

# NATIONAL LEVEL EXHIBITION

Tender Number: 2014/01

Date: 10/OCT /2014

UTTARAKHAND KHADI AVEM VILLAGE INDUSTRIES BOARD H.Q.  
THANO ROAD, BHOPALPANI  
DEHRADUN



## Tender Document

E-Mail – [hq.ukvib@gmail.com](mailto:hq.ukvib@gmail.com)

# NATIONAL LEVEL EXHIBITION

## TABLE OF CONTENT

	<b>TENDER DOCUMENT</b>	<b>PAGE</b>
A	TENDERING PROCEDURE	3
B	SELECTION PROCEDURE	3
C	CRITICAL DATES	4
D	SPECIAL MENTIONS	4
E	TENDER FEE, EMD (EARNEST MONEY), SECURITY	4
F	QUALIFICATION OF BIDDERS	5
G	DOCUMENTS COMPRISING THE BIDDER'S PROPOSAL	5
H	COST OF BIDDING	5
I	RIGHT TO ACCEPT OR REJECT ANY OR ALL	6
J	PREPARATION AND SUBMISSION OF BIDS	6
K	BID DUE DATE	6
L	MODIFICATION/ SUSTITUTION/WITHDRAWAL OF	6
M	REJECTION OF BIDS	7
N	VALIDITY OF BIDS AND RATES	7
O	CORRESPONDENCE WITH THE BIDDER	7
P	PRE-BID CONFERENCE	7
Q	EVALUATION OF BIDS	7
R	RESOLUTION OF DISPUTES/ ARBITRATION	8
S	PENALTIES	8
T	PAYMENTS	8
U	TAXES AND LEVIES	8
V	INTERPRETATION	8
W	JURISDICTION	9
X	SCOPE OF WORK	9
Y	MISCELLANEOUS	9
Z	AGREEMENT FOR CONTRACT	10
	SCHEDULE 'A' ORGANIZATION SET UP	11
	SCHEDULE 'B' FINANCIAL STATUS	12
	SCHEDULE 'C' REFERENCE OF SIMILAR WORKS	13
	SCHEDULE 'D' AFFIDAVIT	14
	SCHEDULE 'E' FORMAT BANK GUARANTEE	15
	ANNEXURE 1 TECHNICAL BID APPLICATION	16
	ANNEXURE 2 SCOPE OF WORK	17
	CHECKLIST	19
	TENDER NOTICE	20

# NATIONAL LEVEL EXHIBITION

Cost of tender form Rs. 2270/-  
(Two thousand two hundred  
seventy only) (inclusive of taxes)

## TENDER DOCUMENT

Tenders are invited for organisation of National level Exhibition 2014 at Parade Ground Dehradun From 30 Nov 2014 to 20 Dec 2014.

Tenders are invited from Event managers parties having done similiar works in the past

<b>A</b>		<b>TENDERING PROCEDURE</b>
	1	Two bid system of E-tendering will be followed. (Technical Bid and Financial Bid)
		<b>I</b>
		<b><u>Technical Bid</u></b>
		The first part shall comprise the offer letter in the prescribed format ( <b>Annexure 1</b> ), the earnest money deposit (EMD) and the pre qualification and technical criteria compliance statement with details.
		<b>II</b>
		<b><u>Financial Bid</u></b>
		The second part shall be the Financial bid specifying the acceptance and rates per job in the prescribed format (BOQ) excel sheet. Please note that this is an E tendering system and the comprative chart is automated by the system. So please do not leave any column blank, else the system will reject the Financial bid. Do not forget to write the name of the applying firm at the specified place required for the same, otherwise there are chances that the system may reject the bid. UKVIB will open the pre-qualification and tehcnical proposals and evaluate them. The Financial Proposal covers shall not be opened until the evaluation of the pre-qualification and technical evaluation is complete. After evaluation of pre-qualification and technical proposals, the financial proposals of only those bidders, who qualify in pre-qualification and technical evaluation, will be opened.
	2	The parties willing to partcipate in the tender will have to apply through the Electronic Tendering Procedure (E.Tendering) as per the guidelines issued by Uttarakhand State Government.
	3	The bidder forms can be downloaded from the web site “www.uktenders.gov.in”
	4	No tender will be accepted other than E tendering procedure mentioned above.
	5	For more information helpline can be contacted as below.
		Uttarakhand e-procurement help line no- 18002662277
		24x7 help desk Toll free no- 18002337315
<b>B</b>		<b><u>SELECTION PROCEDURE</u></b>
	1	The firm qualifying in the technical bid will be approved for the second phase.
	2	The second phase, the Financial bid (BOQ) will be opened for the parties qualifying in the technical bid.

