

**THE H.P. STATE COOPERATIVE WOOL PROCUREMENT & MARKETING
FEDERATION LTD.,
BLOCK NO. 23, S.D.A. COMPLEX KASUMPTI, SHIMLA-171009.
Phone: 0177 2622837 Fax- 0177 2620981
E-mail: gmwoolfed-hp@nic.in**

SHORT TERM TENDER NOTICE

EXHIBITION CUM SALE OF WOOLLEN/HANDICRAFT PRODUCTS IN SHIMLA

1. ITEM NO.1

Sealed tenders are invited from reputed and ISO certified Decorators/Contractors for the construction, electrification and allied works including complete maintenance for the pavilion to be pitched for Exhibition Cum Sale of Woollen/Handicraft Products (Woollen Expo) to be held at **Indira Gandhi Khel Parisar (Near Lift), The Mall, Shimla-171001 HP from 11-01-2019 to 20-01-2019**. The duration of the said expo can be reduced/ extended.

2. ITEM No.2

Sealed tenders are also invited from the reputed / INS Accredited advertisement agencies for undertaking the publicity/advertisement work in respect of the above expo.

The tender document containing detailed requirements, specifications, terms and conditions and the application form/s can be collected from the above office on any working day between 10.30 AM to 4.30 PM free of cost. The same can also be downloaded from the official website of the Federation <http://www.himachal.nic.in/woolfed>

The bids will be received up till **03.01.2019 (02.00 P.M.) (To be dropped in the Tender Box)** and shall be opened the same day at **02.30 PM** by the tender opening committee in the presence of parties who may wish to be present at the time of opening of tenders. The bids received late and outside the tender box shall be out rightly rejected.

The undersigned reserves the right to accept or reject one or all tenders without assigning any reason/s.

Managing Director

**THE H.P. STATE COOPERATIVE WOOL PROCUREMENT & MARKETING
FEDERATION LTD.**

BLOCK NO. 23, S.D.A. COMPLEX KASUMPTI, SHIMLA-171009.

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**PROPOSED 'EXHIBITION CUM SALE FAIR OF WOOL/HANDICRAFT PRODUCTS'
AT
INDIRA GANDHI KHEL PARISAR (NEAR LIFT),
THE MALL, SHIMLA-171001
W.E.F. 11-01-2019 TO 20-01-2019**

**TO BE ORGANISED WITH THE FINANCIAL ASSISTANCE OF 'TRIBAL
DEVELOPMENT DEPARTMENT', GOVT. OF HIMACHAL PRADESH**

**TENDER DOCUMENT
FOR**

'CONSTRUCTION/ELECTRIFICATION AND OTHER RELATED ALLIED WORKS'

- | | |
|---|-------------------------------|
| 1. Last date/time of submission of tender complete in all respect: | 03-01-2019 (2.00 P.M.) |
| 2. Date of opening of tender: | 03-01-2019 (2.30 PM) |
| 3. EMD: | ₹ 10,000/- |

TENDER FORM

THE H.P. STATE COOPERATIVE WOOL PROCURMENT AND MARKETING FEDERATION LTD.

BLOCK NO.23, S.D.A.COMPLEX, KASUMPTI, SHIMLA-9

Detailed Tender Document with specifications and Proforma
for Tender for 'Exhibition Cum Sale Fair of Wool/Handicraft Products'

