Subject: Inviting limited tender for the 'Designing and fabrication of the departmental stall at the Delhi Pavilion IITF 2014 at Pragati Maidan, New Delhi'.

Sir,

The undersigned is directed to invite limited tender for the work of Designing and fabrication of the departmental stall at the Delhi Pavilion IITF 2014 at Pragati Maidan, New Delhi (list of item enclosed at -B). The Estimated Cost is less than Rupees two lacs. Interested parties may send their limited tender in sealed covered addressed to the Joint Commissioner(FM), Department of Trade & Taxes (Facility Management Branch), Govt. Of NCT of Delhi, Room No.1001, 10th Floor, Vyapar Bhawan, I.P. Estate, New Delhi – 110002 subscribed with the work 'Designing and fabrication of the departmental stall at the Delhi Pavilion IITF 2014 at Pragati Maidan, New Delhi'. The Limited Tender should reach the undersigned latest by 1.00 pm on 27.10.2014. The tenders will be opened on the same at 3.00 pm 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:

- The bid should be submitted in two sealed envelopes subscribed with "Technical Bid" and "Financial Bid" respectively.
- The technical bid envelope should contain duly filled Annexure A along with its enclosures and hard copy of the presentation giving design etc of the proposed stall and the Earnest Money.
- The Financial bid envelope should contain duly filled Annexure B.
- The rates should be quoted according to the details at Annexure 'B' as per department's requirement.
- The tenders are required to file a hard copy of detailed presentation regarding the proposed stall giving details of plan design, concept, aesthetics and creatives in the technical bid.
- A departmental Committee formulated for this purpose shall evaluate the presentation on the basis of following parameters : (1) Concept & Design (2) Aesthetics (3) Creatives. 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 parameters.
Scope of Work:

- The approximate size of the stall is 9 to 12 Sq. meters, approximate dimension is 7m by 1.5m) may be one / two side open subject to space allocation.
- The selected designer will be required to design the pavilion posters and other creative outputs keeping the department's objectives in view and as per the brief of the department.
- The number of posters will be as per size allocated.
- The stall must be carpeted, have an individual help desk, 2 chairs, 6 spotlights and at least two power points.
- The selected designer must give some interactive audience engagement ideas like digital scroller of LCD display to increase the efficacy of the stall.
- The selected company must show the complete 3D design of the stall followed by design of the posters in the presentation submitted in the technical bid. The department will be at liberty to get the concept, creatives and design altered as per the requirement.
- Once accepted rates will not be altered.
- 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.
- An Earnest Money of Rs.10,000/- (Rupees Ten thousand only) in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker'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 and at the time of submission of tender.
- The articles should be supplied immediately after issue of Offer letter.
- 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.
- TDS and WCT, if applicable, will be deducted at applicable rates by the department.
- The firm should be registered with Trade and Taxes Deptt., Govt. of NCT of Delhi and should also provide a copy of Sales Tax Registration/VAT/TIN Registration Certificate and valid PAN Card.
- The decision of Commissioner(T&T) will be final in this regard.
- Technical Bid - It should contain the documents mentioned in Performa for Technical Bid (Annexure -A).
- Financial Bid - Should have only prices/rates quoted by the tenderers (Annexure-B).
- If any information furnished by tenderer is found to be incorrect or false at any time, their will be liable to be terminated without any notice.
ANNEXURE-A

GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DEPARTMENT OF TRADE & TAXES (FM BRANCH)
VYAPAR BHAWAN, I.P. ESTATE, NEW DELHI-110002.

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)

<table>
<thead>
<tr>
<th>S.NO</th>
<th>Name Of Desired Document</th>
<th>Whether Copy Of Desire Certificate/Documents are enclosed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Copy self attested Sale Tax/Vat/Tin Registration</td>
<td>Yes/No</td>
</tr>
<tr>
<td>2</td>
<td>Copy Of PAN Card</td>
<td>Yes/No</td>
</tr>
<tr>
<td>3</td>
<td>Earnest money of Rs10,000/- (Rupees Ten Thousand Only) in the firm of</td>
<td>Yes/No</td>
</tr>
<tr>
<td></td>
<td>Account of Payee Demand Draft, Fixed Deposit Receipt, bankers cheque or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>bank Guarantee from any commercial bank in favour of Commissioner Trade &amp;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Taxes</td>
<td></td>
</tr>
</tbody>
</table>

(Signature of tenderer)
(Rubber seal)
PROFORMA FOR FINANCIAL BID

Total Amount (inclusive of all charges, taxes and duties) for concept, designing, making creatives, their production fabrication and installation in the stall allocated to Trade and Taxes department in Delhi Pavillion at IITF 2014: Rs. __________

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)
Company: Creative Inc. (A Unit of Chavi Advertising Servicing Pvt. Ltd.)
Contact Person: Ms. Charu Nathan
Address: 803, Ashok Bhawan, 93, Nehru Place, New Delhi – 110019

Company: Idea to Impact
Contact Person: Mr. Pramit J.
Address: 106, South Park, Kalkaji, New Delhi – 110019

Company: Design Directions
Contact Person: Ms. Suman Ralhan
Address: A-21, Mount Kailash, New Delhi – 110065

Company: Paras Art Studio Pvt. Ltd.
Contact Person: Mr. Vikram Soni
Address: C-106/3, Naraina Industrial Area, Phase-1, New Delhi – 110028

Company: Jubilee Arts & Crafts
Contact Person: Mr. Pranav
Address: WZ-25/B, Village Todapur (Near NASC Convention Centre, Pusa), New Delhi – 110012