# NATIONAL LEVEL EXHIBITION

<b>C</b>		<b><u>CRITICAL DATES</u></b>																												
		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>Sl.</u></th> <th style="text-align: center;"><u>Particulars</u></th> <th style="text-align: center;"><u>Date</u></th> <th style="text-align: center;"><u>Time</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Tender Publishing Date</td> <td style="text-align: center;">10 Oct. 2014</td> <td style="text-align: center;">03:00 PM</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Start Date Of Downloading The Tender Form</td> <td style="text-align: center;">10 Oct. 2014</td> <td style="text-align: center;">03:30 PM</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Pre Bid Meeting</td> <td style="text-align: center;">18 Oct. 2014</td> <td style="text-align: center;">11:30 AM</td> </tr> <tr> <td style="text-align: center;">4</td> <td>Start Date Of Bid Uploading E-Tender Form</td> <td style="text-align: center;">19 Oct. 2014</td> <td style="text-align: center;">02:00 PM</td> </tr> <tr> <td style="text-align: center;">5</td> <td>Last Date For Submit Online E-Tender Forms</td> <td style="text-align: center;">10 Nov.2014</td> <td style="text-align: center;">12:00 PM</td> </tr> <tr> <td style="text-align: center;">6</td> <td>Tender Opening Date</td> <td style="text-align: center;">10 Nov.2014</td> <td style="text-align: center;">02:00 PM</td> </tr> </tbody> </table>	<u>Sl.</u>	<u>Particulars</u>	<u>Date</u>	<u>Time</u>	1	Tender Publishing Date	10 Oct. 2014	03:00 PM	2	Start Date Of Downloading The Tender Form	10 Oct. 2014	03:30 PM	3	Pre Bid Meeting	18 Oct. 2014	11:30 AM	4	Start Date Of Bid Uploading E-Tender Form	19 Oct. 2014	02:00 PM	5	Last Date For Submit Online E-Tender Forms	10 Nov.2014	12:00 PM	6	Tender Opening Date	10 Nov.2014	02:00 PM
<u>Sl.</u>	<u>Particulars</u>	<u>Date</u>	<u>Time</u>																											
1	Tender Publishing Date	10 Oct. 2014	03:00 PM																											
2	Start Date Of Downloading The Tender Form	10 Oct. 2014	03:30 PM																											
3	Pre Bid Meeting	18 Oct. 2014	11:30 AM																											
4	Start Date Of Bid Uploading E-Tender Form	19 Oct. 2014	02:00 PM																											
5	Last Date For Submit Online E-Tender Forms	10 Nov.2014	12:00 PM																											
6	Tender Opening Date	10 Nov.2014	02:00 PM																											
<b>D</b>		<b><u>SPECIAL MENTIONS</u></b>																												
	1	Address for submission of all physical documents-																												
		<b>Chief Executive Officer Uttarakhand Khadi Avem Village Industries Board Thano Road, Bhopalpani DEHRADUN.</b>																												
	2	<b><u>VALIDITY OF BID</u></b>																												
		3 Months from the date of submission if the tender bid.																												
	3	<b><u>VENUE OF THE EVENT</u></b>																												
		Parade ground, Dehradun, uttarakhand.																												
<b>E</b>		<b><u>TENDER FEE, EMD (EARNEST MONEY), SECURITY</u></b>																												
	1	<b><u>Tender Fee</u></b>																												
	I	Rs. 2000/- + 13.50% Vat = 2270/- (Rupees Two Thousand Two Hundred Seventy Only) inclusive of all taxes. (Non Refundable)																												
	II	Tender Fees can be submitted in the form of DD in favour of Uttarakhand Khadi Avem Village Industries Board payable at Dehradun to Head office UKVIB.																												
	2	<b><u>EARNEST MONEY DEPOSIT (EMD)</u></b>																												
	I	Earnest money for the tender is Rs. 60000/- (Rs. Sixty thousand only)																												
	II	Earnest money for the tender can be submitted in the form of below to Head office UKVIB.																												
		I. FDR/TDR																												
		II. Bank Guarantee (Format at schedule E)																												
	III	No intrest shall be allowed on this deposit. Earnest money will be forfeited if-																												
		I. The sucessfull bidder fails to deposit the required security as prescribed.																												
		II. Tender is withdrawn within the period of its validity period as mentioned in this document.																												
	IV	Earnest money deposited by the unsuccessful bidder will be returned without interest thereon within 30 days after the work order is Dispatched.																												
	3	<b><u>PERFORMANCE GUARANTEE/SECURITY</u></b>																												
		To ensure due performance of the contract as per this document the successful bidder has to deposit performance security of 5% of sansactioned job amount while signing of agreement and issue of work order in the form of FDR/TDR or Bank Guarantee in favour of Uttarakhand Khadi Avem Village Industries Board, Dehradun. The Security Deposit if taken in the form of FDR /TDR, Bank Guarantee should be valid for a period of One year from the date of Work order. Any delay in submission of Security Deposit would result in forfeiture of EMD. The pro-forma of the Bank Guarantee should be as prescribed by UKVIB.(SCHEDULE "E"). The Security Deposit shall not carry any interest.(As per clause 21 of Uttarakhand Procurement Rules 2008.)																												