PART-I

GENERAL CONDITIONS

- I. Sealed Tenders are invited from reputed Decorators/Contractors for construction, electrification and other related allied works including its maintenance at the proposed 'Exhibition Cum Sale Fair of Wool/Handicraft Products' to be held at Indira Gandhi Khel Parisar (Near Lift), The Mall, Shimla-171001 **w.e.f.11-01-2019 to 20-01-2019**.
- II. The operational duration of the Exhibition cum Sale shall be 10 days. In case the Exhibition cum Sale is extended/reduced the payment for each extended/reduce day(s) shall be made at the rate not exceeding proportionate cost for the days. On completion of the Exhibition cum Sale, the Contractor shall have to lift/take away all materials within one day and shall have to vacate the site. He shall have to pay ₹35,000/- per day plus service tax etc. for the days he occupies for vacating the site beyond the period allowed thereafter.
- III. The Exhibition cum Sale Ground shall be formally made available to the contractor on 'As is where is basis' from 09-01-2019. The construction work must start immediately at site on the same day and be completed and handed over to the Expo authorities formally by 10-01-2019 at 05.00 PM positively. The progress of the work shall be checked and supervised by the officers duly nominated by the Authority to ensure that the work is done as per specifications and time schedule. Tenderers are advised to inspect the site for physical condition before tendering.
- IV. In case any portion of work is not completed as per laid down specifications and handed over to the Authorities on the due date, penalty up to 5% on the total value of work allotted/awarded will be imposed per day by the Expo Authority.
- V. The volume and number of works may vary at the discretion of the Authority up to 20% of the contracted work either way or the final payment to the contractor shall be regulated on the basis of actual work executed and on the rate(s) initially approved. The given specifications are the minimum requirements further instructions on the spot will be given by the Authority on the spot, in case any deviation is deemed necessary. No extra payment shall be made to the contractor for all such addition/alterations.
- VI. The contractor will be responsible for upkeep cleansing/sweeping and maintenance of the ground and the entire work done by him till the closing of the exhibition including sprinkling of water, sweeping of the entire complex daily, for which no extra payment shall be made. He shall therefore have to ensure adequate number of sweepers/cleaners to the satisfaction of the Authority.
- VII. Breakages and damages in any work shall immediately be settled and no extra payment will be made for any damage, breakage or loss on account of any reason or natural calamities. The contractor/ tenderer shall obtain a comprehensive insurance cover at his own cost for all the structure and material of the Exhibition cum Sale. The copy of the insurance cover/policy shall be made available to the Authority latest by 10.01.2019.

- VIII. Detailed Layout Plans, etc., of the proposed pavilion and stalls/Kiosks/Enclosures etc. therein and outside the pavilion shall have to be provided by the tenderer along with the tender for consideration duly stamped and signed.
- IX. The Managing Director, H.P. Wool Federation Ltd. Shimla reserves the right to reject any or all tenders without assigning any reason or to accept any portion of the tender and award the remaining work to any other contractor.
- X. No part of the contract will be Subletted without the prior written permission of the Authority.
- XI. It shall be the responsibility of the successful tenderer/contractor to obtain requisite permission for water, electricity power, sewerage and other essential connections at the ground for the duration of the Exhibition cum Sale, i.e., from the date the ground is handed over to the contractor for construction to the date the ground is handed over back to the local Authority from whom it has been taken on rent. It shall also be the responsibility of the contractor to liaise with the concerned authorities and arrange all the civil, electrical connection and other amenities that may be required for the running of the Exhibition cum Sale.
- XII. The security deposits, installation charges and consumption charges for all civil and electrical connections for the duration of the Exhibition cum Sale shall be paid by the Authority. Letters to the concerned Authorities, where ever required, shall also be written and issued by the Authority. The contractor will, however have to get the works done and formalities completed with the concerned department/s and also facilitate the payments in connection with all security deposits, installation and consumption charges etc. during the entire duration of the Exhibition cum Sale – from the date of taking over of the ground/venue till the handing over of the same.
- XIII. In regard to electrical fitting etc., the Contractor shall have to engage a qualified licensed Electrical contractor entitled to erect, handle and maintain high tension supply line and its upkeep and maintenance.
- XIV. The Contractor shall not use any material other than those specified in tender without the prior permission of the Authority.
- XV. Part payment not exceeding 50% of the total cost approved can be made to the Contractor according to the progress of the work and mutually agreed upon between the contractor and the Authority. Final payment will be made only after the completion of the Exhibition cum Sale and after satisfactorily handing over of ground to the Authorities.
- XVI. The tenderer should fill the rate tendered in figures as well as in words. The tender form may be filled in English and all entries made by hand and written in ink. Over writing in rates is not permitted. All corrections should be attested by the Tenderer with his initials as many times as the corrections occur. Each page of the tender form and other related papers submitted therewith should be stamped and signed by the tenderer.
- XVII. Tenderer's are required to deposit an earnest money of **₹10,000/- (₹ Ten Thousand Only)** along with the tender. The amount of earnest money will be accepted only in the form of Demand Draft drawn in favour of the Managing Director, H.P. Wool Federation Ltd. Shimla-9 payable at Shimla. The tender/s without earnest money will not be accepted.
- XVIII. Only those tenderers who have necessary expertise in the execution of the job within the stipulated time should submit the tenders.
- XIX. While submitting the tender, the Tenderers should submit the following:

