

KOLKATA PORT TRUST  
HALDIA DOCK COMPLEX

Administrative Office,  
Jawahar Tower Annex.

No. Ad/0064/Haldia Fair/7490

January 13, 2020

All KoPT Empanelled Advertising Agencies.

NOTICE INVITING TENDER / ENQUIRY

Sub.: KoPT Pavilion at Haldia Trade Fair, 2020 scheduled to be held from  
31.01.2020 to 09.02.2020 at Haldia.

Sir(s),

Sealed quotations in prescribed format are invited for Design, Construction, Erection, Decoration and Electrification of HDC, KoPT Pavilion at Haldia during Haldia Trade Fair, 2020 scheduled to be held from 31.01.2020 to 09.02.2020. The pavilion shall be designed on the theme depicting the theme – "Journey of Kolkata Port Trust in the last 150 years demonstrating its Glorious Past and Vibrant Future"

The quotations shall have two parts viz. 'Techno-commercial Bid' (to be submitted as per format in Annex – Techno – Commercial), and 'Price Bid' (to be submitted as per format in Annex – Price). Both the Bids should be submitted in two separate sealed covers duly superscribed with "Techno-Commercial Bid for KoPT Pavilion at Haldia Trade Fair, 2020" and "Price Bid for KoPT Pavilion at Haldia Trade Fair, 2020" as the case may be in the office of Administration Division by 1300 hrs. on 20.01.2020.

The 'Techno-commercial Bid' shall consist of:-

- a) Annex – Techno – Commercial.
- b) Pages 3 to 8 of this enquiry document signed and submitted as a token of acceptance of specification and terms & conditions.
- c) A mock-up model or 3D Presentation of the pavilion along with its various components reflecting the above mentioned theme.
- d) Details of external and internal design of the pavilion including details, (size, number etc.) of exhibits.
- e) Documentary evidence(s) to substantiate experience in related field, number of pavilions designed and erected with respective contract value.

NB:- In respect of point (e), it is advised that tenderers should go through the evaluation criteria (Annex – Evaluation Criteria) and submit documentary evidences,



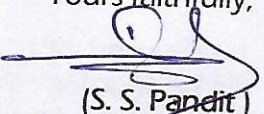
that would fetch them the maximum points as per their experience and work executed.

The Price Bid shall consist of the '**Schedule of Rate**' printed as **Annex-Price**. The Annex-Price shall be filled in and signed and then submitted in separate sealed cover as Price Bid.

The Techno-Commercial Bid will be opened at 1430 hrs on 20.01.2020 at the chamber of the undersigned. After opening of the Techno-Commercial Bids, as per previous years, the Tender Committee will interact with the bidding agencies on Techno-Commercial Bids submitted by them. The bidding agencies are requested to make themselves available for the above interaction with the Tender Committee on 20.01.2020. Price Bids of only those bidders will be opened whose Techno-commercial Bids will be found to be acceptable. Price Bids may also be opened on 20.01.2020 and the bidding agencies may be present during the said opening.

Enclo : As stated.

Yours faithfully,



(S. S. Pandit)

Sr. Dy. Manager (Admn.)