# NATIONAL LEVEL EXHIBITION

<b>F</b>			<b><u>QUALIFICATION OF BIDDERS</u></b>
		I	Bidder must be in business of event management doing jobwork of similiar kind for past five years. Proof of business activity to be supported by documentary evidence along with technical bid as mentioned in this document.
		II	Turn over of the event managment firm in the past three years should not be less than Rs. 1.00 crores (Rs. One crore only) valid proof of turnover to submitted separately along with the technical bid as mentioned in this document.
		III	The bidder should not have been black listed in the past five years by any State/central government department. The bidder must give an affidavit for the same.
		IV	A graphic presentation along with documented presentation. (to be submitted in hard copy and soft copy) of the planning and execution of the event.
<b>G</b>			<b><u>DOCUMENTS COMPRISING THE BIDDER'S PROPOSAL</u></b>
	1		<b><u>(TECHNICAL BID)</u></b>
			scan copies to be uploaded on the website and physical copies to be submitted in Head Office UKVIB, Bhopalpani, Dehradun. Proposal submitted by the bidder shall comprise the following documents :
		I	Technical Bid Submission letter in prescribed format (Annexure 1)
		II	Proposal covering letter along with the EMD.
		III	Pre-qualification proposal containing data to support the qualification of the Bidder
		IV	Duly signed and stamped copy of tender document with all amendments/Corrigendum/addendum to be submitted physically as an undertaking that the bidder has read all the terms and conditions carefully and accepts them.
		V	All the documents should be numbered and stapled/bound; loose papers and unnumbered documents will not be accepted.
	2		<b><u>FINANCIAL BID – (BOQ)</u></b>
		I	The financial bid is to be uploaded in the prescribed format BOQ. Financial bid should not be submitted physically.
		II	The cost of work/project is to be given in itemised format. (Annexure 2) taxes if any should be specifically mentioned, else it will be understood that the bid amount includes the taxes.
		III	The seprate cost sheet of items mentioned in the scope of work is also to be given at the time of signing the agreement. In case the items are increased/ decreased the costing could be revised on the basis of the cost sheet.
		IV	Service of all the works mentioned in the scope of the work have to be delivered. In case any service is not provided by the sucessful bidder, the out of pocket cost paid by UKVIB to get the service rendered from other source will be born by sucessful bidder.
<b>H</b>			<b><u>COST OF BIDDING</u></b>
			The Bidders shall be responsible for all of the costs associated with the preparation of their Bids and their participation in the Bidding Process UKVIB will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Bidding Process.

