

**REQUEST FOR PROPOSAL
FOR
EMPANELMENT OF DOME, STAGE,
CARPENTRY WORK AND PIPE PANDAL
AND DISPLAY BOARD, BRANDING POSTS,
COLORFUL FLAGS, FLOWER DECORATION
SERVICE PROVIDER AGENCY**



**CHHATISGARH STATE WATERSHED MANAGEMENT
AGENCY
(CGSWMA)**

**Agriculture Development & Farmer Welfare and
Bio Technology Department
Govt. Of Chhattisgarh**

**CHHATISGARH STATE WATERSHED MANAGEMENT
AGENCY
(CGSWMA)**

INDIA GANDHI KRISHI VISHWVIDYALAY PARISAR
KRISHAK NAGAR, LABHANDHI, RAIPUR, CG -492012
Website: www.watershed.cg.gov.in, email: ceo_watershedcg@yahoo.in

REQUEST FOR PROPOSAL

Mode of Submission: Offline

Subject: Request for proposal of Empanelment of dome, stage, carpentry work and pipe pandal and Display board, branding posts , colorful flags, flower decoration etc. Service Provider Agency.

CGSWMA invites bids from qualified and experienced of dome, stage, carpentry work and pipe pandal and pipe pandal and Display board, branding posts , colorful flags, flower decoration etc. service provider for empanelment. The selected service providers will be empanelled for a period of 5 years (or till the wind up of project year) to provide dome, stage, carpentry work and pipe pandal and pipe pandal and Display board, branding posts , colorful flags, flower decoration etc. services to our organization as and when required. The empanelled service providers will be expected to adhere to the highest standards of quality and management.

Descriptions:

i. Important Dates/Deadlines :

Offline documents submission start date	01-03-2024
Last Date & Time for receipt of bid	21-03-2024 Time:03:00 PM
Opening of bid, Technical/Financial bid	21-03-2024 Time:04:00 PM
Cost of tender document / processing fee (nonrefundable)	Rs. 1000/- (One thousand Only) Non Refundable
Earnest/SD money deposit	Rs. 10000/- (Ten Thousand Only)

List of Documents to be submitted offline :

- A) Copies of valid registration details, licenses and certifications related to dome, stage, carpentry work and pipe pandal services of the Organization.
 - B) Copies of GST registration number and pan card.
 - C) Details of work order issued by Central/State government.
 - D) Last 1 year IT return and balance sheet.
1. No contractual obligation shall arise from bidding process unless and until a formal contract is signed and executed between the tendering authority and the successful Bidder.
 2. The competent authority in CGSWMA reserves the right to cancel the tender at any time or amend/ withdraw any of the terms & conditions mentioned in the tender document without assigning any reason.

Scope of Work:

1. CGSWMA has an annual training/ workshop expenditure of approximately 1-1.5cr.
2. The service provider shall be responsible for the following:
 - Event Conceptualization, layout preparation, designing of theme area and execution, operation and dismantling
 - Tent arrangement including MS hangers, German hangers, pipe pandal, waterproof pandal and other tent related work
 - Providing branding related work such as cut-outs, signage's, standees, display boards, flags, colorful branding posts, stage backdrop, entrance gate banners and venue road side branding etc.
 - Flooring and carpentry in the event area as required
 - Complete stage decoration arrangements
 - Providing the furniture, ceiling, curtain, barricading, swagat dwar, VIP gate, Temporary toilets.
 - Flower Decoration
 - Fire safety equipment.
 - Ms/Mozo, Baas balli, Tin barricading work as required

The above- mentioned scope of work is not exhaustive by any means and will depend on basis the requirements of the project and mode of even

Eligibility Criteria:

To be eligible for empanelment of dome, stage, carpentry work and pipe pandal and Display board, branding posts , colorful flags, flower decoration etc. the service provider must meet the following criteria:

- a) Valid registration and compliance with all relevant local and national regulations pertaining to services.
- b) Demonstrated experience (if any) in providing dome, stage, carpentry work and pipe pandal and Display board, branding posts , colorful flags, flower decoration etc. services to organizations of similar size and nature.
- c) Adequate infrastructure and resources to meet the requirements of our organization.

Evaluation Criteria:

The bids will be evaluated based on the following criteria

- A. Experience and track record in providing dome, stage, carpentry work and pipe pandal and Display board, branding posts , colorful flags, flower decoration etc. the services.
- B. Pricing competitiveness for dome, stage, carpentry work and pipe pandal etc.
- C. Capacity and resources to meet the organization's requirements.

Submission Deadline:

The deadline for submitting bids is 21-03-2024. Late submission will not be considered.

Duration:

Initially the empanelment /contract period will be for Five years (or till the wind up of project year) based on the performance of agency and can be extended with the approval of CEO CGSWMA.

