

No. 502-005/2008-09/I&PA
Ministry of New and Renewable Energy
(Information and Public Awareness Division)

TENDER NOTICE

Ministry of New and Renewable Energy (MNRE) invites sealed tenders from NCR based Companies/Firms/Agencies, alongwith 3-D drawings, for fabrication/construction and installation of indoor (500 square meters) and outdoor (300 square meters) pavilions for display of the New and Renewable Sources of Energy (NRSE) exhibits/systems & devices in the India International Trade Fair'2008 (IITF'2008) which is scheduled to be organized at Pragati Maidan, New Delhi from 14-27 November, 2008. The bidders will have to deposit an amount of Rs. 1,00,000/- (Rupees One Lakh Only) as security deposit in the form of Demand Draft drawn in favour of DDO, MNRE, New Delhi which should be enclosed with technical bids. The financial bid should be submitted in separate sealed envelop. The tender details may either be downloaded from the website of MNRE (mnre.gov.in) or can be obtained, free of cost, from Bhanu Surender, Under Secretary (I&PA) (Room No. 1022-A, 10th Floor, Paryavaran Bhawan. CGO Complex, Lodi Road, New Delhi-110003, Tel. 2436070,7 Extn.1032) on any working days between 3.00 P.M. to 4.00 P.M. The last date for submission of tenders, complete in all respects, is 6th of October, 2008 by 11.00 A.M.

(Dr. A. Raza)
Director
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TENDER DOCUMENT

No. 502-005/2008-09/I&PA
Government of India
Ministry of New and Renewable Energy

For creating mass awareness about the need, benefits and uses of new and renewable energy as well as trade promotion, Ministry of New and Renewable Energy (MNRE), Block-14, CGO Complex, Lodi Road, New Delhi-110003 has invited sealed tenders from NCR based Companies/Firms/Agencies, alongwith 3-D drawings, for selection of a Consultant for designing, fabrication/construction and installation of indoor and outdoor pavilions for display of the New and Renewable Sources of Energy (NRSE) exhibits/systems & devices in the India International Trade Fair'2008 (IITF'2008) which is to be organized at Pragati Maidan, New Delhi from 14-27 November, 2008. For this, MNRE has already booked bare space of 500 square meters inside in the rear portion of Hall No. 1 and 300 square meters outside on the ramp leading to Hall No.6 and Hall No. 2 in front of rear portion of Hall No. 1 of ITPO, Pragati Maidan, New Delhi. For this, 3-D sketches/drawings for indoor and outdoor pavilions have to be prepared as per actual dimensions. The layout plan of the space booked may be obtained from ITPO. Models of thematic stalls, attractive art work, creative work, eye-catching, colour scheme, with light and sound effects, murals, fascias, logos in respect of indoor and outdoor pavilions for displaying the NRSE systems and devices may be submitted with the profile of the Company.

2. The indoor pavilion will mainly be meant for display of 38 to 40 nos. of translites with back-lit in wooden boxes and the 30 number of photographic blow-ups as well as write-ups on NRSE systems and devices, programmes and schemes of Ministry, targets and achievements to be displayed on sun-board wooden panels. There will be five gates with art work on NRSE, logos, mural, highlighting the name of Ministry (both in Hindi and English) with back-lit on flex. Besides, there will be 40-45 nos. of stalls with three side walls, fascias in artistic manner, counter, chairs 2 numbers, dustbin etc. with proper decoration and lighting system for each stall. There will also be 9 to 10 no. of podiums for display of working models with electric connection. The walls of the stalls should be decorative and have some concept. No Octanorm System is required. Arrangement for screening of films on a screen LCD may be made in a separate portion. Reception/Information Counter 3 nos. with proper sitting arrangement has to be provided. 8 nos. of murals conveying messages are to be fabricated on flex with back-lit for alternative display in the indoor/outdoor pavilion. Attractive slogans may also be displayed. Provision of a visitor room with proper sitting arrangements and a store with pantry may also be kept. Distribution of sound should be taken care of.

3. Material to be provided by the Consultant:-

Indoor Pavilion

- (i) Floor covering with carpets, attractive periphery walls, wooden white panels height 8 feet.
- (ii) 3 nos. of Reception/Information Counter with sitting arrangements, stationary like 6 visitor books, pens – 2 dozen, scissor 2 nos., ribbon, tray 2 nos., plastic folder 500 nos. 30 no. of press kits for media persons may also be provided.

