



CIN: U75112AS1965SGC001246

AIDC/I&C/GM/WFI/01/5113

Date: 25.09.2017

Request for Proposal

Assam Industrial Development Corporation Ltd. invites RFP from the reputed agencies for setting up of Assam Pavilion of "World Food India, 2017" organised by MoFPI, Govt. of India in New Delhi to be held from 3rd - 5th November, 2017.

Interested Agencies having experience for the similar job may submit their RFP in sealed envelope. The detailed TOR for the same can be obtained for the website www.aidcltd.com. The last date for submission of RFP will be 9th Oct, 2017 at 1 PM.


General Manager

TERMS OF REFERENCE

A. INTRODUCTION

Assam Industrial Development Corporation Ltd. in collaboration with Industries & Commerce Department, Government of Assam is going to set up 'Assam Theme Pavilion' on account of World Food India, 2017 at C- Hexagon of India Gate, New Delhi which is to be held from 3rd - 5th November, 2017 to provide a comprehensive International Standard enabled platform to showcase, connect and collaborate the Organic Products and Special Products/ Items of the State. The Industries & Commerce Department, Government of Assam is participating as a Partner State in the Event.

B. INDICATIVE SCOPE OF WORK.

1. Designing and Fabrication of 'Assam Theme Pavilion' on the standard of International Quality.
 2. Conceptualization of overall theme for Exhibition & theme pavilion as per brief.
 3. Designing of creative posters for display of all organic products/ Specialty Food Products/ items of the State.
 4. Fabrication of display aids as per specifications.
 5. Product spotlighting & illumination as per specifications.
 6. Thematic display of State Food Products.
- Specifications and auxiliary requirement
 1. Total area is 400 Sqm (40mx10m).
 2. Pavilion will be designed in all complete wooden/bamboo material including the-common area, sampling and participant's area.
 3. Preparation of floor plan for space optimization
 4. Allocation of space to exhibitors.
 5. All materials to be used in application should be ISI Marked & ISO Standards. Material specifications should be of standard premium company make and clearly specified keeping in view permanent nature of work.
 - The scope of work will also include:
 1. Erection, Dismantling along with clearing of Theme Pavilion at the end of the event.
 2. Coordination with concerned organizer of the event, supervision of stand construction agency and delivery of special requirements of the exhibitors.
 3. Housekeeping & security of display area.
 4. Fire extinguishers & firemen on duty
 5. Earthing & cabling as per venue norms.

All works to be completed and handover by 1st Nov, 2017 by 12 Noon.



C. ELIGIBILITY CRITERIA OF THE APPLICANT

1. The applicant should be a registered company/ entity of repute with sound experience in performing the above mentioned services in the line.
2. The applicant must have at least 5 years of experience of doing similar works fabricating erecting, dismantling and clearing of hanger structure as well as in house team of carpenters etc., Documentary proof must be enclosed with photographs and work orders.
3. The applicant must have sound experience of setting up of Thematic stalls / pavilions etc. in exhibitions of national / international level The applicant should furnish details of such theme displays in larger areas. List of reputed past clients should also be enclosed.
4. The applicant must have minimum Cumulative turnover of Rs. 2 Crores in last 3 financial years. Kindly enclose CA certificate/ Balance sheet.
5. Minimum turnover registered should be in relevant trade.
6. Details of infrastructure must be enclosed in the Technical Bid including details of manpower & key personnel.
7. The applicant must comply with all government and regulatory norms viz. PAN no., service tax no., ITR, GST (if applicable) copies shall be furnished with technical bid.

D. SUBMISSION OF RFP

1. Technical

RFP should be submitted in two sealed envelope, **TECHNICAL BID** (Envelope –I) shall contain following documents:

- Details of the RFP
 - a. Concept design/ Detailed drawing with detailed specifications
 - b. Profile of the Agency/ Company
 - c. Details of Technical manpower and Staff available in-house
 - d. Track record – details of involvement of similar events (provide list of works executed in last 3 years)
 - e. Specific experience relating to the event of such nature)documentary evidence of all needs to be provided)
- All applicants should submit a self undertaking that they have never been blacklisted by any Government of India Ministry / Department / Authority / Organization / Agency.
- Statement signed by a statutory auditor / Chartered Accountant, indicating turnover of the Company.
- EMD for Rs. 1,00,000/- (Rupees one lakh only) in the form of Demand Draft drawing favour of 'Assam Industrial Development Corporation Ltd.', Guwahati . EMD will be returned to the unsuccessful applicants at the earliest.



2. Financial

- Financials (Envelope –II) shall contain the financial offer for the project and should include the cost of all the following:
 - Designing and conceptualization
 - Cost of fabrication
 - Cost of installation at site (including transportation)
 - Govt. taxes as applicable
 - Total cost
- The applicants should quote in figures as well as in the words the rates and amount offered by them in the financials. The rates quoted in the financial shall be inclusive of all taxes, levies etc. nothing extra shall be payable in addition to the accepted rate as per the Price Schedule.
- RFP placed in sealed covers (in two envelopes' duly marked as TECHNICAL (Envelope-I) and Financials (Envelope-II) with the name of the project written on each envelope should be placed in the outer envelope and marked on top as "RFP for Theme Pavilion at New Delhi.

E. EVALUATION / SELECTION PROCESS

- The evaluation would be on Technical and Financial Bids
- The Technical Bids shall be scrutinized by the Committee constituted for the purpose. The Committee will assess the ability of the agencies to carry out the requisite work and quality of profile and experience of the agency in the field. The bid would be evaluated as per the Eligibility Criteria in Para-C & specified in Para-D.
- The criteria for Technical Evaluation is as below:

Sl. No.	Criteria	Scoring
1.	Organizational strength of the company and its experience in executing such works nationally and internationally	20 Marks
2.	Overall concept and design of Thematic Exhibition	70 Marks <ol style="list-style-type: none">Concept & design – 50 MarksEffective Utilization of Space – 10 marksInnovative ideas in accord with Theme – 10 Marks
3.	Experiences and expertise of key personnel handling the project	10 Marks

- The Concept / Design of the 'Thematic Exhibition' with layout decoration plan, etc. as indicated above must be submitted in hard copy as soft copy (CD).



- A minimum mark to qualify technically is 70. Financial quotation of only those who qualify technically with a score of 60 would be opened.
- Financial Score would be as follows:
 1. Lowest financial quote will be given score of marks – 100 Marks
 2. 2nd lowest financial quote will be given score of Marks – 80 Marks
 3. 3rd Lowest financial quote will be given score of Marks – 60 Marks
 4. 4th Lowest financial quote will be given score of Marks – 40 Marks
 5. 5th Lowest financial quote will be given score of Marks – 20 Marks

The final evaluation would be done on the basis of Composite score. The applicant who has secured the highest Composite Score shall be declared the preferred applicant.

F. PAYMENT TERMS

- 10% as mobilisation advance on receipt of letter of award.
- 30% will be paid during construction
- Balance 60% on submission of completion certificate.

G. RIGHTS

AIDC Ltd., reserves the right to accept or reject any offer based on technical / financial evaluation without assigning any reason thereof.

H. LAST DATE FOR SUBMISSION OF RFP

The last date for submission of RFP is 9th Oct., 2017 (upto 1.00 PM). RFPs received after due date shall not be accepted. The RFP should be addressed to Managing Director, Assam Industrial Development Corporation Ltd., R. G. Baruah Road, Guwahati – 781024, Email: aidcltd@gmail.com Website: www.aidcltd.com.

