

## **Tender Notice-02/2018-19**

**Name of work: Tender for Selection of agency for designing, fabrication and Manning of Dahej SEZ Ltd.'s Stall in Exhibition during Vibrant Gujarat-2019 exhibition to be held from 18<sup>th</sup> to 22<sup>st</sup> January 2019 at Gandhinagar, Gujarat.**

### **Introduction:**

Dahej SEZ Ltd. (DSL) intends to select agency for designing, fabrication, and manning of Dahej SEZ Stall during **Vibrant Gujarat-2019** to be held from **18<sup>th</sup> to 22<sup>st</sup> January 2019** at **Gandhinagar, Gujarat.** .

### **Scope of work and Terms and Conditions:**

1. A technical and financial proposal in sealed cover is invited from interested and eligible agency for designing, fabrication and manning of Dahej SEZ Ltd.'s stall in Vibrant Gujarat-2019 exhibition.
2. The size of stall would be approx. 100 Sq. Mtr. Mtr. in hall no. 6. The area, dimension, stall no. is tentative and may change at direction of Organizer/DSL shall be binding to agency.
3. Agency has to submit design (in soft copy in DVD and Hard copy) for 18 Sq. Mtr. for Dahej SEZ Ltd.  
**Option 1:** For 100 Sq. Mtr. (Approx.) For Dahej SEZ Ltd.  
**Option 2:** The agency has to design 3 (three) sub stall in 100 Mtr. Stall for units of Dahej SEZ with stall size of 9 Sq. Mtr. (3X3) for each unit. And rest of area would be for DSL. In case no units participate, then entire 100 Mtr. Area would be designed for DSL. The no. of units, their size may vary and shall be binding to agency and work is to be executed accordingly.
4. Agency would execute the work for DSL after getting approval from DSL. Agency will incorporate the modification as suggested by DSL during finalization of the stall fabrication if any.
5. If any additional equipment / facilities are required during the exhibition, agency has to provide the same and it would be paid separately at mutual agreed terms.

6. Agency has to carry out fabrication of stall as per approved design by DSL with Brand-Printing materials, designing-printing-fixing of panels, banners & logo, map, painting, platform & floor with new carpet, Back lead & front lead panels as per requirement, total electrification of stalls, name fascia, at least three (3) 5/15 AMP sockets, spot light, LED TV, DVD Player etc.
7. Agency would provide drop box, visitor book, plants, dustbins etc. as required every day during exhibition period to DSL and their sub stalls.
8. Agency would also provide reception counters with storage space (with lock & key), chairs for hostess, daily fresh flower bouquet, sufficient and comfortable sitting arrangement with executive chairs, small center table etc. in the entire stall. If additional chairs required beyond design, agency shall arrange and provide without any charges. If the size of stall increases, the facilities will increase proportionately.
9. Agency would provide water, Tea & Coffee, with dispenser, glasses etc during the exhibition area.
10. Cost of electricity bill will be borne by DSL. However, agency would have to coordinate with organizer / service provider for all formalities and ensure proper lighting arrangement.
11. Agency will carry out following works for sub-stalls and has to provide at least following facility per sub stall of 9 Sq. Mtr. Size as under:  
platform & floor with new carpet, painting, partition, one table with storage (with lock & key), designing-Printing-fixing of branding materials/banners, logo, two chairs, total electrification, two 5 /15 AMP Socket, One dustbin, Facia with company name, Back lead & front lead panels /spot light, daily fresh flower bouquet, plants, visitor book. As the size increase, the facilities mentioned above will increase proportionately.  
**Note:** Agency will coordinate with the occupier of sub-stall for finalization of design, materials etc. directly.
12. Managing the stall for during the exhibition period and extended period if asked by authority / organizer.

13. In case period of exhibition is extended by authority/ organizer, DSL would pay additional payment per day to agency after completion of events on prorated basis / proportionately.
14. Agency would provide two (2) hostesses at stall during the exhibition period. Agency will be responsible for transportation, food expenses, entry of person / staff etc. of the staff deployed by the agency at stall. Agency would be responsible for entry of person / staff deployed in stall.
15. Agency shall maintain & keep stall area clean and provide housekeeping person at stall area during exhibition period (30 minutes before and 30 minutes after exhibition hours) and will be responsible for transportation, food expenses, entry of person / staff etc.
16. The agency shall arrange at its own expense all necessary tools and equipment's required for execution of the work.
17. The date possession of raw space will be intimated to successful agency. The deadline to complete exhibition and stall decoration will be as per policy of Organizer and shall be binding to agency. Any change in above dates by organizer / authority would be binding to agency. Agency would also co-ordinate organizer for the same. The agency would follow exhibition Rules and Regulation of organizer.
18. Agency would bear all transportation cost and dismantling of stall after completion of exhibition. However, bare space to be handed over to the authority / organizer.
19. Agency would carry out Photography & video shooting of stall during exhibition period. The hard copy of photos and soft copy of photos & video shall be handed over in DVDs forms to DSL after completion of events.
20. Agency would design co-ordinate with DSL and units directly for designing of panels, logo, and other branding materials.
21. Agency would comply with all the other facilities and requirement as per tender and conditions mentioned in work order.

