



THE NATIONAL SMALL INDUSTRIES CORPORATION LIMITED
(A GOVERNEMENT OF INDIA ENTERPRISE)
NSIC BHAWAN, OKHLA INDUSTRIAL ESTATE,
NEW DELHI-110020

Tender

For

Conceptualization, Fabrication, Operation & Maintenance of NSIC theme Pavilion & VIP Lounge in the 18th Pravasi Bharatiya Diwas

to be held from 08th to 10th January 2025 at Bhubaneshwar Odisha

Tender no: SIC/HO/Exhib./PBD/2025

Dt: 21.12.2024

1. Background:

The National Small Industries Corporation (NSIC) Ltd, a Government of India Enterprise invites online Bids on GeM portal under **single stage two bid system (i.e. Technical Bid and Financial Bid) based on Quality and Cost based selection (QCBS) method** (weightage of Technical Score will be 70% and weightage of Financial Score will be 30%) for Conceptualization, Fabrication, Operation & Maintenance of NSIC theme Pavilion & VIP Lounge including exhibitors stalls, associated works & services for participation in the 18th Pravasi Bharatiya Diwas to be held from 08th to 10th January 2025 at Bhubaneshwar Odisha regarding putting up Promotional Stalls. To showcase Government of India's achievements in supporting MSMEs and to promote the Make In India Campaign at the venue of the PBD at Bhubaneshwar in Odisha. The theme of NSIC Pavilion shall be **"70 Years Celebration"**.

2. GENERAL

The Bidders shall submit bids in accordance to the details below:

2.1 DETAILS OF Tender:-

Sl. No.	Particulars	Details
a.	Bid Reference	SIC/HO/Exhib./PBD/2025
b.	Pre-bid meeting date	23.12.2024 at 3:30 PM at NSIC Bhawan, Okhla Industrial Estate, New Delhi-110020
c.	EMD	Rs. 70,000/- (Rupees Seventy Thousand only) through online submission by electronic means in favour of NSIC Ltd. payable at New Delhi. For which the bank details are as below: A/c Name: The National Small Industries Corporation Ltd. A/c. No.: 000705054052

		IFSC code: ICIC0000007 Bank Name: ICICI Bank Branch: Connaught Place, New Delhi-110001 <ul style="list-style-type: none"> • Exemptions as per Public Procurement Policy of Ministry of MSME, Government of India and as per GeM GTC are allowed. • The receipt of transaction along with UTR no./valid proof of exemption should be uploaded alongwith Technical Bid on GeM Portal by the Bidders.
d.	Due date of submission of Bid on GeM Portal	As per GeM Bid
e.	Date for opening of Technical Bid	As per GeM Bid
f.	Financial Bid opening	Will be intimated to technically qualified Bidders separately.

2.2 SUBMISSION OF BIDS: -

- Bids are invited in two Bid System, **(1) Technical and (2) Financial under Quality and Cost based selection method** and shall be submitted for undertaking the work of Conceptualization, Fabrication, Maintenance, Running and Operation of NSIC Theme Pavilion & VIP lounge including other services as mentioned in the scope of work at 18th Pravasi Bharatiya Diwas to be held from 08th to 10th January 2025 at Bhubaneshwar Odisha.
- Bids shall be submitted online on GeM Portal on or before due date.

2.3 **Earnest Money Deposit (EMD)** of amount stated in the table above for Details of Tender is to be submitted online by electronic means i.e. RTGS/NEFT in favour of **NSIC Ltd., payable at New Delhi** and receipts of same along with UTR No. should also be uploaded by the Bidder alongwith Technical Bid before the last date and time of submission. The bids will be considered only for Bidders those who have submitted EMD or valid proof of exemption of payment of EMD, on or before the scheduled date and time in prescribed form. Technical Bids of all the received tenders will be opened on pre scheduled date and time. **The benefits of provision of Public Procurement Policy-2012 of M/o MSME will be applicable to the eligible bidders as per norms subject to submission of proof of exemption.**

EMD of Successful Bidder will be refunded without any interest within 60 days of the successful completion of the event. EMD of un-successful Bidders will be refunded within thirty days from award of contract without any interest.