- a. Income Tax Clearance Certificate,
- b. Proof of financial status and credit worthiness of the firm from scheduled Bank,
- c. A list of works of similar nature executed giving details of their magnitude, cost and time within which the works were completed and
- d. Demand Draft for the earnest money deposit.

Any tender not accompanied by requisite documents mentioned herein above will be treated as invalid and out rightly rejected.

- XX. The Authority is not bound to accept the lowest tender and reserves the right to reject any or all tenders without assigning any reasons. Conditional Tender in any form whatsoever will not be qualified /considered and will out rightly rejected.
- XXI. The successful tenderer shall immediately and not later than the next day of intimation of acceptance of tender, deposit a security money of ₹15,000/- in form of Bank Guarantee / Bank Deposit endorsed in favour of Managing Director, H.P. Wool Federation Ltd. Shimla-9 or Demand Draft in favour of Managing Director, H.P. Wool Federation Ltd. Shimla-9 and sign an agreement on Non-Judicial stamp paper of appropriate value. Failure to do so shall give the Authority the right to revoke the acceptance of the tender without further notice to the tenderer, forfeit the earnest money deposit and award the work to any other Contractor.
- XXII. The earnest money of successful tenderer will be refunded at the time of depositing security money and security money shall be refunded duly after Exhibition cum Sale is over.
- XXIII. The Authority will read and include the MD, HP Woolfed, Shimla and/or any other official duly authorized by it.
- XXIV. The tenderer shall arrange for round the clock security (at least 1 guard at a time) for providing security during the Exhibition cum Sale, at his cost. The security must be arranged from the registered security agencies/Government/Semi Government agencies. Copies of documentation/agreement entered into by the contractor with such agency, in this regard, shall be provided by the tenderer to the Authority latest by 09.01.2019.
- XXV. Adequate arrangements for firefighting equipment etc. as per the guidelines of the local fire brigade authorities shall be made by the tenderer without any extra cost.
- XXVI. The tenderer will be required to install high standard CCTV Cameras at the venue/ inside and outside the pavilion in consultation with the local police authorities. The monitors and the digital recording devices will be installed in the office of the In-charge. The recording shall be preserved and handed over to the In- charge of Exhibition cum Sale on daily basis.
- XXVII. The tenderer will fully cooperate with and follow all instructions of the local administration including the police and fire brigade etc.
- XXVIII. The work executed as per specifications by the contractor will be verified by a committee before release of payments.
- XXIX. In the venue provision for sufficient lights, security and fire extinguishers shall be made.

Accepted

Managing Director,
H.P. Wool Federation Ltd.
Shimla-9.