# NATIONAL LEVEL EXHIBITION

<b>I</b>			<b><u>RIGHT TO ACCEPT OR REJECT ANY OR ALL</u></b>
		I	Notwithstanding anything contained in this document, UKVIB reserves the right to accept or reject any Bid and to annul the Bidding Process and reject all Bids at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons therefore.
		II	UKVIB reserves the right to reject any Bid and appropriate the Bid Security if:
			I. at any time, a material misrepresentation is made or uncovered, or
			II. the Bidder does not provide, within the time specified by UKVIB, the supplemental information sought by UKVIB for evaluation of the Bid.
<b>J</b>			<b><u>PREPARATION AND SUBMISSION OF BIDS</u></b>
	1		<b><u>Format and Signing of Bid</u></b>
		I	The Bidder shall provide all the information sought under this document. UKVIB will evaluate only those Bids that are received in the required formats and complete in all respects. The Bid shall be typed or written in indelible ink and signed by the authorised signatory of the Bidder who shall also initial each page, in blue ink. All the alterations, omissions, additions or any other amendments made to the Bid shall be initialled by the person(s) signing the Bid.
	2		Scanning, uploading of online bids and sealing/ marketing of bids to be deposited in physical form.
		I	The bidder shall upload the scanned copies of technical bid in (PDF Format) online in the format specified in this document, along with all supporting enclosure scanned and uploaded on the web site and a copy to be submitted in physical format to be deposited to the concerned officer as mentioned in this document before the last date of submitting the online tender.
		II	The bidder has to submit a hardcopy of bid document (which is as uploaded on the E tendering website) duly signed and stamped with official seal, in a sealed envelope and mark the envelope as “TECHNICAL BID” . None other than documents uploaded on website will be accepted by UKVIB.
		III	The copies of the documents accompanying the bid, as specified above, shall be placed in hard binding and the pages shall be numbered serially. Each page thereof shall be initialed in blue ink by the authorised signatory.
		IV	The following documents accompanying the Bid shall be placed in a separate envelope and marked as “Security of the Bid”. The documents shall include:
			I. Bid Security (E.M.D.) in form of FDR/TDR or Bank guarantee.
		V	If the envelopes are not sealed and marked as instructed above, UKVIB assumes no responsibility for the misplacement or premature opening of the contents of the bid submitted. Bids submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.
<b>K</b>			<b><u>BID DUE DATE</u></b>
			UKVIB may, in its sole discretion, extend the Bid Due Date by issuing an Addendum uniformly for all Bidders on the website where the tender document has been published.
<b>L</b>			<b><u>MODIFICATION/ SUSTITUTION/WITHDRAWAL OF</u></b>
			The Bidder cannot modify the bid, in case the bidder wants to change the Bid he can withdraw and submit it again, prior to bid due date. No Bid shall be modified, substituted or withdrawn by the Bidder on or after the Bid Due Date.

# NATIONAL LEVEL EXHIBITION

<b>M</b>			<b><u>REJECTION OF BIDS</u></b>
	1		UKVIB reserves the right to accept or reject all or any of the Bids without assigning any reason whatsoever. It is not obligatory for UKVIB to accept any Bid or to give any reasons for their decision.
	2		UKVIB reserves the right not to proceed with the Bidding Process at any time, without notice or liability, and to reject any Bid without assigning any reasons.
<b>N</b>			<b><u>VALIDITY OF BIDS AND RATES</u></b>
			The Bids shall be valid for a period of not less than Three months from the Bid Due Date. The validity of Bids may be extended by mutual consent of the respective Bidders and UKVIB.
<b>O</b>			<b><u>CORRESPONDENCE WITH THE BIDDER</u></b>
			UKVIB shall not entertain any correspondence with any Bidder in relation to acceptance or rejection of any Bid.
<b>P</b>			<b><u>PRE-BID CONFERENCE</u></b>
	1		Pre-bid conferences of the bidders shall be convened at the designated date, time and place. Only those persons who have purchased the tender document shall be allowed to participate in the pre bid conferences. A maximum of two representatives of each bidder shall be allowed to participate on production of UKVIB letter from the bidder.
	2		During the course of pre bid conferences, the bidder will be free to seek clarifications and make suggestions for consideration of UKVIB. UKVIB shall endeavor to provide clarifications and such further information as it may, in its sole discretion, consider appropriate for facilitating a fair, transparent and competitive bidding process.
	3		Any alterations in the tender document shall be intimated on the E tendering website as corrigendum/ addendum.
<b>Q</b>			<b><u>EVALUATION OF BIDS</u></b>
	1		<b><u>Opening and Evaluation of Bids</u></b>
		I	UKVIB shall open the Bids at scheduled Date and time as mentioned in this document at the head office of UKVIB in the presence of the Bidders who choose to attend on prior notice.
		II	UKVIB will subsequently examine and evaluate the Bids in accordance with the provisions set out in this document.
		III	To facilitate evaluation of Bids, UKVIB may, at its sole discretion, seek clarifications in writing from any Bidder regarding its Bid.
	2		<b><u>Selection of Bidder</u></b>
			The successful bidder shall be selected as per E- Procurement rules issued by the government of uttarakhand.
	3		<b><u>Contacts during bid evaluation</u></b>
			Bids shall be deemed to be under consideration immediately after they are opened and until such time UKVIB makes official intimation of award/ rejection to the Bidders. While the Bids are under consideration, Bidders and/ or their representatives or other interested parties are advised to refrain from contacting by any means, UKVIB and or their employees/ representatives on matters related to the Bids under consideration.