(iii) 38 to 40 nos. of translites with back-lit in wooden boxes may be fabricated, as under:-

- (a) 10 no. Translites with wooden box (back-lit) having size 30"x 40".
- (b) 30 no. Translites with wooden box (back-lit) having size 20"x 30".
- (c) Photographic blow-ups with captions on sunboard (3 mm.) with mat paper having size 20"x 30".
- (iv) Fabrication of stalls in multiple of 3 square meters each with counter, chairs (2 nos.), dustbin, attractive fascias as per the requirements of MNRE.
- (v) Separate provision for screening films with LCD Projection (Plasma 60" – 2 nos). Arrangements for screening should be made by the bidder alongwith the services of an Attendant throughout the period of Fair during working hours with proper sitting arrangements for 20 persons.
- (vi) Provision of 2 nos. of touch and go screen system.
- (vii) Provision of a Coloured Robo Scanner.
- (viii) Printing of folder (3-fold in four colours) on NRSE (English: 50,000, Hindi: 50,000): Detailed specifications and sample of the booklet may be obtained from the Ministry.
- (ix) Fabrication of 8 nos. of working models of NRSE on the following topics:-

	<u>H</u>	<u>L</u>	<u>B (in feet)</u>
(a) Biogas	1	2.6	1.6
(b) Small Hydro Power	1	2.6	1.6
(c) Wind Farm	1	2.6	1.6
(d) Wind Pump	3	2	2
(e) Renewable Energy Village	1	2.6	1.6
(f) Solar Hut	1	2.6	1.6
(g) Green House	1	2.6	1.6
(h) Solar Photovoltaic Pump	1	2.6	1.6

- (x) Attractive murals on NRSE with lighting arrangements 8 no. size 10' X 8'.
- (xi) Logos 10 nos. (5 nos. diameter 3' and 5 nos. diameter 2').
- (xii) Slogans as per Ministry's direction in English and Hindi with art work on wooden plates 4ft x 1ft = 20 nos.
- (xiii) VIP/Visitors Room with proper sitting arrangements with Three Sofa Sets, Two Centre Tables, Four Corner Tables, One Refrigerator, Two Pedestrian Fans, Crockery, Tea/Coffee/Dispenser and a separate pantry.
- (xiv) A store for keeping the exhibits/literature and empty boxes etc.
- (xv) Two Attendants for attending the indoor and outdoor stalls including visitor room and pantry.

Outdoor Pavilion

- (i) Platforms for display of pollution free transport/vehicles 5 to 6 no. in about 50 square meters.
- (ii) 3 Reception/Information Counters with sitting arrangements, fascias, furniture etc
- (iii) Two big gates highlighting the name of Ministry in Hindi and English. Interconnection of Indoor and Outdoor Pavilions.

- (iv) Three attractive NRSE murals size 10'x8' with lighting arrangements.
- (v) Proper distribution of sound with announcement system.
- (vi) Attractive walls in blank space as per the requirement with art work and slogans in Hindi and English.
- (vii) Coir- mating, decoration material, 500 flower pots (big and medium for indoor as well as outdoor pavilions), 3 flower baskets for everyday for three counters, colour chain, 2 to 3 bouquet during VIP visits, balloons, multi colour ribbon etc.
- (viii) 150 square meters for fabrication of 16 to 17 nos. of stalls measuring area 9 square meters (approximately) each with 3 side walls, art work, route with coir-mating/carpet, counter, chairs 2 nos., dustbin as per the requirement of the Ministry.
- (ix) Proper spot lighting in indoor and outdoor stalls.
- (x) Arrangement for demonstration of NRSE for system and devices on podiums or designed floor.
- (xi) Display of Mobile Exhibition Van in 50 square meters area.
- (xii) Display for Live Demonstration 100 square meters.

There may be some changes on the spot as per requirement/direction of the Ministry which has to be carried by the Consultant.

Facilities/Services to be provided:-

- (i) Four girl guides preferably science graduates having experience of NRSE exhibitions, two helpers, two sweepers with proper uniform as per ITPO norms.
- (ii) Proper security arrangements round the clock for inside and outside pavilions as per the norms of ITPO (approved Agency of ITPO).
- (iii) Fire fighting equipment as per the requirement of the ITPO.
- (iv) Still photographic and video coverage as per the requirements of MNRE during the entire exhibition period and supply of CDs of the coverage and photographs (5"x7") around 70 Nos. with negatives (in colour) and album to be given to MNRE. The photographer should be available on demand of MNRE (Mobile phone no. must be mentioned).
- (v) Everyday maintenance and cleaning of the pavilion (indoor and outdoor) during morning and evening (2 persons).
- (vi) Screening of films on LCD Projection/Screen with Attendant on 60" Plasma with DVD.
- (vii) Arrangement of proper supply of water as per the requirement of the Ministry by way of keeping water tanks/bottles, dispenser etc. Arrangement for refreshment during inaugural function and visit of VIPs and senior Officers/dignitaries during the Fair (November 14 – 27, 2008).
- (viii) Daily transport facilities of two vehicles for inspection/supervision of the exhibition work to MNRE officials from 1st –30th November, 2008 i.e. starting of the construction of the stall till the return of exhibits as well as availability of three mobile phone (handset).

