



# উত্তরবঙ্গ কৃষি বিশ্ববিদ্যালয়

পুন্ডিবাড়ী, কোচবিহার, পশ্চিমবঙ্গ-৭৩৬১৬৫

UTTAR BANGA KRISHI VISWAVIDYALAYA

P.O. PUNDIBARI, DIST. COOCH BEHAR, WEST BENGAL- 736165

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Eastern Regional Agricultural Fair, 2020

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## NOTICE INVITING TENDER (NIT)

Uttar Banga Krishi Vishwavidyalaya (UBKV), Pundibari, Cooch Behar shall be organizing the **Eastern Regional Agricultural Fair -2020 (Kisan Mela) tentatively on 14-16<sup>th</sup> January, 2020**. Therefore, Notice Inviting Tenders (NIT) are invited from experienced and reputed Agencies / Event Management Firms in the field of organizing high standard Agricultural Fair of 3-5 days; for designing and fabrication of Exhibition Stalls- Gates-Stages etc.

### SCOPE OF WORK:

- Submission of Tender (NIT) Documents in **two** separate Bids i.e. Technical Bid with required documents and Financial Bid.
- Design, Construction & decoration of approx 60 nos. Water Proof Exhibition Stalls (as per approved design) having size of **10' (W) x 10' (L) x 8' (H)** including exhibition pavilion with gallery type wooden rack for display of fruits, vegetables and other live materials for competition of **40' (W) x 15'(L) x 8' (H)**. Preferable Material of Construction (MOC) will be of Printed Flex (Three-sided flex wall with fascia) in wooden and/or bamboo structure. Each Exhibition stall shall be with sufficient Light fittings (preferably 2-3 nos. 28W LED Tube Light), 2 nos Plug Points, 2 nos. chairs, 1 no. suitable table, walling, front covering in night etc
- Design, Construction & Decoration of Stage of size 24' (W) x 20'(L) under Pandal (Approx size: 40'x60') with all required materials, **LED display** Backdrop of the Stage as per the approved design. Each stage shall be with Sufficient Lighting, 20 LED Spot Lights, 3 nos. Cord Microphones, 3 nos cord less microphones, Podium, Goose neck microphone, 2 Pair Sound boxes, Mixer, Monitor, 10 nos VIP chairs, Suitable VIP Sofas, Tables, 200 nos Audience Chairs and Green Room etc.
- Design, Construction & Decoration of VIP Room of 10'(L) x 20'(W) with doors including VIP Toilet, 5 nos. 28W LED Tube Lights, 2 nos. Pedestrian Fan, 8 VIP Sofa, 8 nos Invitee Chairs etc.
- Design & Construction of 1nos 10' (W) x 8' (L) x 8' (H) Registration cum Help Desk with fascia at one of the sides of Main Entry Gate with all required materials, Backdrop, 3-sided flex wall with fascia, 2 Table with frill, 4 Chairs, 3 Tube Lights & 3 Plug Points.
- Design & Construction of 1nos 40' (L-R) x 14' (H) Main Entry Box Gate & 2 nos Emergency Exit gates at suitable places inside the Mela Ground.
- Installation of Info graphic Backdrop with size of 20' x 10' at the place of Mobile Diagnostic van.
- Installation of 8 nos Pathway Flags, 8' x 8' 3D Text Logo (MOC - MDF with Paint finish) at Main Entry Gate & 8' x 8' x 12' Cubical display with 10' x 10' platform and top header, 8' x 4' x 2 nos write up of every day's cultural Program, 20-25 nos Way /Directional Boards of size 3' x 2' at different places inside & outside the Mela ground.
- 1 nos 20' x 10' Printed Flex Mounted Banner for one side of the Main Entry Gate, 30' x 10 ft Printed Flex branding for VIP Room, 30' x 10' Printed Flex Masking in Toilet Area,

- j. Public Announcement system with provision for playing light music during the exhibition time. 5 nos. of Light and Sound Towers to be done.
- k. Provisioning of food court (as per approved design) in the Gymnasium with suitable cloth walling and ceiling with kitchen and dining facility for 200 persons with sufficient light arrangements.
- l. Construction & decoration of 20' x 8' Police, First Aid & volunteer, Fire Brigade Camps with lock-key doors etc. Appropriate no of Tube Lights and Plug Points to be provided.
- m. Masking of venue boundary wall, blank space by black masking Walling (as per requirement).
- n. Fixing of 40 nos. Decorative Lights and 30 nos. branding lights outside and inside the Mela Ground.
- o. Fixing of 2-4 nos CCTV Cameras at different places of Stage.
- p. Fixing of Sufficient number of Fire Extinguishers at different places of Mela Ground.
- q. Installation of 12 nos "Use Me" dustbins at necessary places.
- r. Cleaning, labeling and lifting of garbage/excess soil of Mela Ground before and after the Program.
- s. Provision for 125KVA Soundless Generator with fuel (only for during load shedding ) for 3 days during the Mela .