# NATIONAL LEVEL EXHIBITION

	4	<b>Negotiation</b>
		Ordinarily no negotiation shall be done. However in exceptional case where price negotiation is necessary due to some unavoidable circumstances, the same shall be resorted with the lowest evaluated responsive bidder.
	5	<b>Price Reasonability</b>
		UKVIB reserves right to ask bidders justification of offered prices to judge price reasonability.
<b>R</b>		<b><u>RESOLUTION OF DISPUTES/ ARBITRATION</u></b>
		If any dispute arises in reference to any word, meaning, terms and conditions, or to the right and liabilities of the parties to the agreement or for any type of payment, or any dispute what so ever arising out of this agreement will be referred to the Sole Arbitrator, appointed by the Chief Executive Officer who shall not be belows the rank of Additional Chief Executive Officer and whose Order/Award will be full and final and shall be binding upon both the parties. In such reference the Rules and Regulations framed as per the provisions contained in Arbitration and Conciliation Act, 1996 will be effective and applicable and the place of Arbitration shall be at Dehradun.
<b>S</b>		<b><u>PENALTIES</u></b>
	1	If the successful bidder fails to finish arrangements (Feel, Finish, shape and workmanship) within time as mentioned in document or found inappropriate by any level of inspection, the EMD/Security amount is liable to forfeiture and the bidder can be black listed for future events.
	2	Failed to fulfil and complete Job/service as mentioned in tender document, a penalty will be imposed on the Successful bidder as per Uttarakhand Procurement Rules 2008.
<b>T</b>		<b><u>PAYMENTS</u></b>
	1	After a period of 10 days of Completion of all arrangements (Feel, Finish, shape and workmanship) within time as mentioned in document a special provision of 50% running payment can be made against a certificate/report of inspection authority.
	2	Payment/s of such item/s will be reduced/deducted in case the bidder is not able to furnish services/job as mentioned in the scope of work.
	3	Certificate/report from the inspecting authority shall in no way relieve the successful bidder for any loss, injury or damage, which may result from the use of improper material or defective workmanship which might have escaped the attention of the inspecting authority.
	4	Balance payment after one month of the successful completion of the event and submission of all required documents, reports, photographs and videos. (soft and hard copy)
<b>U</b>		<b><u>TAXES AND LEVIES</u></b>
	1	All the Municipal/Statutory levies, taxes imposed by state and central Govt./service taxes etc. Shall be clearly mentioned in the Financial bid (BOQ)
	2	As per income Tax rules, UKVIB shall deduct Income Tax at source, from the bills payable to the successful bidder.
	3	Any down ward revision in price on account statutory levies will be passed on to UKVIB with immediate effect.
<b>V</b>		<b><u>INTERPRETATION</u></b>
		In case of any confusion regarding interpretation of any term and condition, the interpretation done by UKVIB shall be final.