Contractor

PART - II

DETAILED SPECIFICATIONS

1. PAVILION: - (Minimum of 24 Pavilions to be constructed)

- I. Partitions of stalls are to be made of the ply wood/ plastic sheets. All stalls must be covered from three sides and open in the front side. The stalls and the overall venue as such should be so constructed that it would prevent the water to go inside during rains/snow.
The venue/pavilion should be well (highly) lighted and able to accommodate at least 24 stalls of 2m x 2m (4 Sqm each) with space for display of goods by the participants. The stalls should be so constructed so that there is sufficient space for public (including groups of people) movement in the venue. The structure of the stalls should be sturdy and neatly finished. The roof is to be covered with weather proof blackout PVC fabric as per safety standards. The covers should be without any imperfection and holes to prevent leakages of water in the advent of rains. The minimum height of the stall should be atleast 8 feet. Atleast 24 stalls are to be constructed in octonorm system with ply of 4mm and 8' height. The front has to be constructed with 1' wide fascia on front with the name of the participant written on it. Non-woven carpet should be laid over the entire venue. The platform is to be 6" height from the ground.
- II. At least 3 CFL/LED bulbs of 18W/6W each respectively shall be fixed inside each octonorm stall of 2 m x 2m to highlight the product of the exhibitors.
- III. One octonorm Sales counter of length minimum 4 feet shall be provided in each stall of size 2m x 2m along with one rack of 6 feet length with one exhibition chairs.
- IV. Fire Extinguishers as approved by Fire Authority shall have to be installed. They should be installed at places as directed by the Fire Authority. Electrical light to be provided with necessary wiring on main line separately for light distribution and point wiring including switch, main switch etc. using I.S.I. standard wire and light fitting complete as may be approved by the local electrical Authority. All fittings should be properly focused to enable enough/ proper lighting at the sales counter and general lighting at the pavilion. In order to properly illuminate the ground/venue the contractor shall provide adequate number of decorative bulbs and metal hylides.
- V. Maintenance of the structure,entrancein the venue during the Exhibition cum Sale period including cleaning, sweeping of the entire complex including each pavilion daily as per instructions of the Authority shall be managed by the contractor for which no extra charges shall be made.
- VI. Contractor should provide requisite number of Generators as a stand-by so as to provide connections to all tube lights and other lighting arrangements in the pavilion &venue in the case of power failures. Rent of the Generator and lighting should be covered while quoting per Sq. Ft. rate for the pavilions. No extra payment for Generator and lighting etc. (inclusive in the construction of the pavilions) shall be made to the contractor.
- VII. All electrical works including fittings and fixtures and wiring must be done through a licensed Electrical Contractor borne in the current approved list of Central/ State worker or Electrical Department who will submit and obtain necessary approvals and submit TEST FORM to concerned authority of the Electrical Department for power connection. The rental shall be inclusive of all wiring, trenches inclusive of all cabling from switch transformer to boards, distribution boards for each block of 10 shops to main panel board for three phase meter for requisite power load inclusive of all equipment structures and fitting as required for the electric supply and contact from the supply terminal to and inclusive of distribution board for a block of 10 shops as approved. Installation of transformer(s) shall also be the responsibility

of the contractor. He shall also supply, fix and maintain HRC Fuses, TP switch, fuse units, DP Switch fuses, porcelain kit-Kats, etc. required for the distribution of power to individual shop. Complete safety measures shall be adopted and all cable joints etc., properly earthed with copper conductor and sufficient earthing pits provided under the direction and approval of the Authority. The rental shall include constant attendance of qualified and experienced electrician for the maintenance and service (entirely at the cost of the contractor) as required. The temporary electrical connection and consumption charges required for construction period shall be obtained by the contractor at his own risk and cost. The meter rental and electricity consumption charges for the duration of the Exhibition cum Sale shall, however, be borne by the Authority.

- VIII. The Red/Green carpet (New) and other decorative items i.e. plant and fixing 10 flags on steel poles 10' height with new satin cloth of different colours etc. as per instructions of Authority should be provided by the contractor, without any extra charges.
- IX. The rental shall be inclusive of all specifications mentioned at Sr. No. I to VIII above. Contractor shall quote per Sq. Ft. rate for the pavilion covering all specifications as above. There is no provision for any extra payment.

2. OFFICE/ RECEPTION & LIGHTS:-

- i) Office/reception block is to be constructed inside the venue in 4 sq. mt. of area. The basic structure of office and reception shall remain same as of stall, in addition, following furniture shall be provided in office block (a) one sofa set/Shetty (b) one octonorm counter (c) 3-4 chairs (d) one room heater (e) tray/glasses/cup/flask etc.
- ii) Metal lights and above shall be fixed on each ring inside the venue with proper focusing. Same metal lights shall be fixed outside the venue, if required.

The number of lights should be sufficient to avoid darkness and as per instructions given by Authority. Additions/alterations may be suggested at the site by the Authority, for which, no extra payment shall be made to the contractor.

