

Speed Post

GOVT. OF NCT OF DELHI
DEPARTMENT OF TRADE & TAXES
VYAPAR BHAWAN, I.P. ESTATE, NEW DELHI
FACILITY MANAGEMENT BRANCH

No.F.1(43)/CTT/FMB/15-16/

Dated :

To

Subject: Inviting of limited tender for the 'Designing and fabrication of the departmental pavilion at the Delhi Pavilion IITF 2016 at Pragati Maidan, New Delhi'.

Sir,

The undersigned is directed to invite limited tender for the work of "Designing and fabrication of the departmental pavilion at the Delhi Pavilion IITF 2016 at Pragati Maidan, New Delhi" (list of item enclosed at Annexure -B). **The Estimated Cost of the work is Rs.98,000/-**. Interested parties may send their limited tender in sealed covered addressed to the Asstt. Commissioner(FM), Department of Trade & Taxes (Facility Management Branch), Govt. Of NCT of Delhi, Room No.1005, 10th Floor, Vyapar Bhawan, I.P. Estate, New Delhi – 110002 subscribed with the work 'Designing and fabrication of the departmental pavilion at the Delhi Pavilion IITF 2016 at Pragati Maidan, New Delhi'. The Limited Tender should reach the undersigned latest by 1.00 pm on **02.11.2016**. The quotations will be opened on the same at 3.00 p.m. in the above mentioned room in the presence of representative (s) of the firm who may wish to present there.

Terms and Condition on which the work will be entrusted are as given below:

1. The rates should be quoted according to the details at Annexure 'B' as per department's requirement.
2. The tenderers are required to file a presentation regarding the proposed stall (the approximate size of the stall is 15 Sq. Feet) giving details of plan design,


26/10/16

- concept, aesthetics and creative, before the Selection Committee. The Committee shall evaluate the presentation on the basis of following parameters : (1) Concept & Design (2) Aesthetics (3) creative. The Departmental Committee may, if need be, call for a presentation from the tenderers. The committee shall shortlist and qualify the tenderers on the basis of above para meters.
3. Pavilion may be one / two side open subject to space allocation.
 4. The selected designer will be required to design the pavilion posters keeping the department's objectives in view and as per the brief of the officer.
 5. The number of posters will be as per size allocated.
 6. The stall must be carpeted, have an individual help desk, 2 chairs, 6 spotlights and at least two power points.
 7. The selected designer must give some interactive audience engagement ideas like digital scroller of LCD display to increase the efficacy of the stall.
 8. The selected company must show the complete 3D design of the stall followed by desgin of the posters for the departmental approval.
 9. Once accepted rates will not be altered.
 10. The quoted rates of items must be inclusive of cartage, fixing, labour and material etc. and also inclusive of VAT and other taxes admissible under the rules.
 11. An Earnest Money of Rs.5,000/- (Rupees Five thousand only) in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Bankers's cheque or Bank Guarantee from any of the commercial bank in favour of Commissioner, Trade & Taxes, Government of National Capital Territory of Delhi, Vyapar Bhawan, I.P. Estate, New Delhi-110002. Earnest Money will not be accepted in the form of Cash/Money Order. The bid security shall remain valid for the period of three months from the date of issue. The EMD must be submitted physically before the last date an at the time of submission of tender.
 12. The stall should be installed immediately after issue of Offer letter.
 13. No extra payment would be made in any case to the firm except the rates approved by this department. The rates quoted shall be including of all charges, other taxes & duties.
 14. Tax Deducted at Source (TDS) and Work Contract Tax (WCT), if applicable, will be deducted at applicable rates by the department.
 15. The firm should be registered with Department of Trade and Taxes, Govt. of NCT of Delhi and should also provide a copy of Sales Tax Registration/VAT/TIN Registration Certificate and valid PAN Card.
 16. The decision of Commissioner, VAT will be final in this regard.
 17. Technical Bid -It should contain the documents mentioned in Performa for Technical Bid (Annexure -A).


26/11/16

18. Financial Bid-Should have only prices/rates quoted by the tenderers (Annexure-B) and should be sent in separate envelop by quoting Financial Bid for the work of "Designing and fabrication of the departmental pavilion at the Delhi Pavilion IITF 2016 at Pragati Maidan, New Delhi" on the envelop.

19. Financial bids of those tenderers will be opened who will be found technically qualified by the Purchase Committee.

20. Conditional tender shall not be accepted and rejected straightway.

21. If any information furnished by tender is found incorrect at any time, the supply order will be liable to be terminated without issuing any notice.

22. If any information furnished by tenderer is found to be incorrect or false at any time, the supply order will be liable to be terminated without any notice.

23. If the quality of work are found unsatisfactory, the Work Order will be terminated immediately without assigning any reason and EMD will be forfeited.



Asstt. Commissionr(FM)
Department of Trade & Taxes

ANNEXURE-A

GOVT. OF NCT OF DELHI
DEPARTMENT OF TRADE & TAXES
VYAPAR BHAWAN, I.P. ESTATE, NEW DELHI
FACILITY MANAGEMENT BRANCH

PERFORMA FOR TECHNICAL BID

1. Name of the firm :
2. Address :
3. Name & Address of Prop./
Partner/Authorized signatory
(in case of Pvt. ltd. firm) :

S. No.	Name of desired Documents	Whether copy of desired certificate/documents are enclosed
1	EMD amounting to Rs.5,000/-	Yes/No
2	Copy of self attested Sales Tax/VAT/TIN Regn.	<u>Yes/No</u>
3	Copy of PAN Card.	<u>Yes/No</u>
4	Presentation regarding proposed stall.	<u>Yes/No</u>

.....
(Signature of tenderer)
(Rubber seal)

ANNEXURE-B

GOVT. OF NCT OF DELHI
DEPARTMENT OF TRADE & TAXES
VYAPAR BHAWAN, I.P. ESTATE, NEW DELHI
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PROFORMA FOR FINANCIAL BID

S.No.	Description	Number	Rate (inclusive all charges, taxes and duties)	Total Amount inclusive of all charges, taxes and duties
1	Installation & designing of stalls			

- Above prices are inclusive of Taxes, cartage, labour and fitting.
- Implementation time : Immediately after date of issue of Work Order.
- Validity of rates 90 days.

(Signature of Tenderer)
(Rubber seal)

**Most Immediate
Time Bound**

**GOVT. OF NCT OF DELHI
DEPARTMENT OF TRADE AND TAXES
VYAPAR BHAWAN, I.P. ESTATE, NEW DELHI-110002.
F.M. BRANCH**

No.F.1()/CTT/FMB/16-17/ 2011-22

Dated 26/10/16

To

The Joint Director (EDP),
Department of T&T,
GNCT of Delhi, 12th floor, Vyapar Bhawan,
I.P. Estate, New Delhi-110002.

Subject : Uploading of tender documents on Delhi Govt. / Departmental website of
this department.


Sir,

Please find enclosed herewith a copy of Tender documents for the work of
"Designing and fabrication of the departmental pavilion at the Delhi Pavilion IITF 2016
at Pragati Maidan, New Delhi".

You are, hereby, requested to upload the same on the Delhi Govt. /
Departmental website of this department **today positively**.

Enclosure : As above.

Yours faithfully


26/10/16

ASSTT. COMMISSIONER(FM)