2.4 INSTRUCTION / TERMS & CONDITIONS:

- i) The Bidders shall submit all documents for tender in English/ Hindi language.
- ii) The Bidder shall quote the bid amount in Indian Rupees.
- iii) After conclusion of award of contract process, NSIC reserves the right to add or alter any part of scope of work, if situation demands and the amount shall be calculated on pro-rata basis as per the price quoted for individual items in **Annexure "B"**.
- iv) If the Bidder deliberately gives wrong information in his tender, NSIC reserves the right to reject such tender at any stage or to cancel the contract, if already awarded and shall forfeit the EMD or

- performance security as applicable and may initiate the process to debar the Bidder from future participation for two years .
- v) The successful Bidder shall not sub-contract any part or complete work as detailed in the tender specifications without written permission of NSIC.
 - vi) No deviations to the tender conditions shall be accepted whatsoever.
 - vii) The court of competent jurisdiction at Delhi shall have exclusive jurisdiction in regard to all disputes in respect of this tenders.
 - viii) Timely completion of the work is essence of the contract. For any failures on timelines, penalty clauses as per tender shall be applicable.
 - ix) The work as detailed in this tender shall be executed and completed in all respects in accordance with the tender document and to the complete satisfaction of NSIC LTD.
 - x) All the materials and leftout consumables shall be taken back by the successful Bidders after the completion of the PBD-2025. Dismantling shall be done safely and securely without causing any damages to Exhibition Site. Successful Bidder shall be responsible and shall pay for any demurrages/left out materials. Nothing extra shall be paid to the contractor for dismantling and removal of the materials from the venue after successful completion of the event.
 - xi) The quoted rates shall include all prices including transportation of materials to and from the site as and when required and other incidental charges. Nothing extra is payable on this account, all prices shall be deemed to be included in the offered price. Transportation of any wastage, exchange of rejected or defective material, surplus material etc. shall have to be arranged by the Bidder at his own risk and costs. Also, any material brought inside or taken out of the premises shall have necessary prior permission to do so as per guidelines of ITPO. The amount of work is also inclusive of design fees, execution, hiring, conveyance, handling, loading, unloading, fabricating, erecting, installation, dismantling, commissioning, supervising, overheads, services, other infrastructure, housekeeping, taxes as applicable, full insurance for any risk prior to & during the event and any related activity etc. The successful Bidder shall coordinate with concerned authorities for all statutory compliances/clearances, etc.
 - xii) The Bidder shall be responsible for any injury caused to persons or things, any damage caused to any property of NSIC Ltd. exhibition venue which may arise from the operations or neglect of any person of the Bidder team or any person engaged by him for any purpose related to the execution of this contract. This clause shall include inter-alia, any damage to buildings, space etc. adjacent to or otherwise to the premises. The Bidder shall indemnify NSIC LTD of all liabilities arising out of his operations in any way under any acts of the Government and also in award of any compensation or damage consequent upon any claim arising out of the above. The Bidder shall further make good all damage caused thus either to NSIC or any third party. To mitigate any mishappening, the successful Bidder shall take requisite insurance and prices shall be deemed to be included with the offered price.
 - xiii) The Service Provider shall ensure the regular supervision and control by himself AND/OR by his authorized representatives on the personnel deployed by him for NSIC work and necessary direction should flow from the Service Provider to his workforce for undertaking the tender obligations.
 - xiv) The Bidder shall submit for verification all relevant records/ documents to NSIC as asked for.
 - xv) The Service Provider shall indemnify NSIC Ltd. against all losses or damages, if any, caused to it on account of acts of the personnel, if any, deployed by him.
 - xvi) All Statutory taxes/TDS at the prevailing rates as applicable from shall be deducted from Service Provider's bills as per rules.
 - xvii) The Service Provider shall have total responsibility for all items / equipment/ materials in his custody, stores, loose, semi-assembled and /or erected materials by him at venue.
 - xviii) In the event Service Provider fails to execute the work with due diligence or expeditiously or shall refuse or neglect to comply with any orders given to him in writing by the NSIC Ltd. or on behalf of the NSIC Ltd within the scope of the contract, or shall contravene the provisions of the contract, the NSIC Ltd. may give notice in writing to the Service Provider for termination of the contract.

Service Provider shall be responsible for all losses due to this. Further, the tender shall be executed at risk and cost of Service Provider. In case the Service Provider fails to complete the work within the time, the Performance security shall be forfeited.