# NATIONAL LEVEL EXHIBITION

<b>W</b>		<b><u>JURISDICTION</u></b>
		The Bidding Process shall be governed by, and construed in accordance with, the laws of India and the High Courts at Nainital shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Bidding Process.
<b>X</b>		<b><u>SCOPE OF WORK</u></b>
		Scope of work has been given in <b><u>ANNEXURE 2</u></b> of this document, itemwise work/services have been described in this annexure. The items, Quantity, Specifications can be changed without prior notice.
<b>Y</b>		<b><u>MISCELLANEOUS</u></b>
	1	UKVIB, in its sole discretion and without incurring any obligation or liability, reserves the right, at any time, to;
		I
		suspend and/ or cancel the Bidding Process and/ or amend and/ or supplement the Bidding Process or modify the dates or other terms and conditions relating thereto;
		II
		consult with any Bidder in order to receive clarification or further information;
		III
		retain any information and/ or evidence submitted to UKVIB by, on behalf of, and/ or in relation to any Bidder; and/ or
		IV
		independently verify, disqualify, reject and/ or accept any and all submissions or other information and/ or evidence submitted by or on behalf of any Bidder.
	2	It shall be deemed that by submitting the Bid, the Bidder agrees and releases UKVIB, its employees, agents and advisers, irrevocably, unconditionally, fully and finally from any and all liability for claims, losses, damages, costs, expenses or liabilities in any way related to or arising from the exercise of any rights and/ or performance of any obligations hereunder, pursuant hereto and/ or in connection herewith and waives any and all rights and/ or claims it may have in this respect, whether actual or contingent, whether present or future.
	3	The Tender has to be submitted in accordance with the Terms and Conditions.
	4	Bidders shall fill up the required information as per the prescribed tender form. If any bidder does not fill up the information properly, UKVIB has the right to reject such bids.
	5	UKVIB reserves right to add/modify any terms and conditions while entering into an agreement with the successful bidder.
	6	UKVIB reserves right to verify facts shown by the firm, by a team of Officers of UKVIB.
	7	UKVIB shall also be entitled to make recoveries from the bidder's bills, Security Deposit, or from any other amount due to him, the equivalent value of any payment made to him due to inadvertence, error, collusion, misconstruction or misstatement.
	8	The Bidding Documents and all attached documents are and shall remain the property of UKVIB and are transmitted to the Bidders solely for the purpose of preparation and the submission of a Bid in accordance herewith. Bidders are to treat all information as strictly confidential and shall not use it for any purpose other than for preparation and submission of their Bid. UKVIB will not return any Bid or any information provided along therewith.
	9	Bidder must guarantee that the rates quoted are lowest for respective quantity and that there are not other lower rates (Excluding statutory levies) quoted to any other such event. In case of such future knowledge to us the difference shall be recovered from bidder.

# NATIONAL LEVEL EXHIBITION

	10	The agreement between successful bidder and UKVIB regarding job, terms and conditions before the job executed on a revenue stamp paper as per govt rule.
	11	Firms should have the technical competence and in house facilities for maintaining high quality of the items .
	12	A Bidder is eligible to submit only one Bid
	13	The Bid should be furnished in the format specified clearly indicating the bid amount in both figures and words, in Indian Rupees, and signed by the Bidder's authorised signatory. In the event of any difference between figures and words, the amount indicated in words shall be taken into account.
	14	All components of job issued should be according to the work order given by respective consignee.
	15	In case of any contradiction in the terms mentioned in this document, the financial handbook rules and Uttarakhand procurement rules will be applicable.
<b>Z</b>		<b><u>AGREEMENT FOR CONTRACT</u></b>
	1	The successful bidders will have to do an agreement with the UKVIB for the organising of national level exhibition for atleast one year or as mentioned in this document. The terms and conditions of the contract shall be in accordance with those mentioned in the tender document. In case the successful bidder refuses to sign the agreement, The EMD/ Security will be forfeited.
	2	Chief Executive Officer will be authorised representative for signing the agreement on behalf of Uttarakhand Khadi Evem Village Industries Board.

# NATIONAL LEVEL EXHIBITION

## SCHEUDLE 'A' - ORGANISATION SET UP

- 1 Name of applicant :
- Applicant father's name :
- Residence Address :
- Telephone no./Fax no. :
- 2 Email :
- 3 Head Office Address :
- Telephone no. :
- Email :
- Web site : www.
- 4 Regional Office Address (if any) :
- 5 Local Office Address in uttarakhand (if any) :
- Telephone no. :
- 6 Year of incorporation (attach copy of certificate of registration) :
- 7 Bank Details :
1. Name :
2. Address of bankers :
3. Bank code :
4. Branch code :
5. A/c No :
6. Saving Bank/current A/c :
7. RTGS Code :
- 8 PAN CARD No :
- 9 Sales Tax Registration no :
- 10 Dealership/Distributor no :
- 11 Any other statutory reference no :

(Signed by an authorized officer of the firm)

-----  
(Title of the officer)

-----  
(Name of the firm)

-----  
(Date)

# NATIONAL LEVEL EXHIBITION

## SCHEUDLE 'B' - FINANCIAL STATUS

(Rupees in lacs)

YEARS	1. Turn Over as per income tax return and profit/loss account	2. profit/loss as per income tax return
2012-13		
2011-12		
2010-11		

Following documents should be attached herewith as evidence for the above figures.