Terms & Conditions for awarding/execution of the work

- (i) IITF, being an exhibition of international repute, the works are required to be executed in an excellent manner and on turn key basis.
- (ii) No payment will be made to the parties for the 3-D drawings/models which will be submitted by them.
- (iii) 50% payment will be made for the said job on production of a Bank Guarantee from a nationalized Bank having validity upto 31.12.2008. The balance payment will be made after the exhibition is over and the services made available to the satisfaction of the Ministry.
- (iv) There could also be some changes in the presentation on the spot as per the requirement of the Ministry.
- (v) The Consultant will provide both the pavilions completed in all respect by 3.00 P.M. on 11.11.2008.
- (vi) The selected bidder will carry all job requirements to rear portion of Hall No. 1 and open space on ramp opposite Hall No. 1 at ITPO and display the same in the stalls as per directions of the Ministry. After the exhibition is over, the dismantling of the pavilions and transporting the materials safely to Solar Energy Centre (SEC) at Gurgaon (19th Milestone, Faridabad-Gurgaon Road) store of MNRE will have to be carried out safely with proper packing and the expenditure on the same will be borne by the bidder.
- (vii) The schedule for payment to the Consultant is as under:-
 - (a) **50% of the total job amount:** After handing over the fabricated/ constructed indoor and outdoor pavilions; and
 - (b) **Balance 50%:** After satisfactory completion of the work.

Terms & Condition for acceptance of Tenders

- (i) Technical bids and financial bids should be submitted in separate properly sealed envelopes and the same should be mentioned on envelopes clearly.
- (ii) The technical bid should include (a) detailed 3-D drawings both for indoor & outdoor pavilions separately, (b) materials to be used for the pavilions and (c) the past experience of the tenderer with special reference to participation in the international exhibitions.
- (iii) Salvage charges must be mentioned in the financial bids.
- (iv) **The bidders will have to deposit an amount of Rs. 1,00,000/- as security deposit in the form of demand draft drawn in favour of DDO, MNRE, New Delhi and should be enclosed with technical bids.** The financial bid should be submitted in separate sealed envelope. Technical bid without Demand Draft will out-rightly be rejected.
- (v) Any offer containing both the technical and financial bids in the same envelope will be out-rightly rejected. The incomplete tender in any respect will also be rejected.

- (vi) The Combined Quality Cum Cost Based Selection (CQCCBS) approach shall be adopted for selection of the Consultant, whereby the technical proposals will be allotted weightage of 70% while the financial proposals will be allotted 30% weightage. The weightage for the technical evaluation shall be assigned as under:-
- (a) Knowledge of the Consultant about Renewable Energy Systems/Devices: - **20**
(Based on the discussion with the Consultant, the Consultancy Evaluation Committee of MNRE will assess the knowledge)
- (b) Past experience of the Firm in organizing exhibitions or participating in exhibitions: - **10**
- (c) 3-D drawings /Presentation: - **30**
- (d) Financial Status (Annual Turnover for the last 3 years): - **10**

5. The complete tenders in all respect should be addressed to the Under Secretary (I&PA), Ministry of New and Renewable Energy, Room No. 1022-A, Paryavaran Bhawan, 10th Floor, CGO Complex, Lodi Road, New Delhi-110 003 and the **same should reach on 6th of October, 2008 (Monday) by 11.00 A.M. Technical bids will be opened on the same day at 11.30 A.M.** in the presence of tenderers who wish to be present in Conference Room No. 108, Block No.14, CGO Complex, New Delhi. **The financial bids will be opened only of those bidders whose technical bids would be complete in all respect as per tender notice and found by the Ministry to be meritorious enough to be short-listed.**

6. The Ministry reserves the right to reject any tender or all tenders without assigning any reason thereof and the decision of the Ministry will be final and not be liable to show any reason thereof. Tenders received after the due date and time will be rejected.

7. In case of any enquiry, the undersigned in Room No. 1022-B in Room No. 1022-A {Tel. 24360707 Extension 1032, Paryavaran Bhawan CGO Complex, Lodi Road, New Delhi-110003 may be contacted.

Sd/-
(Bhanu Surender)
Under Secretary (I&PA)
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FAX: 011-24362288