3. DECORATIVE GATE:-

A decorative gate for Exhibition cum Sale is to be provided by the contractor at the quoted rate. The designs for the gate will be suggested by the Authority. The decorative items like plants, Jute, Carpet etc. near this gate shall also be provided by the contractor without extra charges. In order to decorate the venue, the contractor shall provide and fix minimum 10 flags on steel poles of 10' height. The flags should be of superior new satin cloth in different attractive colours without extra charges.

4. KIOSK:-

One kiosk will be 2m X 2m size having facia of 1 feet on all the four sides. Kiosks should be provided with tables, tube lights with power connection, waste baskets to store disposable/wastes (the number of extra power points with connections and to the stalls where such connections are to be provided shall be intimated at site by the Authority). Electrical wirings inside the kiosks should be done on conduct piping so as to avoid fire hazards.

5. SECURITY ARRANGEMENT:-

Round the clock security arrangement as per the specifications shall be provided at the site of Expo for proper security arrangement. At least one trained security guard shall be provided round the clock. The contractor/tenderer shall arrange the same from the approved security

agency/ Govt./Semi-government organizations and quote the rates separately for the same for the 10 days of Exhibition cum Sale. In case of extension/reduction of Exhibition cum Sale proportionate payment will be made for the same for the extended/reduced days.

6. CCTV Cameras –

CCTV Cameras with complete accessories and Digital Video recording cables etc. (Complete in all respect – to cover the entire venue).

NOTE:-

The above specifications mentioned are the minimum requirements. Further instructions on the spot will be given by the Fire/Bank/Police/Expo Authority etc. in case any deviation is deemed necessary. No extra payment shall be made to the contractor for all such addition & alterations. The quantities indicated are tentative and can be altered at the time of finalization of tenders.

Accepted

Managing Director,
H.P. Wool Federation Ltd. Shimla-9

Contractor/Tenderer
Stamped & Signed

PART - III

- I. **Schedule for quantities for the quotation of 'Exhibition Cum Sale Fair of Wool/Handicraft Products'** to be held at Indira Gandhi Khel Parisar (Near Lift), The Mall, Shimla-171001 w.e.from 11-01-2019 to 20-01-2019. Rates should be quoted as per the required and detailed specifications of the Tender.

Sr. No. 1	PARTICULARS 2	NO. OF UNITS 3	RATES 4	TOTAL 5
1.	Pavilion with all furniture & fixtures, light etc. (As per detailed Specifications)	24 units of 2m x 2m (4 Sqm each)	per Sq.ft. ₹	₹
2.	(i) Construction of office/reception with furniture, light etc. (As per detailed Specifications)	1 unit of 2m x 2m	per Sq.ft. ₹	₹
3.	Decorative Gate as per Instructions of Expo Authority (as per detailed Specifications)	One gate	Per gate	₹
4.	Kiosk (As per detailed Specifications)	1 unit	per unit ₹	₹
5.	Security arrangements (As per detailed Specifications)	1 Job	₹	₹
6.	CCTV Camera (As per specifications)	1 Job	₹	₹
7.	Others – Pl. Specify As per specifications			

(SIGNATURE)
CONTRACTOR/TENDERER
Stamped

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**PROPOSED 'EXHIBITION CUM SALE FAIR OF WOOL/HANDICRAFT PRODUCTS'
AT
INDIRA GANDHI KHEL PARISAR (NEAR LIFT),
THE MALL, SHIMLA-171001
W.E.F. 11-01-2019 TO 20-01-2019**

**TO BE ORGANISED WITH THE FINANCIAL ASSISTANCE OF 'TRIBAL
DEVELOPMENT DEPARTMENT', GOVT. OF HIMACHAL PRADESH**

**TENDER DOCUMENT
FOR
PRINTING & PUBLICITY / ADVERTISEMENT WORK**

- | | |
|---|-------------------------------|
| 1. Last date/time of submission of tender complete in all respect: | 03-01-2019 (2.00 P.M.) |
| 2. Date of opening of tender: | 03-01-2019 (2.30 PM) |
| 3. EMD: | ₹ 2,000/- |