- xix) NSIC Ltd. reserves the right to modify or cancel the whole tender process without assigning any reason thereof.
- xx) NSIC Ltd. Reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders for rejection grounds taken by NSIC Ltd.
- xxi) Before Tendering, the Bidders are advised to carefully go through the terms and conditions of this tender document.
- xxii) The final bill for payments due to Service Provider as per the rates and terms of the Contract shall be submitted by Service Provider within One month after completion of the event. The payment will be released only after completion of due approval process. NSIC Ltd. reserves the right to hold the payment upto the amount for the works which are observed to be not complying with the tender terms & conditions.
- xxiii) The bidders shall be required to make a creative presentation before the committee of NSIC Ltd. at NSIC Bhawan, Okhla Industrial Estate, New Delhi. The date and time of the creative presentation shall be conveyed later. For this presentation, a marking scheme shall be adopted to check for meeting theme creation and technical fulfillment.
- xxiv) NSIC Ltd. Reserves the right to modify or change any of the terms & conditions applicable to the tender before bid opening through corrigendum/ addendum. Therefore, bidders are requested to regularly visit GeM Portal for any update on corrigendum/addendum.
- xxv) Canvassing in connection with tenders is illegal & strictly prohibited and the tenders submitted by the Bidders, who resort to canvassing, will be rejected.
- xxvi) The NSIC LTD reserves the right to increase or decrease the work depending on the needs and requirement.
- xxvii) All the materials to be provided shall be without any defect and shall be scratchless, stainless. In case of supply of sub-standard/ defective materials, furniture etc., amount will be deducted/recovered for the respective items against the payments due to the Bidder.
- xxviii) The site is located at Bhubaneswar, Odisha (PBD-2025), The Floor Plan is at **ANNEXURE 'C'** (Indicative only). Bidder is advised to visit the site and familiarize oneself of the existing facilities & environment and shall collect all other information, which may be required for preparing and submitting the bid. Claims & objections due to ignorance of existing conditions or inadequacy of information will not be considered after submission of the bid and during implementation.
- xxix) As the items are interlinked to each other therefore comparison of the financial bid shall be on the basis of Total Price (inclusive of all taxes etc.) quoted by the Bidder. As all item are interlinked to each other, no comparison of individual items will be made .The individual item charge is only for reference purpose of this office and may use in case any item is increased/ decreased during the PBD period.
- xxx) Financial bids of technically qualified Bidder found meeting all terms & conditions and also clearing minimum cut off, shall be opened with prior intimation to all technically qualified Bidders. Successful Bidders will be **decided based on Quality and Cost based selection method.**
- xxxi) Any additional information should be enclosed separately and referred to in the relevant column of the bid form.
- xxxii) The successful Bidder has to depute a team of expert persons of each field at PBD 2025 for completing all the activities in time.
- xxxiii) Bidder shall submit an Affidavit on Rs.100/- Stamp Paper that his Bidding Company has never been black listed by any Ministry of Government of India and its Departments & Organizations. Scanned copy should be uploaded online along with bid documents and original should be submitted at NSIC office.
- xxxiv) Non-submission of eligibility documents as evidence of eligibility shall lead to disqualification.

- xxxv) The successful bidder shall submit DD / Performance Guarantee (as per proforma to be provided by NSIC Ltd.) in form of Bank Guarantee in favour of NSIC equivalent to 5% of awarded cost within three (3) days from date of issue of Work Order having validity of minimum 90 days.
- xxxvi) No mobilization advance shall be paid to the successful Bidder.
- xxxvii) The entire work shall be executed as per the direction of NSIC Ltd.
- xxxviii) The Hall mentioned in the tender document is indicative only and the same may be changed and the work shall be carried out in the allotted Hall.

3. PRE-QUALIFICATION CRITERIA FOR TECHNICAL BID (ANNEXURE 'A'):-

The Bidder has to submit the documentary evidences alongwith technical bid only for the following:

- 3.1 The Bidder shall have minimum three years of experience in Design, construction and decoration of Exhibition pavilion/Stalls, providing infrastructure in Trade Fairs and Exhibitions etc. Please enclose work order along with completion certificate of minimum three works each of at least Rs. 20 lakhs in last three years.
- 3.2 The Bidder shall have minimum average turnover of last three years as Rs. 60 lakhs. The firm shall enclose necessary supporting documents for aforesaid turnover. Audited Financial Statements (Balance sheet and P&L) for the last three years i.e. 2021-22, 2022-23 & 2023-24 to be furnished. In addition to above, the bidder shall also upload a certificate duly authenticated by a Chartered Accountant showing turnover of the last three years i.e. 2021-22, 2022-23 & 2023-24 mentioning the membership number of Chartered Accountant and UDIN No.
- 3.3 Copy of GST registration Certificate.
- 3.4 Proof of EMD through online submission by electronic means in favour of NSIC Ltd., payable at New Delhi, **OR**
Proof for exemption from EMD under Public Procurement Policy.
- 3.5 The Bidder should be a registered entity and have operating local office in Delhi/NCR/Bhubaneswar.
- 3.6 The Bidder shall submit Authorization letter in favour of authorized signatory for participating, signing the bid document, signing the contract.
- 3.7 An undertaking on Rs. 100/- non-judicial stamp paper that bidder have not been blacklisted during last three years by Central/ State Govt. and their associated departments.
- 3.8 All other terms & conditions are governed by GeM GTC as applicable on the date of publishing of the RFP. However, in case of conflicting description between tender conditions stipulated in this document and Gem GTC, conditions in this tender document will supersede.

