

**M.P. State Tourism Development Corporation Ltd.,  
Paryatan Bhawan, Bhadbhada Road, Bhopal.**

**Date: 16<sup>th</sup> December. 2013**

**Deadline for submission of bids: 3:00 PM by 30<sup>th</sup> December 2013**

**Tender Document Fee: Rs 500/-**

**EMD Amount: Rs 50,000/-**

**Venue: Pragati Maidan, New Delhi**

Madhya Pradesh Tourism requires the services of a professional agency for design, conceptualisation, construction, maintenance and dismantling of the M.P. Tourism Pavilion and other related ancillary activities for the event as per the scope of work given below.

## **1. SCOPE OF WORK**

Conceptualizing, designing and construction of Madhya Pradesh Tourism's Pavilion at SATTE ( 29<sup>th</sup> – 31<sup>st</sup> January 2014) in Pragati Maidan, New Delhi along with cleaning services and dismantling of the pavilion after the conclusion of the fair.

- I. The area for the Pavilion is 228 sq mtrs.
- II. The theme of the Pavilion is "**Hindustan Ka Dil**".
- III. Individual space will have to be provided for the 15 – 20 co-exhibitors (Pvt. Hoteliers & Travel agents), along with space for counter of Madhya Pradesh Tourism
- IV. The pavilion shall also have a Reception area, a closed storage area with locks, information counters, etc.
- V. One Plasma Television set (42 inches) and along with DVD player and associated cables/VGA cable and Music system with speakers. The placement of the Television screen should be incorporated in the design of the stall.
- VI. Decoration with plants, etc. to give a green touch as well as decorations with ethnic material.
- VII. Emphasis should be made on maximum use of eco-friendly material in the construction of the pavilion.
- VIII. Provision of adequate lighting and power points at every counter.
- IX. The work will include construction of the pavilions at site well in time, maintenance activities during the period of the Fair and dismantling of the pavilion after the event.

## **2. GUIDELINES FOR SUBMISSION OF BIDS**

The tenders for the SATTE should be submitted in three separate sealed packets put into one packet, which should consist of the technical bid, financial bid, EMD and Tender Fee. The packets should be clearly super-scribed with the following:

- (A) Technical Bid,**
- (B) Financial Bid,**
- (C) EMD**
- (D) Tender Document Fee**

and should also mention the name, address and contact details (Telephone, Fax and Email id) of the company submitting the bid on each envelope.

### **(A) TECHNICAL BID**

The Technical Bid should include the following:

- i) Credentials of the company including details of experience in similar works/events.
- ii) Income Tax Return for last 3 years.
- iii) Details pertaining to the pavilion:-
  - a) Layout/Concept / Theme/Decoration for India Pavilion
  - b) Proposed overall layout Plan of the pavilion including the Plan and the Elevation.
  - d) Decoration plan of the pavilion with suitable approach entrances alongwith placement of Plasma Televisions, sound system, etc.
  - e) Suggestions of value additions to the eventTechnically short listed agencies may be asked to make a presentation before selection committee.

### **(B) FINANCIAL BID**

The Financial Bid shall clearly indicate the cost against the following heads.

1. Conceptualization, design, construction, decoration & dismantling of Madhya Pradesh Tourism pavilion (228 Sq. mtr) including transportation.
2. Taxes as applicable to be indicated separately.

The following format may be used for financial quotes.

Sr no	Cost of Conceptualization and Design, Construction, Decoration, Dismantling and transportation	Taxes	Total

All images to be used for the pavilion will be provided from the stock of Madhya Pradesh Tourism.

The creatives, banners, posters, prints etc. used for the pavilion will become the property of the Madhya Pradesh Tourism and the same has to be transported to Marketing Office Delhi, Hotel Janpath, New Delhi and the cost for the same has to be borne by the agency.

### **(C) EMD**

Bid should be accompanied with an Earnest Money Deposit of Rs.50,000 /- by way of Demand Draft/ Banker's Cheque/ FD Receipt/ Bank Guarantee in favour of M.P State Tourism Dev. Corp. Ltd. , Bhopal. Offers not accompanied with the earnest money shall be rejected. The EMD will be refunded to the unsuccessful bidders.

### **(D) Tender Document Fee**

Cost of tender document Rs. 500/- should be submitted through DD in favour of MP State Tourism Development Corp. Ltd. Bhopal. This is non-refundable.

### **3. Selection Procedure:**

•A nominated committee will evaluate the technical bids. Technical evaluation will be out of 70 Marks. Technical assessment will be based on Profile & Track Record, Layout, Concept, Theme, Design, Decoration & Look & Feel of the each stand. On the basis of technical assessment, two agencies will be selected and the financial packets of these two agencies only be opened. Financial evaluation will carry a weight-age of 30 Marks. • The agency with highest marks in total after adding the scores from the technical and financial evaluation will be awarded the work.

### **4. Bid Opening:**

The bids will be opened at MP State Tourism Development Corp. Ltd. Head Office Paryatan Bhawan Bhopal on a specified date in front of technically qualified agencies.

## **5. Other Special Conditions:**

1. The bids should be clear in all respects.
2. Costs should be inclusive of all kinds of taxes, duties etc.
3. Incomplete bids or without proper documents are liable to be rejected
4. MPT reserves the right to reject or accept any or all the bids in part or full without assigning any reason whatsoever.

**6. Delivery Period-** The MPT Pavilion should be ready for occupation by 7.00 AM on 29<sup>th</sup> January 2014 and all associated work should be finished before that failing which the MPT would take action as appropriate including levying penalties.

**7. Force Majeure** - It is agreed by both Parties that if due to bandhs, strikes, riots, natural calamities, Act of God or other unforeseen circumstance, agency is unable to perform or complete the assignments or responsibilities in the manner and time mutually agreed to, then in that event it shall not be held responsible for any loss or damage that may arise as a consequence thereof. Both Parties agree that the provisions of this Clause shall not lead to Termination of the Agreement.

**8. Termination by default:** MPT reserves the right to terminate the contract of any agency in case of change in the Government procedures or unsatisfactory services.

**9. Terms and Conditions of Payment:** 50% advance payment shall be considered. Balance payment will be on completion of the works and after due certification of services and on receipt of the bills.

**10. Arbitration Clause** - Any and all claims, disputes, controversies or differences arising between the parties out of or in relation to or in connection with this agreement or with a breach thereof, which cannot be satisfactorily settled by correspondence or mutual conference between the parties hereto, shall be determined by arbitration in accordance with the then prevailing rules or arbitration under the Arbitration and Conciliation Act, 1996. The venue of such arbitration shall be Bhopal and the language of arbitration shall be in English. Each party shall bear its own cost of Arbitration.

**11. Jurisdiction** - The contract shall be governed by laws of India and all Government rules on purchase matter issued from time to time and are in force for the time being are applicable to this contract tender.

12. Interested agencies should submit all the detailed bids latest by 3:00 PM on 30<sup>th</sup> December 2013 to the C.G.M (Mktg), Madhya Pradesh State Tourism Dev. Corp. Ltd., Paryatan Bhawan, Bhadbhad Road, Bhopal -462003.



**SATTE**  
NEW DELHI  
21<sup>st</sup> Edition

29th - 31th January 2014  
Pragati Maidan

