of display equipment on purchase basis**

(Please give maximum discount that would be offered by you over MRP for each product)

I	Standeers: Banner stand of reputed make (Roll-up type) self-standing heavy base of aluminium body (size 78x36 inch) (rate per stand)	
II	Supply of collapsible, modular, portable display system of international standards, preferably of the make – Syma, Octonorm, Skyline, Nimlok, or Abex.	

TECHNICAL BID**Annexure 'A'****PROPOSAL FOR EMPANELMENT OF EXHIBITION AGENCIES****Basic Information:**

1. Name of the Proprietor/CEO:
2. Name of the Exhibition Agency:
 - Office Address in full:
 - Residential address of the Proprietor/CEO:
 - Telephone No.: Off: Res:
 - Mobile No.:
 - E-Mail Address:
 - Do you have branch office/offices other than indicated above in Delhi or outside Delhi (if yes, give details)
3. Contact Address at Delhi (for those agencies with headquarters outside Delhi):

Contact Person:
Telephone No:
Fax No.:
E-Mail:
4. Is it a registered firm/company? : Yes/No
(Copy of the certificate of registration be attached)
5. Service tax no./Vat? :
6. Details of experience of at least three outstanding jobs
(minimum value of Rs.5 lakh for Category-I and Rs.1 lakh each for Category II, III & IV) undertaken during last financial year i.e. 2012-13
(supporting documents be attached)
7. Details of annual turnover of Rs.50 lakh in exhibition related jobs during the last financial year i.e. 2012-13
(supporting documents be attached)

8. Details of the Bank Draft/Pay Order as EMD (Amount, date of issue, issuing branch and bank etc):

Technical Information:

1. Details of professional qualification and experience of CEO
2. Details of professional qualification and experience of the manpower involved in designing work
3. Details of design and production facility?
Address:

Telephone No:
Fax No.:
E-Mail:
4. Is the facility fully owned by your own organization or in partnership with some other organization?:
5. Give details of relevant infrastructure, including
 - a) Design studio
 - b) Digital printing facility
 - c) Infrastructure for fabrication of exhibits

(Supporting documents be attached, the facility would be inspected by the special committee).
6. Details of major clients handled by your agency (Maximum 10) (attached extra sheet if necessary) (supporting documents be attached)

Signature _____
Full Name and
Designation _____

DECLARATION

I _____(Proprietor/CEO) solemnly affirm that the facts stated above are correct and nothing has been withheld . If any information submitted above, is found to be false or fabricated, I may be liable to be suspended and/or debarred from empanelment with CSIR.

Signature _____
Full Name _____
Dated _____
Office Seal

Note:

1. Please attach sheets wherever necessary
2. All the enclosures should be properly annexured and serial numbered
3. Please ensure that application form is complete. Incomplete form would not be considered.