4. SCOPE OF WORK AND TECHNICAL SPECIFICATION OF ITEMS of e- BID

Scope of Work: Includes designing of Theme Area, VIP Lounge, Gates, bunting, pantry and allied works as required during the exhibition as specified below:

S. No.	Particulars	Unit	Total Quantity in
1	<p>DESIGNING, FABRICATION & FURNISHING OF NSIC THEME PAVILLION 300 SQ. MTRS. (Part-A)</p> <p>The design should give the reflection as per the theme of NSIC Pavilion "70 Years Celebration" 300 SQ. MTRS. area having VIP Lounge (Including small office and pantry of 50 SQ MTRS. the 250 SQ. MRTS. area having 12 stalls for participation of MSME units of 9 (3x3) SQ. MRTS. size. The designing, fabrication and furnishing including the items such as 2 Nos. of LED 55 Inch. (minimum P3 quality) walls, 03-04 Experience less Centres/ Demonstration Centres as per the theme, computer system (i7 processor, Flat Screen, UPS, etc.) with printer cum scanner, Reception counter, Display Racks/Showcase, Brochure rack, electrification/decorative lights, branding, Digital Design on vinyl/sun board, revolving cushioned chairs. "70 Years Celebration" the Theme Pavilion shall be artistically designed providing an international level touch.</p>	1 Job (Lump sum)	1 no.
1.1	<p>DESIGNING, FABRICATION & FURNISHING OF MSME THEME PAVILLION 600 SQ. MTRS. (Part-B). If required, will be on prorata basis of NSIC pavillion 300 sq. mtrs.</p> <p>The design should give the reflection as per the theme of MSME Pavilion "PM Vishwakarma" 600 sq. mtrs. area having VIP Lounge (Including small office and pantry of 50 sq. mtrs. the 550 SQ. MRTS. area having 25 stalls for participation of MSME units of 9 (3x3) sq. mtrs. size. The designing, fabrication and furnishing including the items such as 2 Nos. of LED 55 Inch. (minimum P3 quality) walls, 05-06 Experience less Centres/ Demonstration Centres as per the theme, computer system (i7 processor, Flat Screen, UPS, etc.) with printer cum scanner, Reception counter, Display Racks/Showcase, Brochure rack, electrification/decorative lights, branding, Digital Design on vinyl/sun board, revolving cushioned chairs. "PM Vishwakarma" the Theme Pavilion shall be artistically designed providing an international level touch.</p>	1 job (If required, will be on prorata basis of NSIC pavillion)	1 no.
2	<p>VIP Lounge (including an office) for NSIC Pavillion (50sqm.)</p> <p>The designing, fabrication and furnishing including the items like-02 No 55 inch (at least) LED TV with Wall Mount/Stand with USB Port, 2 Computer System (i7 processor, Flat Screen, UPS etc.) with internet (Unlimited Download) & Laser Printer & Scanner, Display, Brochure rack, electrification / decorative lights, branding, Digital Design on Vinyl/sun board, sofa, Tables, Lockable door, Pantry (List is just for Reference & not exhaustive-shall include need based items). The design of VIP Lounge shall be Covered from all sides with entry and exit gates and shall give an elegant VIP lounge of international standard. It will include separate Office space of 12 sqm.</p>	1 Job (Lump sum)	1 no.

3	LED Walls (each measuring 8 ft x 8 ft) of minimum P3 quality to be installed on wooden platforms of height 4 ft each		4
4	OTHER SERVICES		
(i)	Provision of Pantry – Coffee cum Tea & Soup vending machine with snacks (Cookies) & Dry Fruits, 2 set Crockery (Cup & saucers, glass), Refrigerator 165 liters, water dispenser with hot/cold options, mineral water bottles (capacity 200 ml each, qty 100 Nos. approx daily) with proper cutlery as per requirement with two attendants in proper uniform for serving/cleaning etc. for 50 person per day (approx.) during the fair period.	1 Job (Lump sum)	1
(ii)	New Red Carpet (2mx100m) approx.	Per set	2
(iii)	Public Announcement System	Per set	1
(iv)	Hostess with Uniform for Reception & welcome of guests.	Nos.	4
(v)	Security Persons in Uniform for 8 hrs. shift each. (8 + 4 =12 per day X 4 day)	Nos.	10
(vi)	Lights LED - 25 watt or above (As per the design of Pavilion)	1 Job (Lump sum)	4
(vii)	Contract Labour / Service men 8 hrs. duty. (2 Nos. per day)	Nos.	8
(viii)	Sweepers, 8 hrs. duty (2 Nos. per day)	Nos.	8
(ix)	Fire Extinguisher Equipment ABC Type	Nos.	8
(x)	Electrician for day to day maintenance with tool kits	Nos.	2
(xi)	Flower Decoration of theme pavilion / gates (with at least three kind of flowers) as required	1 Job (Lump sum)	1
(xii)	Table Flower Bouquet	Nos.	25
(xiii)	Healthy Plants (1 feet to 4 feet in height) planted in similar colored painted pots of same size	Nos.	50
(xiv)	a) Bouquet for VIPs (on Inauguration Day and on requirement during exhibition)	Nos.	25
	b) Potted Saplings for VIPs (on Inauguration Day and on requirement during exhibition)	Nos.	25
(xv)	Hi-Tea (Veg. Sandwich, roasted kaju, two sweets, Veg. cutlets, tea, Coconut water/juice and coffee, water bottles of 200 ml) One day (On Inauguration Day)	Person Per Day	50
(xvi)	Digital vinyl printing with lamination and fixing the same.	Sqft.	400
(xvii)	Providing the inauguration Lamp (with Wick, oil, Camphor etc.) Ribbon, Scissor, Tray and Rangoli arrangements etc. During opening ceremony of the inaugural day and as & when required. (for 01 day only)	One job	1
(xviii)	Professional Photographer for still photography (Properly edited Photographs Print Size- 5" x 7" Hard copy with Album & Soft copy in Pen Drive) full day on inaugural day and as & when required.	Nos.	100
(xix)	Professional video coverage in Pen Drive for full day on inaugural day and as & when required (Min. 1 Hr. duration movie (in Pen Drive / HDD) of the event).	1 Job (Lump sum)	1
(xx)	Buntings (satin cloth quality) (including installation) in five different Colours with Branding on both sides all around with "PBD 2025", NSIC Logo for hanging from ceiling in the hall.	Nos.	20