TENDER FORM

**THE H.P.STATE COOPERATIVE WOOL PROCURMENT AND MARKETING
FEDERATION LTD.**

BLOCK NO.23, S.D.A.COMPLEX, KASUMPTI, SHIMLA-9

Tender Document with specifications and Proforma for Tender for 'Exhibition Cum Sale Fair of Wool/Handicraft Products' to be held at Indira Gandhi Khel Parisar (Near Lift), The Mall, Shimla-1 w.e.f.11-01-2019 TO 20-01-2019

Schedule for Quantities

ITEM 'B'

S.No.	Particulars	Rates Per Piece	Quantity required (Approx.)	Total Cost to be quoted including art work and service charges
		(₹)		(₹)
1.	Multi Colour Flex Banners 6'x 3'		20	
2.	Screen Printed invitation Cards with envelops Size 7"x 5" (300 gm), Ivory sheet		200	
3.	Multi-Coloured Printed Pamphlets Size A4 (90 gsm)		20000	
4.	Publicity on Cable Network area coverage		Shimla town	
5.	Jingle on Radio (FM/AIR, Big FM, Radio Mirchi) making & Spot running of Jingle.		4 to 6 spots of 20 secs each (Equal spots in Cat-I & II)	

(SIGNATURE)
TENDERER

TERMS AND CONDITIONS: -

- 1) Rates may be quoted with complete break up of cost which should be inclusive scanning, typesetting and all related cost etc. including installation of different sites in Shimla town.
 - 2) In case any taxes are applicable that should be indicated.
 - 3) Offer should be sent along with sample of paper etc. duly stamped and signed.
 - 4) The tender will be received on **03.01.2019 up to 02.00 P.M.** and will be opened on the same day at **02.30 PM** by the tender opening committee in the presence of parties who may wish to be present at the time of opening of tenders.
 - 5) The Payments would be released after ensuring the quality of work and after satisfactory and final delivery of material as ordered.
 - 6) The work shall have to be executed within Four days from the date of placement of order. Before execution of work, coloured samples/proofs will have to be got approved from the Authority for which purpose no extra payment will be made. Similarly nothing extra will be paid for developing the proofs, art work and allied works etc.
 - 7) No. of copies may be increased or decreased as per requirement.
 - 8) The tenderer's are required to deposit earnest money of ₹2,000/- (₹Two thousand only). The amount of earnest money will be accepted only in the form of Demand Draft drawn in favour of the Managing Director, H.P. Wool Federation. Only those tenderers who have necessary expertise in the execution of the job within the stipulated time should submit the tenders. The tender without earnest money will not be accepted.
 - 9) While submitting the tender, the tenderers should submit the following:
 - (i) Income Tax Clearance Certificate,
 - (ii) Proof of financial status and credit worthiness of the firm from scheduled Bank
 - (iii) A list of works of similar nature executed giving details of their magnitude, cost and time within which the works were completed and
 - (iv) Demand Draft for the earnest money deposit.
- Any tender not accompanied by requisite documents mentioned herein above is liable to be invalid.
- 10) The Authority is not bound to accept the lowest tender and reserves the right to reject any or all tenders without assigning any reasons. Conditional Tender in any form whatsoever will not be qualified/ considered and will be out rightly rejected.
 - 11) The Authority will read and include the MD, HP Wool fed, Shimla and/or any other official duly authorized by the MD, HP Wool Fed, Shimla as Authority.
 - 12) Any/all disputes will be settled by way of mutual discussions in the best interest of both the parties. In case of arbitration, the decision of the Managing Director, HP Wool Federation, Shimla will be binding on both the parties and treated as final. Still in case of any legal interventions the courts in Shimla will have the jurisdiction to decide the disputes.
 - 13) Managing Director, H.P. Wool Federation reserves the right to accept or reject the tender without assigning any reason/s.

Accepted

Managing Director,
H.P. Wool Federation Ltd. Shimla-9.

Contractor/Tenderer
Stamped and Signed