### SPECIFICATION OF PAVILION

1.	Size of the pavilion	1200 sq. ft. (carpet area)
2.	Scope of work	<p>Contractor shall be responsible for :-</p> <p>(i) Design, construction, erection, decoration and electrification of the pavilion.</p> <p>(ii) Production and placement of exhibition material. These include:-</p> <p>a) Display panels with write-up and photographs (in 4 colour flex) to be fixed on hollow metal frame duly finished with synthetic enamel paint. Display panels should have proper backlit / frontlit arrangements.</p> <ul style="list-style-type: none"> <li>• Quantity – 10 nos. (+/- 2 nos)</li> <li>• Size – 6 ft. X 4 ft.</li> <li>• Number of photographs to be used (as per instruction of appropriate authority of HDC)</li> </ul> <p>b) Artistic Impression / conceptual diagrams in flex with proper back lit / frontlit arrangements: - minimum 5 nos.</p> <p>c) Murals: - Both side backlit digital print mural outside the pavilion – minimum 3 nos (covering total area of 360 sq. ft.)</p> <p>d) Back lit name and logo on facia.</p> <p>e) Back wall should have colour digital flex print (covering at least 300 sq. ft) mounted on iron structure or section wood.</p> <p>f) Other usual decorations and aesthetic impression as may be directed by appropriate authority of HDC.</p>
3.	Type of construction	<p>i) The superstructure of the pavilion shall be made with GI pipe, Salballa or bamboo for proper strengthen.</p> <p>ii) The roof shall be covered with Tarpaulin for protecting rain and sunlight.</p> <p>iii) Ceilings, inside and outside walls should be properly and aesthetically finished. There should be no seepage of moisture or water.</p> <p>iv) The floor shall be of ply wood platform of 6" height from earth and the same shall be covered with synthetic carpet.</p>
4.	LED colour Digital wall	The contractor shall be responsible for Supply, Installation and Operation of 1 (One) LED Colour Digital Wall msg. 6'X 8'.
5.	The contractor shall provide one electrician and one carpenter during the exhibition	



	to meet urgent repair work, if required.
6.	The contractor shall provide two fair complex, smart lady Receptionists daily from 2 PM. to 10 PM. Of all the days of Trade Fair in the pavilion for explaining the exhibits. The hiring cost of he receptionist along with their other requirements, if any will be borne by the successful contractor.
7.	The exhibits shall become the property of KoPT after the exhibition is over.
8.	The contractor has to maintain the electrical system in working order. During the period of exhibition, if any bulb, fitting, wire, switch, board etc., goes out of order, the contractor has to repair/replace and maintain the same immediately without any extra cost claim from Kolkata Port Trust, Haldia Dock Complex.
9.	If any defect occurs during the period of exhibition, the contractor has to rectify it the same day by putting more men on the job without any extra claim.
10.	The contractor is totally responsible for damage to men and material on account of any electrical fault or for any other reason. Hence he should take all precautions to avoid such faults.
11.	All electrical wires and accessories used at site must be of high standard. If any defective material is noticed, contractor has to replace or repair the same immediately otherwise the same will be got done at once at his cost and risk without any notice keeping the emergency type of work in nature.
12.	The contractor has to obtain Electrical and Water Connection from Haldia Municipality/Haldia Development Authority and to maintain the same for the duration of exhibition. Payment in this regard will be borne by the contractor.
13.	Contractor shall be responsible for watch and ward of all exhibits/ existing fittings and any loss due to damage/theft has to be made good by him at his own cost.

#### TERMS & CONDTIOINS

1. Period of completion: The pavilion must be ready in all respect at least one day before the inauguration of the exhibition i.e. shall be ready in all respect by 1000 hrs. on 30.01.2020. For non-completion of work within the specified time, the contractor shall be liable to pay compensation @ Rs. 50,000/- per day or part thereof.
2. KoPT may impose penalty for non-execution of ordered items.
3. **Payment Terms :-**  
Payment will be made after satisfactory completion of the work, submission of final bill and deposition of all exhibits to HDC.
4. The total financial offer shall be inclusive of GST as applicable and including cost of material, transportation of material to Haldia, cost of labour and all other allied costs.



EVALUATION CRITERIA

The tenderer getting the highest score i.e. total of Techno Commercial Offer and Price Offer will be awarded the contract.

**A) Techno-Commercial Offer:-**

1) The marks for Techno Commercial evaluation would be awarded as follows:-

- a) **Number of pavilions (eligible for evaluation) designed and constructed in last 5 years ending on 31.12.2019 (maximum score - 20).**

Under this item, for each eligible pavilion, 2 points would be awarded. The tenderer getting maximum points would be given the full score of 20. The other tenderers would get scores on percentile basis with the offer securing highest technical marks for each item taken as 20. For example, if the highest technical mark obtained is 90, marks awarded would be 20. Hence an offer securing 70 marks would be getting  $20 \times 70 / 90 = 16.7$  points.

