

No.K-28/20/2019-Pub
Government of India
Ministry of Consumer Affairs Food & Public Distribution
Department of Consumer Affairs
Publicity Division

Krishi Bhawan, New Delhi.
Dated 11th November, 2019

E-TENDER NOTICE

Subject: Deploying an agency to make arrangements for participation by DoCA in Sonepur 2019 at Sonepur, Bihar from 27th November, 2019 to 12th December, 2019-regarding.

E-TENDER DATE SHEET

| | Date | Timings |
|----------------------------------|---------------------------------|----------|
| Published Date | 11 th November, 2019 | |
| Bid Document Download Start Date | 11 th November, 2019 | 05:00 PM |
| Bid Submission Start Date | 11 th November, 2019 | 05:00 PM |
| Bid Document Download End Date | 21 st November, 2019 | 05:00 PM |
| Bid Submission End Date | 21 st November, 2019 | 05:00 PM |
| EMD Submission End Date | 21 st November, 2019 | 05:00 PM |
| Technical Bid Opening Date | 22 nd November, 2019 | 05:00 PM |
| Presentation by the agencies | 25 th November, 2019 | 11:00 AM |

Online bids are invited by the Department of Consumer Affairs(DoCA) under two bid system for deploying an agency to participate and make arrangements in Sonepur Mela 2019 on behalf of DoCA at Sonepur, Bihar from 27th November, 2019 to 12th December, 2019. The Scope of work is mentioned at Annexure-II, which will be taken into account and L-1 will be decided on the basis of lowest Grand Total after technical bid documents have been evaluated.

2. The tender documents can be downloaded from the website <http://eprocure.gov.in/eprocure/app> from 11th November, 2019 to 21st November, 2019 (upto 05:00 P.M.).

3. The interested bidders may submit the tenders online at <http://eprocure.gov.in/eprocure/app> in single bid system in the prescribed proforma. Tenders are to be submitted online only through E-Procurement Portal <http://eprocure.gov.in/eprocure/app>. All the documents in support of

eligibility criteria etc. are to be scanned and uploaded along with the Tender documents. Tenders sent by any other mode or incomplete tenders will not be accepted. No tender documents will be accepted after the expiry of stipulated date and time for the purpose under any circumstances.

4. The Eligibility criteria, Scope of work, Technical Bid Format, Financial Bid Format, Undertaking to be submitted, Evaluation of Bids, Technical evaluation criteria is at Annexure-I, II, III, IV, V VI and VII.

6. The original Earnest Money Deposit by means of a Demand Draft/Banker's Cheque for Rs.1,00,000/- (Rs. One lakh only) in favour of Pay & Account Officer, Department of Consumer Affairs, New Delhi must be submitted in the office of Director (Publicity) Room No. 468, Krishi Bhawan, Dr. Rajender Prasad Road, New Delhi before 21st November, 2019 at 05:00 PM. In case original EMD is not submitted during the above date and time, the bids will be rejected summarily. However scanned copy of Bank Draft must be uploaded electronically on <http://eprocure.gov.in/eprocure/app>. Late receipt of EMD i.e. after closure of online bidding, the bidder shall be disqualified and such bid will not be considered. If the bid is received without EMD, it would not be considered and would be rejected summarily. EMD of unsuccessful bidder will be returned to them after the award of the contract. No interest is payable on this deposit. No bidder is allowed to withdraw application after submission of bid if a bidder wants to withdraw, either before or after award of contract, their EMD will be forfeited.

6. The technical bids will be opened online by Tender opening Committee in the Department of Consumer Affairs on 22nd November, 2019 at 05:00 PM in Room No. 373A, Krishi Bhawan, Dr. Rajendra Prasad Road, New Delhi. Bidding parties or their authorized representatives can also be present at the time of opening of bids. Only one representative on behalf of a tenderer shall be allowed to be present on the occasion. The Tender Evaluation Committee after evaluation of the bids, will give its specific recommendation (s) regarding the documents submitted in technical bid. The financial bids of only those bidders will be opened whose technical documents are found to be in order. The lowest responsive bid will be selected on the basis of lowest Grand Total. However, Ministry may accept or reject any bid without any reason.