(xxi)	Flex Hoardings of approved design and matter – Front Lit (2½ M length X 3 M Height) inclusive of metal frame and fixing at the locations.	Nos.	20
(xxii)	Packed Lunch (indicative brands Haldiram / Bikano/ Bikanar or similar) (15 Nos. per day)	Nos.	50
(xxiii)	Providing and installation of LED TV 55"	Nos.	2
(xxiv)	Providing and installation of CCTV including required nos. of camera, monitor all complete	1 Job (Lump sum)	1
(xxv)	Providing and fixing arrow stickers for showing path	Nos.	30
(xxvi)	Design and printing of invitation card of required size of approx. 6"x6" or above as per approved sample	Nos.	100
(xxvii)	Providing and fixing poster duly printed on flex of good quality as per approved design Size -approx. 3'x 2'	Nos.	20
(xxvii i)	Large Stickers to imprinted to tables of exhibitors (1t x 2ft size)	Nos.	25
Total			

5.0 Special Terms & conditions

- As the items are interlinked to each other, the comparison of the financial bid shall be done on the basis of Total Price (inclusive of all applicable taxes etc.) quoted by the Bidder. No comparison of individual items will be made.
- The quantity mentioned is indicative for the purpose of comparing the bids. The individual item charge is only for reference purpose of this office and may be used in case any item is increased / decreased during the PBD period.
- NSIC Ltd. reserves the right to increase or decrease the quantity of any item as per the direction of Engineer In-charge of NSIC Ltd.
- The bidder are advised to read all the terms and conditions of the tender carefully.
- The bidders shall be required to make a creative design presentation before the committee of NSIC Ltd. officials at NSIC Bhawan, Okhla Industrial Estate, New Delhi. The date and time of the presentation shall be conveyed later. For this presentation, a marking scheme shall be adopted to check for meeting theme creation and technical fulfillment.
- All the Bidders should submit a detailed proposal as per the Scope of work which should include details of concept, creativity, design, quality, material used, detailing of deliverable and overall execution of work. Detailing of signage's, bunting and gates etc. is also necessary. Bidder has to provide at least three 3D-designs with views from different angles for the space in electronic form alongwith technical bid. The design should be in accordance with the regulation of the PBD.
- Out of three design (3D Design of Theme, Gate, VIP Lounge) submitted by Successful Bidder, one design will be selected by NSIC and the same will become Intellectual Property of NSIC which will be executed for the subject tender.
- NSIC shall have the right to use the theme designs presented by any or all of the bidders during presentation even in case the bidders are not selected for award of contract. The bidders shall have no objection to the same.
- All the bidders should submit the price break up sheet as per the enclosed excel format in order to assess the rate of each item.
- All bidders should submit the relevant documents only as specified in qualifying criteria as well as in other terms and conditions. In case of the bullock documents submitted by the bidders only first three documents shall be considered at the time of technical evaluation.

- All statutory clearances including the NOCs / clearances from authorities including Exhibition Site are to be obtained by the selected bidder before execution of work.

6.0 PAYMENT

40% running payment of awarded amount shall be released after inauguration on successful execution of the work upto that stage and balance payment shall be released after successful completion of the event on actual measurement basis.

7.0 PENALTY

In case the Bidder fails to complete the fabrication work as per its design along with modification suggested by this office within stipulated period i.e. on or before 07.01.2025 by 11 AM, the Performance Guarantee will be forfeited and a penalty of Rs. 10,000/- (Rupees Ten Thousand) per hour of delay will be imposed on Bidder till the completion of work to the satisfaction of NSIC.