Process of submitting bids:

The bids must be submitted in two separate envelopes specifying as technical and financial tender respectively.

EMD/SD and tender processing fee

EMD/SD of 10,000/- rupees in the form of DD/challan must be submitted in favor of SLNA Chhattisgarh project fund for at least one year of period.

The processing fee of rupees 1000/- in the form of DD in favor of SLNA Chhattisgarh project fund.

Technical Proposal:

1. Bidders shall submit the technical proposal in the formats at(the "Technical Proposal")
2. Failure to comply with the requirements shall make the EOI liable to be rejected.
3. The Technical Proposal shall not include any financial information relating to the work specified.

(Form-I)
Letter of EOI

(On Bidder's letterhead)

To,

CEO

CGSWMA

KRISHAK NAGAR, LABHANDHI, RAIPUR (C.G.)

Subject: Request for proposal of dome, stage, carpentry work and pipe pandal and Display board, branding posts, colorful flags, flower decoration etc. service provider agency .

Dear Sir,

1. With reference..... To your EOI document dated..., we have examined the Bidding documents and understood their contents, hereby submit our EOI for the aforesaid Assignment. This EOI is unconditional.
2. All information provided is true and correct.
3. This statement is made for the express purpose of qualifying as a Bidder for undertaking the Assignment
4. We shall make available to CEO CGSWMA any additional information it may find necessary or require to supplement or authenticate the Bid.
5. We acknowledge the right of CEO CGSWMA to reject our EOI without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. We certify that in the last three years, we have neither failed to perform or any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.
7. We declare that;
 - a) We have examined and have no reservation to the Bidding Documents, including any Addendum issued by CEO CGSWMA.
 - b) We do not have any conflict of interest in accordance the EOI document;

8. We have not directly / indirectly or through an agent engaged indulged in any corrupt practices, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the EOI document, in respect of any tender or EOI issued by or any agreement entered into with CEO of CGSWMA Raipur or any other public sector enterprise or any government, Central or State; and
9. We hereby certify that we have taken steps to ensure that in conformity with the provision in any of the EOI, no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
10. We understood that you may cancel the Bidding Process at any time and that you are neither bound to accept any EOI that you may receive nor to invite the Bidder, in accordance with the EOI document.
11. We declare that we are not a Member of any other firm submitting an EOI for the Assignment.
12. We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Assignment or which relates to a grave offence that outrages the moral sense of the community.
13. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our associates.
14. We certify that in regard to matters relating to security and integrity of the country, we have not been or convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Assignment or which relates to a grave offence that outrages the moral sense of the community.
15. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or any of our associates.
16. We certify that we have not barred by any State/Central Government of India or any entity controlled by them from participating in any project, and

if the bar subsists on the date of EOI we will not be eligible to submit the EOI.

17. We further certify that no investigation by regulatory authority is pending either against us or against our Associates or against our Owner or any of our Owners/staffs.
18. We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above; we shall intimate CEO of CGSWMA, Raipur of the same immediately.
 - A) We hereby irrevocably waive any right which we may have at any stage at law or how so ever otherwise arising to challenge or question any decision taken by CEO CGSWMA Raipur in connection with the selection of the bidder, or in connection with the bidding process itself, in respect of the above mentioned assignment and the terms and implementation thereof.
 - B) In the event of our being declared as the successful bidder , we agree to enter into an agreement in accordance with the draft that has been provided to us prior to the EOI due date . We agree not to seek any changes in the aforesaid draft and agreed to abide by the same.
 - C) We have studied all the bidding document carefully .we understand that except to the extent as expressly set forth in the agreement, we shall have no claim, right or title arising out of any documents or information provided to us by CEO CGSWMA Raipur or in any respect of any matter arising out of or concerning or relating to the bidding process including the award of concession.
19. The Fee has been quoted by us after taking into consideration all the terms and conditions stated in the EOI, draft Agreement.
20. We offer an EMD to CEO of CGSWMA, Raipur Chhattisgarh in accordance with the EOI Document.
21. We agree and understand that the EOI is subject to the provisions of the provisions of the Bidding Document. In no case, we shall have any claim or right of whatsoever nature if the assignment is not awarded to us or our EOI is not opened.
22. We agree and undertake this offer valid for 30 (Thirty) days from the EOI due date specified in the EOI.

23. We agree and undertake to abide by all the terms and conditions of the EOI document.

In witness thereof, we submit this EOI under and in accordance with the terms of the EOI document.