- 1- Certified copy of annual return of income tax.
- 2- Please enclose a certified copy of the final accounts (Balance Sheet & P/L Account) these documents should be certified by the chartered accountant.

(Signed by an authorized  
officer of the firm)

-----  
(Title of the officer)

-----  
(Name of the firm)

-----  
(Date)

# NATIONAL LEVEL EXHIBITION

## SCHEUDLE 'C' - REFERENCE OF SIMILIAR WORKS

Sl	Name of the firm/organization for which the work was executed	Year of execution of work	Amount of work order	Copy of p/o or any other document in support of proof
1				
2				
3				

(Signed by an authorized officer of the firm)

-----  
(Title of the officer)

-----  
(Name of the firm)

-----  
(Date)

# NATIONAL LEVEL EXHIBITION

## SCHEUDLE 'D' – AFFIDAVIT

### To be given on valid stamp paper duly notarised

- 1- I, the undersigned, do hereby certify that all the statements made in the required attachments are true and correct.
- 2- The undersigned hereby authorise(s) and request(s) any bank, person, firm or crporation to furnish required information deemed necessary and requested by the department to verify this statement or regarding by (our) competence and general reputation.
- 3- The undersigned understands and agrees that further qualifying information may be requested, and agrees to furnish any such information at the request of the department/project implementing agency.
- 4- The undersigned has currently not blacklisted or banned by any govt/govt department/govt agency/ psu in india for corrupt or fraudulent practices or non delivery or non performance in last 5 years.

(Signed by an authorized  
officer of the firm)

-----  
(Title of the officer)

-----  
(Name of the firm)

-----  
(Date)

# NATIONAL LEVEL EXHIBITION

## SCHEDULE 'E' – FORMAT BANK GUARANTEE

Bank guarantee for bid security

B.G. No.....

Dated.....

The bank guarantee can be given in standard format of the concerned bank keeping in view the following points

1. The bank guarantee should be irrevocable.
2. To pay the amount of Rs..... (Rs.....)  
on demand to Uttarakhand Khadi Evem Village Industries Board.
3. To follow the instructions of Chief Executive Officer, UKVIB.
4. The bank shall be treated as principal Debtor.
5. The bank guarantee shall only be released on written order of Chief Executive Officer, UKVIB.

Signed and delivered by.....bank

By the hands of ....., it's .....and  
authorised official.

(Signature of authorized signatory)  
Seal

# NATIONAL LEVEL EXHIBITION

## ANNEXURE “1” TECHNICAL BID APPLICATION

To,

Chief Executive Officer,  
Uttarakhand Khadi Avem Village Industries Board, H.Q.  
Thano Road, Bhopalpani,  
Dehradun.

Sub: Tender For Organising National Level Exhibition

Dear Sir,

With reference to your Tender I/we, having examined the Technical Bid Documents and understood their contents, hereby submit my/our Bid with all the necessary information and relevant documents for pre-qualifying us for consideration of financial bids for the subject mentioned above.

The application is made by us on behalf of .....  
in the capacity of .....duly authorized to submit the offer.

The necessary evidence admissible in law in respect of authority assigned to us on behalf of the group of firms for applying and for completion of the contract document is attached herewith.

We are also submitting our financial bid for the items/works indicated above. We understand that corporation reserves the right to reject any application without assigning any reason.

(Signed by an authorized  
officer of the firm)

-----  
(Title of the officer)

-----  
(Name of the firm)

-----  
(Date)