7. Successful bidder will be required to furnish **PERFORMANCE SECURITY @ 10% of the value of contract** in the form of Bank Guarantee or Fixed Deposit Receipt from any Commercial Bank, which should be valid for at least 60 days beyond contract period and would be returnable after completion of the contract period subject to fulfillment of terms & conditions of the contract and any deductions that may be decided by competent authority. These must be drawn in favour of **PAY & ACCOUNTS**

OFFICER, DEPARTMENT OF CONSUMER AFFAIRS, NEW DELHI. EMD of successful bidder will be returned to them after the award of the contract and completion of due formalities. No interest is payable on this deposit.

8. The payment for the event will be made after the event concludes and the organizer certifies that all the deliverables have been well executed.

9. Each page of this tender notice & documents including General Terms and conditions should be signed by the tenderer and rubber stamped in token of having been accepted the same in letter and spirit.

10. The competent authority in the Department of Consumer Affairs reserves the right to cancel the tender at any time or amend/withdraw any of the terms and conditions contained in the Tender Document, without assigning any reason, thereof.

ELIGIBILITY CRITERIA

1. The company/firm should have an average turnover of Rs.5.00 cr. during last three financial years(2016-17, 2017-18, and 2018-19)
2. The company/firm must have executed a similar contract of Rs 1 cr. during the last three financial years
3. The company/firm must have an experience of atleast 3 years in this field in Govt. offices
4. The firm should be registered with ESIC and EPFO
5. GST registration
6. PAN registration
7. The company/firm should have a local office in Delhi/NCR
8. EMD as indicated in Para 5 of the tender notice should be furnished.
9. The company/firm must upload a soft copy of presentation of concept design layout for at least one site.
10. The company/firm must upload a brief of company's profile
11. The firm should have not been blacklisted by any Govt. Department and no legal suit / criminal case pending against it, its owner or proprietor or any partner or having been earlier convicted for violation of any law in force shall not be eligible. An undertaking to this effect duly signed by concerned person on a Stamp Paper of Rs.100/- (duly attested by Notary Public), should be submitted along with tender documents. This statement, if found to be incorrect in any manner or part thereof, at any stage including after award of contract, shall result in forfeiture of EMD or Security Deposit and the contract will also be cancelled immediately.

Place:

Date:

(Signature of Owner/Proprietor/Authorized
Signatory of Agency/firm with company seal)

SCOPE OF WORK

- i. Fabrication and decoration of atleast 6 stalls for divisions and associated bodies of DoCA
- ii. Wooden frames, plywood and paintings
- iii. Creation of Reception counter with Sofa and VIP chairs
- iv. Creation of a lounge with seating arrangement of atleast 50 persons
- v. Creation of a Central hall with a stage and seating arrangement of atleast 50 persons
- vi. Installation of 56"inch screens for screening video spots related to consumer awareness
- vii. Fabrication and decoration of welcome gate using bamboo, wooden poles, wooden frames, plywood and paintings
- viii. Structure of stall should be made with GI sheet and bamboo,side walling, roofing by tarpaulin with waterproof super structure arrangement and painting, ceiling with new cloth and wooden platform
- ix. CCTV cameras
- x. Flex hoardings of size10 X 10 feet and 6 X 4 feet
- xi. Levelling and cleaning of ground
- xii. Electrical illuminations as spot light, tube light, metal light, halogen light, CFL bulbs, generator, PA system with wiring and installation
- xiii. Arrangement of first aid and hot water
- xiv. Atleast100 volunteers and 6 security guards for the event
- xv. Branding Tshirts bearing "JagoGrahak Jago" logo for the volunteers
- xvi. Branding Tshirts bearing "JagoGrahak Jago" logo for distribution among visitors
- xvii. Key chains and pens bearing "NCH's toll free no" and"Jago Grahak Jago" logo for distribution among visitors
- xviii. Inaugural arrangement of the event which would be attended by Hon'ble Minister(CA,F&PD)
- xix. Insurance