Yours faithfully,

Signature of the Authorized signatory)

(Name and designation of the Authorized signatory)

Name and seal of Bidder

Date:

Place:

Particulars of the Bidders

S.N.	Particulars	Details
1	2	3
1	Name of dome, stage, carpentry work and pipe pandal and Display board, branding posts , colorful flags, flower decoration etc. service provider agency	
2	Date of Incorporation	
3	Registered Office	
4	Presence in Chhattisgarh	
5	Total no. of employees	
6	Details of contact persons	
7	Any other details	

Name:

Designation:

Contact tel. No:

Mobile no:

Fax no:

Email ID:

Postal address:

(Signature of Authorized signatory)

Financial Proposal:**(A)**

S.N.	DOME,STAGE,CARPENTERING WORK AND PIPE PANDAL ETC.		
	Particulars	Unit	Rate (In Rs.)
			(Ex, GST)
1	Gate with structure of Ply, Iron and Wood, Thermocol work, painting, flex & other branding material	sq .ft	
2	MS Hanger (Dome) span upto 90 feet, waterproof with cloth ceiling and Tirpal	sq.ft	
3	Aluminum Alloy Hanger (Dome) waterproof & Fire repellent span up to 30 Mtr and SRF	sq.ft	
4	Aluminum Alloy Hanger (Dome) waterproof & Fire repellent span up to 40 Mtr and SRF	sq.ft	
5	Plywood platform up to 6 inch height with 18 mm plywood	sq.ft	
6	Plywood wall structure with putty/painting /wall paper/flex/Cloth finished	sq.ft	
7	Stage Backdrop structure made of Ply , Wooden frame, Cloth, thermocol, paint etc.	sq.ft	
8	Tin Barricading of GI sheet and Balli (height upto 5ft)	run.ft	
9	Cloth masking on MS pipe/View cutter upto 12ft. height	run ft	
10	Mozo/MS Barricading- 4ft height	run.ft	
11	Bamboo Balli Barricading upto 5ft height	run ft	
12	Octonum stall	run.ft	
13	Stage with Takhat, Tables, Wooden stand with stairs on 2 sides (height upto 5ft.)	sq.ft	
14	Stage with Takhat, Tables, Wooden stand with stairs on 2 sides (height above 5ft.)	sq.ft	
15	Stage of 18 mm ply with iron frame on MS skyfold with stairs on 2 sides(height upto 5ft	sq.ft	
16	Stage of 18 mm ply with iron frame on MS skyfold with stairs on 2 sides(height above 5ft	sq.ft	

17	Floor Carpet (New)	sq.ft	
18	Floor Carpet (Old)	sq. ft	
19	PVC Matt Chatai Carpet	sq.ft	
20	Synthetic net	sq.ft	
21	Pipe pandal with ceiling	sq.ft	
22	Waterproof Pipe Pandal with ceiling	sq.ft	
23	Side curtains of Pandal- 10/12 ft height	sq.ft	
24	Fire resistant Chemical treatment with certification	Run. mtr	
25	MS Truss Pandal with ceiling	sq.ft	
26	Water proof MS truss pandal with ceiling	sq.ft	
27	Stainless Steel Barricading for stage	sq.ft	
28	Round Table Glass top	nos	
29	Truss Aluminium	sq.ft	
30	Table with cover and frill (2' x 5')	nos	
31	Tea Table Glass	nos	
32	VIP Table for stage	nos	
33	Fiber Chairs	nos	
34	Fiber Chairs with Cover	nos	
35	VIP Steel Chairs with cover	nos	
36	VIP Stage Chair(Wooden)	nos nos	
37	Steel Sofa 1 Seater	nos	
38	Steel Sofa 2 Seater	nos	
39	Steel Sofa 3 Seater	nos	
40	VIP Leather Sofa 1 Seater	nos	
41	VIP Leather Sofa 2 Seater	nos	
42	VIP Leather Sofa 3 Seater	nos	
43	Matress 6 Feet x 3 feet of high density with bed sheet	nos	
44	BED 6ftx3ft	nos	
45	Pillow with Cover	nos	
46	Blanket	nos	
47	Customised moulded frame structure	Sq.ft	
48	Deepdan Brass minimum 3 ft height	nos	
49	Podium with logo of event	nos	
50	Queue manager Brass finish	nos	
51	Queue manager Steel finish	nos	
52	Cloth draping	Run. ft	
53	Designer cloth ladi for decoration	Run. ft	