**NOTICE INVITING TENDER (NIT)SCHEDULE:**

•	Date of Publication	:	09/12/2019
•	Last date of quotation submission	:	27/12/2019
•	Opening date of Based Design & Technical Bids followed by Presentation	:	30/12/2019
•	Opening Date of Financial Bid	:	31/12/2019
•	Tender fee	:	Nil
•	EMD	:	₹25,000/- (Twenty five thousand only) by means of demand draft from any nationalized Bank in favour of Regional Agriculture Fair 2020, Uttar Banga Krishi Viswavidyalaya payable at Cooch Behar
•	Details available in the websites	:	www.ubkv.ac.in

**TERMS & CONDITIONS:**

- I. The offers should be submitted in three separate Bids i.e. Concept Based Design, Technical Bid with required documents and Financial Bid.
- II. All the Designs, Technical bids and Financial Bids are to be submitted concurrently duly signed by the Authorized Company personnel. All papers must be submitted in English language.
- III. **The covers containing Designs, Technical Bids and Financial Bids will be sealed and super scribed in bold letters, "Design, Technical Bid and Financial Bid for Eastern Regional Agricultural Fair -2020" and to be submitted to the office of the Director of Extension Education, Uttar Banga Krishi Vishwavidyalaya, Pundibari, Coochbehar-736165.**
- IV. *Bidders are requested to visit the Institute to study the layouts , if necessary ; with prior intimation to Dr Mrigendra Ghosh -9732359206 or Dr Sankar Saha- 8759681861 or Er. Sangeet Sinchan Roy-8918726245 .*
- V. In regard to electrical fittings etc. agency shall have to engage qualified licensed electrician, contractor entitled to erect, handle and maintain supply line and its upkeep.
- VI. Bidder should mention the detailed offer in the technical bid along with a covering letter.
- VII. Bidders must submit their Copy of GST, PAN Card, Trade License, Credentials (At least 10Lakh or above), ITR Return of last two Financial Year and a declaration regarding non black listing of firm by any government organization on any grounds along with the Technical Bid.
- VIII. The Institute reserves the right to reject any or all of the tenders received without assigning any reason.
- IX. Bidder shall ensure submission of complete information / documents at the first instance itself. The Institute reserves the right to complete the evaluation based on the details furnished by the

bidders without seeking any subsequent additional information. Bids not in compliance with tender conditions or with incomplete information / documents are liable for rejection.

- X. Tenders should be complete in all respects and incomplete tenders and tenders not complying with the terms and conditions of the tender document will be summarily rejected without any notice.
- XI. It is the responsibility of the firm to provide good quality tables, chairs, cloth and other materials for erection of exhibition stall alongwith other items mentioned in Annexure "I". The Firm should arrange for his own staff for the said purpose.
- XII. Rates of all items should be inclusive of supply of material labour charges hire charges of tools & tackles, scaffolding, plant & machinery any applicable taxes and duties etc. In case of only labour involved items, supply of materials will not be included. Any defect found in the work carried out by the contractor will have to be rectified free-of-cost by the contractor.
- XIII. Penalty as decided by the Institute, will be imposed on the bidder:-
  - o If there is any dereliction /irregularity in service or delay in service;
  - o If the items supplied by the Bidder is substandard / non-quality or insufficient quantity;
  - o If more than 50% of the total participants / staff / guests rate the services provided by the Tenderer as either "average" or "poor".
- XIV. Penalty will be recovered directly from the bill of the bidder and the Institute's decision shall be final.
- XV. The Bidder shall be solely responsible for any consequences due to falling down of Pandal and subsequent casualty. Besides refusal of the entire payment for the construction of Pandal, for which such consequences/casualty has occurred, the Institute may initiate further stringent action, as it may deem fit.
- XVI. The Institute is not bound to accept the lowest or any other tenders and also reserve to itself the right of accepting the tenders in whole or in part or cancel the same.

Dated : 09/12/2019

Sd/-  
Signature of  
Director of Extension Education

**Proposed Layout of Exhibition Ground**  
 (Bidder need to provide equivalent or better Concept Based Design)