Note

- (1) Pavilions constructed inside the hangers will not be considered for evaluation.
- (2) The contract value for each eligible pavilion should be at least Rs 1 lakh.
- (3) The scope of work of the pavilion should take into account designing and construction of pavilion structures. This should be clearly visible from the work order issued by the different organizations.

- b) **The year of operation of the company in the related field (maximum score-10)**

More than 5 years	10 points
Less than 5 years	05 points

- c) **Mock up Model or 3D presentation of the proposed pavilion – The theme should be on role of Haldia Dock Complex on 50 years celebration and Swachh Bharat.**

Conceptualization, design, aesthetic appeal on the theme	70 points
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The total techno commercial scores will be = (a + b + c)



**B) Price Offers:-**

- 1) Price offers of the best ranked techno-commercial offers, having no deviations from the stipulated terms & conditions, with score of 60 techno commercial points or above would only be opened. These points will be calculated as per procedure in A.1 above.
- 2) The total financial offers (Item-C of the **SCHEDULE OF RATES**) would also be ranked on percentile basis with the lowest bidder securing 100 points. For example, if the lowest bid is Rs. 60/-, point awarded would be 100. If the second lowest bid is for Rs. 80/-, points awarded would be  $100 \times 60/80 = 75$ .

**C) Selection of Successful Tenderer**

The techno commercially qualified tenderers scoring highest point taking sum total of techno commercial and financial scores would be awarded the contract.



Annex –Techno-Commercial

The format given below is to be used for submission of Techno-Commercial offer  
Please submit your offer as per instructions given in the enquiry letter.

Sr. Dy. Manager (Admn.)  
Haldia Dock Complex.

Subject: - Techno-Commercial offer for KoPT Pavilion at Haldia Trade Fair, 2020.

Reference: - Ad/0064/Haldia Fair/7490 dated 13.01.2020

1. We confirm that we have understood all aspects of the tender.
2. We confirm that we have followed all instructions laid out in the Enquiry. No. Ad/0064/Haldia Fair/ 7490 dated 13.01.2020.
3. We confirm our unequivocal acceptance to the specifications, terms and conditions given in the Enquiry. No. Ad/0064/Haldia Fair/7490 dated 13.01.2020.
4. We confirm that we have not given any counter-clauses and /or conditions in our Price Offer and the Price offer contains Price only and has been given strictly as per instructions given in the Enquiry No. Ad/0064/Haldia Fair/7490 dated 13.01.2020.
5. We confirm that we have submitted pages 3 to 8 of this enquiry document and other requirements as per 2(c), (d) & (e) of page 3 of this enquiry document alongwith our Techno-Commercial offers.

Dated :-

Signature and seal of tenderer with seal.  
Mob. No.  
Email id.



Annex – Price

The format given below is to be used for submission of Price offer  
Please submit your offer as per instructions given in the enquiry letter.

Sr. Dy. Manager (Admn.)  
Haldia Dock Complex

Subject :- Price offer for KoPT Pavilion at Haldia Trade Fair, 2020

Ref.:- Ad/0064/Haldia Fair/7490 dated 13.01.2020.

SCHEDULE OF RATES

Item	Description of work	Financial Offer
A	Design, construction, erection, electrification and decoration of KoPT pavilion at Haldia measuring about 1200 sq. ft. (including GST as applicable)	Rs. ....per sq. ft. ( Unit Rate) X 1200 sq. ft. = ..... (including GST as applicable)  (in figures)  (in words)
B.	Supply, Installation and Operation of 1 (One) LED colour Digital Wall msg. 6'X 4'. (including GST as applicable)	Rs. .... (including GST as applicable)  (in figures)  (in words)
C	Total financial offer (A+B)	Rs. ....  (in figures)  (in words)

N.B.: The financial offer at item A & B above taken together is inclusive of GST as applicable and also including cost of material, transportation of material to Haldia, cost of labour and all other allied costs.

Date:

\_\_\_\_\_  
Signature of the Tenderer with seal  
Mob. No.  
Email id.