8.0 TECHNICAL & FINANCIAL BID OPENING AND EVALUATION

8.1 EVALUATION PROCEDURE

- The bids received shall be assessed technically as per criteria set in para 8.3 and evaluated based on the qualification & experience criteria specified elsewhere in the tender.
- An evaluation committee will undertake the evaluation of all the tenders based on the eligibility/qualification criteria for technical bid.
- The Bidders must meet all eligibility/qualifying criteria. Any Bidder not meeting any of the requirements for technical bid will not be short-listed for further evaluation.
- Quality and Cost Based Selection method will be adopted to declare the successful Bidder.
- After opening of technical bids, the Bidders have to demonstrate a creative presentation about the proposed layout plan / gate/ VIP Lounge, execution, etc. to the committee. The committee will evaluate the Bidder's creative presentation and will award the marks/ score based on the parameters defined hereinafter in the tender document.

8.2. Bidders fulfilling eligibility/qualification criteria and securing cut off marks or above marks in criteria mentioned in forthcoming para shall be finally qualifying technically for Financial Bid opening.

8.3 Evaluation Scoring: Presentation shall be scored on the following Parameters (but not limited to):

S.No.	Description	Max. Marks	Cut Off Marks	Remarks
1.	Total Turnover of the agency/ firm: (Average Annual Turnover of last three financial years i.e. (FY 2021-22, 2022-23 and 2023-24) •Average Annual Turnover of INR 60 lakhs –18 marks •Additional 5 marks for each additional INR 50 Lakhs up to a maximum of 30 marks .	30	18	Audited financial statements including Balance Sheet & P/L Account of the bidder for the last three years along with a Certificate of the turnover of last 3 financial years duly authenticated by Chartered Accountant with membership No. and UDIN No. should be submitted.
2.	Experience in design, construction and decoration of Exhibition pavilion/Stalls, providing infrastructure in Trade Fairs and Exhibitions etc. during the past 03 (three) financial years. (Each project	30	18	Copy of work order and completion certificate of similar nature of work should be uploaded

	Should have value of at least INR 30 lakhs) •Experience of managing three (03) similar* melas/events – 18 marks •Additional 5 marks for each additional similar*mela/ events organized of same value - up to a maximum of 30 marks . (*Similar nature of events would mean managing melas, large scale events of minimumvalue of Rs. 30 Lakhs)			
3.	<p>Concept, Design and Execution</p> <p>Bidders to share their Methodology and Approach based on the requirements in this tender document through a Presentation.</p> <p>The presentation should substantiate a complete understanding of the event by the bidder and should include the following:</p> <ul style="list-style-type: none"> • Detailed conceptualization, Fabrication, Operation and Maintenance plan for NSIC Theme Pavilion and VIP Lounge (including one Office) including other services required during participation in the event. Detailed plan from inception to closure of assignment. Moreover, Innovative ideas for organizing successful mela. • Role of proposed Core Team in the mela. • Component wise plan and outputs (Security, Fire planning, Health & Safety, etc.). • Three Layout design with 3D drawings. <p>The presentation should also include key evidence of all the criteria of the Tender document (i.e. Average Annual Turnover and experience of similar events submitted in the Technical Bid clearly stating the page number where the evidence is provided in the Technical Bid).</p>			
	1. <i>Presentations on concept and Design etc. as detailed above.</i>	25	14	
	2. <i>Execution Plan including Backup Plan</i>	15	10	

The technically pre-qualified bidders as per para-3. above have to score a minimum 60 marks for qualifying technically.

8.4 The financial bids of technically qualified bidders shall be opened at a later stage.

- 8.5 The selection of bidder shall be based on QCBS method in which weightage of Technical Score will be 70% and weightage of Financial Score will be 30%.
- 8.6 The Bidder having the Highest Combined Score shall be the successful Bidder

The Evaluated Bid Score (B) will be calculated for each responsive Bid using the following formula:

$$B = (C_{low}/C) \times Z + (T/T_{high}) \times (1 - Z)$$

Where:

C = Evaluated Bid Price

C_{low} = the lowest of all Evaluated Bid Prices among responsive Bids

T = the total Technical Score awarded to the Bid

T_{high} = The Technical Score achieved by the Bid that is scored best among all Responsive Bids

Z = weightage for the financial bid i.e. 30%

The Bid with the best evaluated Bid Score (B) among responsive Bids shall be the Most Advantageous Bid

9. APPLICABLE LAW:

The Contract shall be interpreted in accordance with the laws of the Union of India and will be under the jurisdiction of court in Delhi.

10. TAXES AND DUTIES:

Service Provider/ successful bidder shall be entirely responsible for all taxes, duties, license fees, etc. incurred of the Contracted Goods & services to the NSIC. No tax or duty will be payable by the NSIC.