# NATIONAL LEVEL EXHIBITION

## ANNEXURE “2” – SCOPE OF WORK

Sl	Work description	Qty	Rate	Amount
1	Erection of Stalls ( Fire, Water proof) with 19 mm plyboard platform.			
	1 3 x 3 mtr khadi block	50		
	2 3 x 3 mtr Enquiry centre	01		
	3 3 x 2 mtr Gramodyog block	150		
	4 3 x 6 mtr VIP Lounge with window,pantry and toilet)	01		
	5 10 x 6 mtr Theme Pavillion	01		
	6 Dust Free Zone (carpet)	01		
2	Additional Stalls (if necessary)	-		
	1 3 x 3 mtr khadi block	-		
	2 3 x 2 mtr Gramodyog block	-		
	3 Other	-		
3	40 x 20 x 5 Ft decorated Open stage (Cap. 200)	01		
4	Furniture (chair, table, frill, cover) per stall	200		
5	Boundary wall 7.5 Ft G.I Sheet	01		
6	Khadi Art on front wall of the event	01		
7	Main Gates (Entry and Exit) digitally framed	02		
8	Light Towers	08		
9	Decorative and General lights (Premises and Stall)	01		
10	CC Camera Coverage of the event premises	04		
11	Still Photography of the event	01		
12	Video coverage of the event	01		
13	Drinking water For VIP/Office (10 Ltr/day)	01		
14	Drinking water for public in the premises (500 Ltr/day)	01		
15	Temperory Toilets (Male/Female)	08		
16	Welcome of VIP's	01		
17	Hi-Tea for VIP's	01		
18	Printing and distribution of Invitation cards (Opening/closing ceremony)	400		
19	Printing of certificates (participants)	200		
20	Prize/Momento distribution	20		
21	Dustbins	20		
22	Fire Extinguishers Co <sub>2</sub> and DCP	15		
23	Enquiry/Welcome Staff	01		
24	P.A. System with operator (Enquiry and Stage)	01		
25	Anchor (opening/closing ceremony)	01		
26	Security Gaurds	12		
27	Temprorary connection and Electricity charges of the event	01		
28	125 K.V.A. D.G. Set for power backup	01		
29	VIP Parking	01		
30	Night stay arrangements for Participants	200		

# NATIONAL LEVEL EXHIBITION

31		Advertisement of event			
	1	Cable T.V (Daily)	01		
	2	Van (05 day)	01		
	3	Electronic Media (Scroll 05 day/03 Channel)	01		
	4	Print Media (Regional) 04 day/5 nos -15x20 Cm coloured	01		
	5	Print Media (Local) 02 day/06 nos - 15 x 20 Cm coloured	01		
	6	Hoardings - 20 x 10 Ft	10		
	7	Banners – 1.5 X 2.5 Mt.	25		
32		Cultural Programmes/Documentary 10 day	01		
	1	National Level Folk– 01			
	2	Regional Level Folk– 02			
	3	Local Level Folk - 04			
	4	Khadi Documentary – 03			
33		Food Court 10 x 8 Mtr	01		
34		Insurance (Life and Goods)	01		
35		Taxes (If applicable)	-		
36		Permissions	-		
	1	No objection certificates from district/state authority	-		
	2	Electric security inspection by authority.	-		
	3	Fire security inspection from authority.	-		

# NATIONAL LEVEL EXHIBITION

## CHECKLIST

Sl	Particulars of document	To be submitted physically	To be scanned and uploads along with the online bid	Reference	Tick the item
1	Cost of tender fee	Yes	No		
2	Earnest money (EMD)	Yes	Yes		
3	Technical bid document as per tender document	Yes	Yes	Annexure 1	
4	Financial bid (BOQ)	No	Yes	BOQ	
5	Proof of business	Yes	Yes	Copyregistration	
6	Proof of turn over	Yes	Yes	C.A. cerfied copies of balance sheet & P/L Accounts	
7	Copy of PAN	Yes	Yes		
8	Copy of service tax registration	Yes	Yes		
9	Schedules (A-E)	Yes	Yes		
10	Any other document				

# **NATIONAL LEVEL EXHIBITION**

**UTTARAKHAND KHADI AVEM VILLAGE INDUSTRIES BOARD H.Q.  
THANO ROAD, BHOPALPANI  
DEHRADUN**

**( E-TENDER NOTICE)**

Tenders are invited from event manager and parties For Organising National Level Exhibition. Event managers and parties in the business for past five years should apply for event called “RASTRIYA KHADI GRAMODYOG PARDARSANI 2014” to be held in Dehradun at Parade Ground from 30 Nov 2014 to 20 Dec 2014. Last date of applying for the E-tender is 19 Nov 2014. The terms and conditions of the tender process as mentioned in the tender document along with other information can be downloaded from site <http://uktenders.gov.in> . The cost of Tender Form is Rs.2,270/- by DD and EMD is Rs. 60000/- payable by FDR/TDR in favour of Uttarakhand Khadi Avem Village Industries Board payable at Dehradun. The tenders can only be applied through E tendering procedure on the website <http://uktenders.gov.in> .

**DY. Chief Executive Officer  
Uttarakhand Khadi avem Village Industries Board Dehradun.**