Technical Bid Format

| S. No. | Particulars | Details submitted |
|---------------|---|--------------------------|
| 1. | Details of EMD furnished | |
| 2. | Name of the firm/agency | |
| 3. | Address of firm/agency in Delhi/NCR | |
| 4. | Telephone Number/Mobile Number | |
| 5. | Name of owner/proprietor etc. | |
| 6. | PAN Number (along with copy) | |
| 7. | GSTIN Number (along with copy) | |
| 8. | The firm should have an average turnover of Rs.5.00 cr in the last three financial years(2016-17, 2017-18 and 2018-19) (Document certified by CA needs to be submitted) | |
| 9. | The company/firm must have executed a similar contract of Rs 1 cr during the last three financial years (documentary proof) | |
| 10. | Income tax returns for the last three financial years(2016-17, 2017-18 and 2018-19)(copies of statements) | |
| 11. | The firm should be registered with EPFO (copy enclosed). | |
| 12. | The firm should be registered with ESIC (copy enclosed). | |
| 13. | The company/firm should have its registered/branch office in Delhi/NCR(Proof of address) | |
| 14. | The company/firm must have an experience of atleast 3 years in this field in Govt. offices(copies of previous/current contracts during last 3 year should be attached) | |
| 15. | Undertaking regarding the agency/firm not having been blacklisted or terminated or debarred till date by any Govt. department or no legal suit/criminal/tax evasion fraud case is registered against the agency/ firm or its owner/proprietor/partner of agency/firm anywhere in India. (Enclose undertaking on Rs.100/- stamp paper) | |
| 16. | Presentation of concept design layout for atleast one site | |
| 17. | Brief of company's profile | |
| 18. | Whether copy of terms & conditions duly signed by owner/proprietor or authorized signatory is attached in acceptance of same. | |

Place:

Date:

(Signature of Owner/Proprietor/Authorized Signatory of Agency/firm with company seal

Annexure-IV

FINANCIAL BID FORMAT:-

The same amount of work has to be done at two locations fordays from to Agencies are requested to enter the financial bids for one location as given below:-

| S. No. | Particular | Amount |
|--------|--|------------|
| 1. | Inaugural Programme to be attended by Hon'ble Minister i. Lighting of lamp ii. Bouquets and shawls for Ministers and VIPs iii. Special NukkadNataks, etc for inaugural programme iv. Special flower decoration arrangement | |
| 2. | Still Photography & Videography | |
| 3. | Leveling& Cleaning of Ground | |
| 4. | Structure of the stall with GI Sheet & Bamboo, side walling, Roofing by Tarpaulin with waterproof super structure arrangement and painting with All complete job, ceiling with new cloth. | |
| 5. | Main Gate front elevation materials to be used bamboo, wooden poles, Wooden frames, plywood and paintings. | |
| 6. | Wooden flooring gallery with carpeting. | |
| 7. | Electrical illumination as spot light, tube light, metal light, halogen light, CFL bulbs, generator, PA system with wiring installation | |
| 8. | Reception Counter with Sofa & VIP Chairs | |
| 9. | Ground Rent | |
| 10. | Welcome Gate (11 Nos.) | |
| 11. | Flex Hoarding (20 Nos.) size-10x10 ft. | |
| 12. | Flex Hoarding (100 Nos.) size-6x4 ft. | |
| 13. | Security Guards 3 Nos. & Standing labour 2 Nos. in Mela period for Maintenance. | |
| 14. | CCTV Camera (10 Nos.) | |
| 15. | Arrangement of First Aid, Hot water, deploying ANM(min 2) etc. | |
| 16. | Insurance. | |
| 17. | Arrangement &Installation of 56" TV screens(10 in no) | |
| 18. | Branding T-shirt for 100 Volunteers. | |
| 19. | Key chains and pens with logo for distribution(5000 in no) | |
| 20. | Branding T-shirt for distribution to visitors(2000 in no) | |
| 21. | Creation of a lounge with seating arrangement of atleast 50 persons | |
| 22. | Creation of Central Hall with stage and seating arrangement of atleast 50 persons | |
| | TOTAL | 'A' |

Total Amount = 'A' = Rs/-(In words)

*** Tax as applicable will be extra, which will not be quoted by the bidder.**

(Signature of Owner/Proprietor/Authorized
Signatory of Agency/firm with company seal and date)

Undertaking to be signed by the contractor/tenderer on behalf of his/her firm.

I/We-----do hereby undertake that I/we have clearly and precisely understood the terms and conditions of the tender, that I/we will abide by these terms and conditions mentioned in the tender notice/document and the rules and regulations/instructions of the Government, issued from time to time in letter and spirit, that any breach and/or violation of any of the terms and conditions and/or in case of my work being fund unsatisfactory at any time during the period of contract, my contract shall be liable to be terminated without assigning any reason thereof, and that in such case, tile amount of security deposit shall stand forfeited to the Government and also I will be liable to make good all extra cost(s) borne by the Department of Consumer Affairs for getting the jobs done by other person(s) and/or any loss or damages that may be caused to the Department of Consumer Affairs owing to the unsatisfactory/failure to work on my part.