**FORMAT FOR SUBMITTING TECHNICAL BID
(ON LETTER HEAD OF THE BIDDER)
TECHNICAL BID**

S. No.	PARTICULARS	Yes	No	Page No.
1	The Bidder shall have minimum three years of experience in Design, construction and decoration of Exhibition pavilion/Stalls, providing infrastructure in Trade Fairs and Exhibitions etc. Please enclose work order along with completion certificate of minimum three works each of at least Rs. 20 lac in last three years			
2.	The Bidder shall have minimum average turnover of last three years as Rs. 60 Lakhs. The firm shall enclose necessary supporting documents for aforesaid turnover. Audited Financial Statements (Balance sheet and P&L) for the last three years i.e. 2021-22, 2022-23 & 2023-24 to be furnished. In addition to above, the bidder shall also upload a certificate duly authenticated by a Chartered Accountant showing turnover of the last three years i.e. 2021-22, 2022-23 & 2023-24 mentioning the membership number of Chartered Accountant and UDIN No.			
3.	Copy of GST registration certificate.			
4.	Proof of EMD submitted online submission by electronic means in favour of NSIC Ltd., payable at New Delhi. Or Proof for exemption from EMD under Public Procurement Policy.			
5.	The proof for bidders should have operating local office in Delhi/NCR.			
6.	The Bidders should submit a detailed proposal as per the Scope of work which should include details of concept, creativity, design, quality, material used, detailing of deliverable and overall execution of work. Detailing of signage's, bunting and gates etc. is also necessary. Bidder has to provide at least three 3D-designs with views from different angles for the space in electronic form alongwith technical bid). The design should be in accordance with the regulation of the PBD. The theme of NSIC Pavilion shall be " PM Vishwakarma " and Theme of NSIC Pavilion shall be " 70 Years Celebration ".			
7.	Authorization letter in favour of authorized signatory on Letter-head of Bidding company			
8.	An undertaking on Rs. 100/- non-judicial stamp paper that bidder have not been blacklisted during last three years by Central/ State Govt. and their associated departments.			

All bidders should submit the relevant documents only as specified in qualifying criteria as well as in other terms & conditions.

(Signature & Stamp of authorized signatory)

Name & Designation of Signatory _____

Name of Bidding Company & Office Address _____

Email ID _____

Phone: _____

**Format For Submitting Break-Up Of Price Quoted In Financial Bid Annexure-“B”
(8th – 10th January, 2025)**

S. No.	Particulars	Unit	Total Quantity Nos. (A)	Rate (Rs.) (B)	Amount (Rs.) = (A*B) (C)
1	<p>DESIGNING, FABRICATION & FURNISHING OF NSIC THEME PAVILLION 300 SQ. MTRS. (Part-A)</p> <p>The design should give the reflection as per the theme of NSIC Pavilion “70 Years Celebration” 300 SQ. MTRS. area having VIP Lounge (Including small office and pantry of 50 SQ MTRS. the 250 SQ. MRTS. area having 12 stalls for participation of MSME units of 9 (3x3) SQ. MRTS. size. The designing, fabrication and furnishing including the items such as 2 Nos. of LED 55 Inch. (minimum P3 quality) walls, 03-04 Experience less Centres/ Demonstration Centres as per the theme, computer system (i7 processor, Flat Screen, UPS, etc.) with printer cum scanner, Reception counter, Display Racks/Showcase, Brochure rack, electrification/decorative lights, branding, Digital Design on vinyl/sun board, revolving cushioned chairs.</p> <p>“70 Years Celebration” the Theme Pavilion shall be artistically designed providing an international level touch.</p>	1 Job (Lump sum)	1		
1.1	<p>DESIGNING, FABRICATION & FURNISHING OF MSME THEME PAVILLION 600 SQ. MTRS. (Part-B). If required will be on prorata basis of NSIC pavillion 300 sq. mtrs.</p> <p>The design should give the reflection as per the theme of MSME Pavilion “PM Vishwakarma” 600 sq. mtrs. area having VIP Lounge (Including small office and pantry of 50 sq. mtrs. the 550 SQ. MRTS. area having 25 stalls for participation of MSME units of 9 (3x3) sq. mtrs. size. The designing, fabrication and furnishing including the items such as 2 Nos. of LED 55 Inch. (minimum P3 quality) walls, 05-06 Experience less Centres/ Demonstration Centres as per the theme, computer system (i7 processor, Flat Screen, UPS, etc.) with printer cum scanner, Reception counter, Display Racks/Showcase, Brochure rack, electrification/decorative lights, branding, Digital Design on vinyl/sun board, revolving cushioned chairs.</p> <p>“PM Vishwakarma” the Theme Pavilion shall be artistically designed providing an international level touch.</p>				Price not be quoted
2	<p>VIP Lounge (including an office) for NSIC Pavillion (50sqm.)</p> <p>The designing, fabrication and furnishing including the items like-02 No 55 inch (at least) LED TV with Wall Mount/Stand with USB Port, 2 Computer System (i7 processor, Flat Screen, UPS etc.) with internet (Unlimited Download) & Laser Printer & Scanner, Display, Brochure rack , electrification / decorative lights, branding, Digital Design on Vinyl/sun board, sofa, Tables, Lockable door, Pantry (List is just for Reference & not exhaustive-shall include need based items). The design of VIP Lounge shall be Covered from all sides with entry and exit gates and shall give an elegant VIP lounge of international standard.</p> <p>It will include separate Office space of 12 sqm.</p>	1 Job (Lump sum)	1		