54	Pagoda Structure (Gazibo) 5 mtr x 5 mtr	nos	
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(B)

DISPLAY BOARDS BRANDING POSTS, COLORFUL FLAGS ETC.			
S.N.	Particulars	Unit	Rate (In Rs.)
			(Ex. GST)
1	Box type gate of MS Square pipe with four sided star flex	Sq.ft.	
2	Box type gate of Bans Balli Structure with cloth	Sq.ft.	
3	Customized designer gate of MS pipe with star flex/cloth	Sq.ft.	
4	Branding on 16 gauge MS square pipe 1'' with flex	Sq.ft.	
5	Vinyl on Sun board with edge to edge cutting	Sq.ft.	
6	Edge to edge vinyl & sun board cutout on ply with Iron/wooden frame & stand	Sq.ft.	
7	Flex Print –Star/ Flex Print- Black Back	Sq.ft.	
9	Framing on 16 gauge MS square pipe 1''	Sq.ft.	
10	LD Foam Banners	Sq.ft.	
11	Customized Flag with Pole	Sq.ft.	
12	Flag with pole	Nos.	
13	Customized Flag with Pole	Nos.	
14	Branded Balloon size 12 feet x 12 feet (cubical/Round) with gas and print	Nos.	
15	Structures made up of Plywood and MDF letter cuttings	Sq. inch	
16	Structures made up POP	Cubic feet	
17	Thermocol cuttings	Sq.inch	
18	Fiber structures	Cubic ft.	
19	LFD Panels	Sq.ft	
20	Hanging Display	Nos	
21	Drop Down	Sq.ft.	

22	Exhibition Panel of Aluminum with Translate printing and acrylic sheet cover 8 feet x 4 feet	Nos	
23	Exhibition Panel of Aluminum with Translate printing and acrylic sheet cover 6 feet x 4 feet	nos	

Bill of qualities:

The rate shall be quoted against each item separately in figures.

During price Tender evaluation, the Employer will correct arithmetical errors on the following basis:

- a) If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit prices shall prevail and the total price shall be corrected;
 - b) If there is an error in a total corresponding to the addition or subtraction of sub totals, the sub total shall prevail and the total shall be corrected.
 - c) The unit wise amounts will be rounded to the nearest rupee.
 - d) The tendered rates of items against which no rate or price is Entered by the tendered will be taken as zero and the price of the same shall be deemed to have been covered by the rates/amount quoted in other items.
1. The tender document shall be written legibly and free from erasure, over writing or conversion of figure. Any correction where unavoidable shall be made by crossing out, rewriting and attestation by the tenderer.
 2. All taxes as applicable on date including GST shall be payable by the contractor. The rate quoted by Contractor shall be excluded of GST.
 3. Department reserves the right to take up the work departmentally or to award any work on contract in the vicinity without prejudice to the terms of contract.

Opening of Bids:

1. Tender proposals are to be accepted only by registered post or speed post.
2. Last date and time of submission of bids...
3. Date and time of opening of bids 21-03-2024, Time: 04:00PM.

4. Firstly the technical bids will be opened and evaluated on the bases of eligibility criteria. There after financial bids of only those bidders which are declared technically qualified shall be opened publicly on the date and time specified by CGSWMA in the presence of bidders or representative who choose to attend
5. All eligible tenderers shall be offered to work on the L1 item wise rates, tenderers agreeing to work at L1 rates shall be contracted for a period of 5 years (or till the wind up of project year) .

Terms and Conditions:

1. **Contract duration:** The empanelment of the dome, stage, carpentry work and pipe pandal and Display board, branding posts, colorful flags, flower decoration etc. services provider will be for a period of 5 years (or till the wind up of project year) , with the option for renewal based on performance
2. Successful bidders shall undergo MOU /contract agreement with CGSWMA within 7 days of supply order mandatorily.
3. In tender proposal EMD of rupees 10,000/-(DD/Challan only in the name of SLNA Chhattisgarh project fund) shall be included in technical proposal.
4. Tender processing fee is non-refundable.
5. CGSWMA shall not pay any kind of advances.
6. **Indemnity:** The selected Bidder will indemnify CGSWMA Raipur for any direct loss or damage that is caused due to the Agency's fraud , willful , misconduct , gross negligence, breach of confidentiality or breach of third party intellectual property right or in the performance of the services.
7. **Payments:** The appropriate vendor shall raise the bill after successful completion of the work, the payment shall be made and TDS deduction shall be as per law and GST will be paid extra.

8. **Penalties:** If the progress of assignment is found to be non- satisfactory or Delayed at any point of time, CGSWMA Raipur reserves the right to impose penalty @3% for each default. The total amount of penalty shall not exceed 10% of total assignment fee.
9. The sole jurisdiction of all disputes will be Raipur C.G.
10. In case of any dispute, the final decision will be taken by CEO CGSWMA which shall be acceptable to dome, stage, carpentry work and pipe pandal and Display board, branding posts, colorful flags, flower decoration etc. service provider.
11. CEO CGSWMA can cancel the tender at any point of time if he finds necessary without giving any reason.
12. Termination clause: CEO CGSWMA reserves the right to terminate the empanelment agreement. If there is any breach / unsatisfactory performance or any other reason.
13. CEO CGSWMA may ask for price negotiation to vendor if he thinks it necessary.
14. The service provider agencies may also apply/ participate for pandal dome, stage, carpentry work, pipe pandal and Display board, branding posts, colorful flags, flower decoration separately.