I/we-----also undertake that the decision of the Department of Consumer Affairs shall be final and binding in all cases, whatsoever may be, pertaining to this contract.

Place:

Date:

(Signature of Owner/Proprietor/Authorized Signatory of Agency/firm with company seal)

EVALUATION OF BIDS

From the time the bids are opened to the time the contract is awarded, the agencies should not contact the DoCA on any matter related to its Technical and/ or Financial bid.

Any effort by the agencies to influence the DoCA in the examination, evaluation, ranking of bids and recommendation for award of contract may result in the rejection of the agency's bid.

A duly constituted Evaluation Committee will scrutinize and evaluate the bids for selection of an agency.

Criteria for Evaluation of Technical bid:

The Evaluation Committee will evaluate the Technical bids on the basis of Eligibility Criteria. The criteria as defined in **Annexure – VII** would be followed for evaluation of Technical bids.

Only Agencies obtaining a total score of 60 (on a maximum of 100) or more on the basis of criteria for evaluation given below would be declared technically qualified. Every technical bid shall be awarded an absolute technical score of 'T' marks out of a total of 100 marks.

The highest evaluated technical bid (T_m) will be given the maximum technical score of 100 points. The technical scores (T) of the other Technical bids will be computed as per the formula for determining the technical scores given below:

$$T = 100 \times (T_b / T_m)$$

Where,

T_b = Technical score of other bidders

T_m = Highest evaluated technical score obtained by the bidder.

Criteria for Evaluation of Financial bid: The Financial Bids of the technically qualified bidders will be evaluated as per the evaluation criteria explained below.

- The lowest evaluated Financial bid (**F_m**) will be given the maximum financial score of 100 points. The financial scores (**F**) of the other Financial bids will be computed as per the formula for determining the financial scores given below:

$$F = 100 \times (F_m / F_b)$$

Where,

F_b = Evaluated amount of financial quote by the particular bidder.

F_m = Lowest evaluated amount of financial quote by the bidder.

Financial bids of only those Agencies which are declared technically qualified shall be opened on the specified date and time, in the presence of representatives of bidders who choose to attend. The name of the Agencies, their technical score (if required), and their Financial bid shall be read aloud.

Method of Selection:

In deciding the final selection of the Agency, the technically qualified bid will be given a weightage of 60% on the basis of criteria for evaluation. The price bids of only those Agencies who qualify technically will be opened. The bid with the lowest cost will be given a financial score of 100 and the other bid given financial scores that are inversely proportional to their prices. The financial bid shall be allocated a weightage of 40%. For working out the combined score, the DoCA will use the following formula:

Total points: $(0.6 \times T(s)) + (0.4 \times 100 \times Fm/Fb)$

The bids will be ranked in terms of total points scored. The bid with the highest total points (H-1) will be considered for award of contract.

Example: If in response to this tender, three bids, A, B & C were received and the Evaluation Committee awarded them 75, 80 and 90 marks on technical bid respectively, all the three bids would be technically suitable. Further, if the quoted price of bids A, B & C were Rs. 120, 100 & 110 respectively, then the following points for financial bids may be given:

- A: $100/120 \times 100 = 83$ points
- B: $100/100 \times 100 = 100$ points
- C: $100/110 \times 100 = 91$ points

For combined evaluated points, the process would be as follows:

- Bid A: $75 \times 0.6 + 83 \times 0.4 = 78.2$
- Bid B: $80 \times 0.6 + 100 \times 0.4 = 88$
- Bid C: $90 \times 0.6 + 91 \times 0.4 = 90.4$

Bid C, in this case would be considered as H1 (Highest total points).

The Evaluation Committee will correct any computation errors, in case of discrepancy.

Annexure VII**TECHNICAL EVALUATION CRITERIA**

| Sl. No | Point of evaluation | Maximum points to be awarded |
|---------------|--|-------------------------------------|
| (i) | Bidders average turnover of for the last three years viz 2016-17, 2017-18 & 2018-19 Rs. 5 cr to 10 Crore Rs.10 to 15 Crores Above Rs. 15 Crores | 10 15 20 |
| (ii) | Experience in this filed in Govt offices: Between 3 to 4 years Between 4 to 5 years Above 5 years | 20 25 30 |
| (iii) | Brief of company's profile | 20 |
| (iv) | Concept design layout of atleast one site | 30 |
| | TOTAL | 100 |