3	LED Walls (each measuring 8 ft x 8 ft) of minimum P3 quality to be installed on wooden platforms of height 4 ft each		4		
4	OTHER SERVICES				
(i)	Provision of Pantry – Coffee cum Tea & Soup vending machine with snacks (Cookies) & Dry Fruits, 2 set Crockery (Cup & saucers, glass), Refrigerator 165 liters, water dispenser with hot/cold options, mineral water bottles (capacity 200 ml each, qty 100 Nos. approx daily) with proper cutlery as per requirement with two attendants in proper uniform for serving/cleaning etc. for 50 person per day (approx.) during the fair period.	1 Job (Lump sum)	1		
(ii)	New Red Carpet (2mx100m) approx.	Per set	2		
(iii)	Public Announcement System	Per set	1		
(iv)	Hostess with Uniform for Reception & welcome of guests.	Nos.	4		
(v)	Security Persons in Uniform for 8 hrs. shift each. (8 + 4 =12 per day X 4 day)	Nos.	10		
(vi)	Lights LED - 25 watt or above (As per the design of Pavilion)	1 Job (Lump sum)	4		
(vii)	Contract Labour / Service men 8 hrs. duty. (2 Nos. per day)	Nos.	8		
(viii)	Sweepers, 8 hrs. duty (2 Nos. per day)	Nos.	8		
(ix)	Fire Extinguisher Equipment ABC Type	Nos.	8		
(x)	Electrician for day to day maintenance with tool kits	Nos.	2		
(xi)	Flower Decoration of theme pavilion / gates (with at least three kind of flowers) as required	1 Job (Lump sum)	1		
(xii)	Table Flower Bouquet	Nos.	25		
(xiii)	Healthy Plants (1 feet to 4 feet in height) planted in similar colored painted pots of same size	Nos.	50		
(xiv)	a) Bouquet for VIPs (on Inauguration Day and on requirement during exhibition)	Nos.	25		
	b) Potted Saplings for VIPs (on Inauguration Day and on requirement during exhibition)	Nos.	25		
(xv)	Hi-Tea (Veg. Sandwich, roasted kaju, two sweets, Veg. cutlets, tea, Coconut water/juice and coffee, water bottles of 200 ml)	Person Per Day	50		
	One day (On Inauguration Day)				
(xvi)	Digital vinyl printing with lamination and fixing the same.	Sqft.	400		
(xvii)	Providing the inauguration Lamp (with Wick, oil, Camphor etc.) Ribbon, Scissor, Tray and Rangoli arrangements etc.	One job	1		
	During opening ceremony of the inaugural day and as & when required. (for 01 day only)				
(xviii)	Professional Photographer for still photography (Properly edited Photographs Print Size- 5" x 7" Hard copy with Album & Soft copy in Pen Drive) full day on inaugural day and as & when required.	Nos.	100		
(xix)	Professional video coverage in Pen Drive for full day on inaugural day and as & when required (Min. 1 Hr. duration movie (in Pen Drive / HDD) of the event).	1 Job (Lump sum)	1		

(xx)	Buntings (satin cloth quality) (including installation) in five different Colours with Branding on both sides all around with "PBD 2025", NSIC Logo for hanging from ceiling in the hall.	Nos.	20		
(xxi)	Flex Hoardings of approved design and matter – Front Lit (2½ M length X 3 M Height) inclusive of metal frame and fixing at the locations.	Nos.	20		
(xxii)	Packed Lunch (indicative brands Haldiram / Bikano/ Bikanar or similar) (15 Nos. per day)	Nos.	50		
(xxiii)	Providing and installation of LED TV 55"	Nos.	2		
(xxiv)	Providing and installation of CCTV including required nos. of camera, monitor all complete	1 Job (Lump sum)	1		
(xxv)	Providing and fixing arrow stickers for showing path	Nos.	30		
(xxvi)	Design and printing of invitation card of required size of approx. 6"x6" or above as per approved sample	Nos.	100		
(xxvii)	Providing and fixing poster duly printed on flex of good quality as per approved design Size -approx. 3'x 2'	Nos.	20		
(xxviii)	Large Stickers to imprinted to tables of exhibitors (1t x 2ft size)	Nos.	25		
Total					

Total amount in words Rupees _____ Only

(Stamp & Signature of Authorized Signatory)