22. Agency would incorporate modification as suggested by DSL authorized person during stall erection and fabrication and co-operate with DSL, their units, organizers and obtain permission / approval as may be required.
23. Agency would hand over all printed / branding materials to DSL on completion of exhibitions at DSL office, Gandhinagar.
24. The agencies / Bidders are expected to examine the tender Documents carefully and are deemed to have read all conditions of tender notice.
25. The agency has to submit their price bid / financial including taxes, expenses. No other extra payment would be made by DSL.

**26. Collection of tender documents:**

Tender document / scope of work can be down load / obtained from website: [www.dahejsez.com](http://www.dahejsez.com) from **02/11/2018 to 14/11/2018**.

**27. Tentative schedule of tender:**

Sr. No.	Description	Schedule
1	Obtaining / Downloading of Tender documents	From <b>02/11/2018</b> to <b>14/11/2018</b>
2	Submission of physical copy of Tender documents at DSL Gandhinagar office	<b>20/11/2018 up to 04.00 PM by RPAD / Speed Post only</b>
3	Presentation on proposal submitted at DSL, Gandhinagar office	<b>26/11/2018 @ 03.00 PM</b>
4	Opening of price bid	<b>03/12/2018 @ 03.00 PM</b>

**28. Submission of bids / tender and essential criteria:**

Interesting agencies have to submit following documents / information along with proposal:

- Tender fees of **Rs. 500/-** in form of Demand Draft only (non-refundable) in favor of “Dahej SEZ Limited” payable at Gandhinagar.
- Agency Profile
- Profile in execution of similar work
- Copy of registration of firm, PAN no., GST no.

- e. Separate Sheet indicating details of similar work carried out in past, their quantum, value, client etc.
- f. Agency should have completed at least 2 similar works for any Govt.-Semi Govt. department / Companies or private organization. Copy of work order issued shall be attached.
- g. Seal and signature in all pages of this tender documents / notice as acceptance of terms and conditions.
- h. Agency has to submit self declaration undertaking stating that their agency / firm was not black listed by any govt. dept. / Organization / Authority.
- i. Hard copy of design proposed by agency and soft copy in DVD
- j. Contact person, Name & Number, Designation, email in separate sheet for smooth coordination.
- k. Agency shall provide further information / documents / clarification as and when required immediately.

**Note: Technical Proposal must have index and page number is to be assigned all pages.**

**29. Important Dates:**

The last / due date of submission is **16.00 Hours of 20/11/2018**. Interested agency may submit their technical and financial proposal / tender to below address:

**Chief Executive Officer**  
**Dahej SEZ Ltd,**  
Block no.14, 3<sup>rd</sup> Floor,  
Udyog Bhavan, Sector -11,  
Gandhinagar -382017

**Mode of submission:**

The tender / proposal may be submitted by **RPAD / Speed only by 16.00 Hours of 20/11/2018** in sealed two envelope (for Technical & Financial bid) mentioning **“Tender for Selection of agency for designing, fabrication and Manning of Dahej SEZ Ltd.’s Stall in Vibrant Gujarat-2019 exhibitions”**. The proposal / tender received after due date shall not be considered.

- 30. **DAMAGES** - Any damage caused to the property of DSL/Organizer due to the negligence on the part of the agency's men would be liable to be compensated by the Agency.

31. **PROHIBITION OF SUB CONTRACT** - The Agency shall not appoint any sub-contract for this work under any circumstances. If it found by DSL, DSL may cancel the work order and no compensation would be paid.
32. Conditional tender shall not be accepted and considered.
33. The proposal would be evaluated as per criteria decided by DSL and shall be binding to the agency.
34. Tenders/ offers which are not properly sealed by wax or tape will be rejected. Any rectification / modification / correction if any regarding this short term tender notice hereinafter shall be seen on web site [www.dahejsez.com](http://www.dahejsez.com) and must be binding to agency.
35. **Payments:**
  1. The payment terms would be as under:
    - 50 % payment within 6 days from date of issuance of work order.
    - Balance payment on completion of exhibition and submission of bills.
  2. The agency shall issue invoice as per GST Act 2017 and in the name of **M/s. Dahej SEZ Ltd, Block no.14<sup>th</sup>, 3<sup>rd</sup> Floor, Udyog Bhavan, Sector -11, Gandhinagar -382017, incorporating GST No. 24AACCD8098E3ZJ**
36. **Deduction Of Tax At Source** - Taxes shall be deducted at source from all the accepted payment to be made in accordance to statutory provisions of Tax as amended from time to time.
37. Agency would ensure that Dahej SEZ stall shall have impressive presentation in the exhibition.
38. In case of dispute / clarification / interpretation, the decision of CEO, DSL shall be binding.
39. DSL reserves the right to accept any offer / bid without assigning any reason. DSL reserves the right to reject any or all of the offer / bids without assigning any reason.

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