



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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EXPRESSION OF INTEREST (EOI) CUM TENDER

Uttar Banga Krishi Vishwavidyalaya (UBKV), Pundibari, Cooch Behar shall be organizing the ***Eastern Regional Agricultural Fair -2020 (Kisan Mela) tentatively on 14-16th January, 2020***. Therefore, Expression of Interests cum Tenders 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 :

- a. Submission of EOI cum Tender Document in three separate Bids i.e. Concept Based Design, Technical Bid with required documents and Financial Bid.
- b. Examination of Concept Based Designs & Technical Bid Documents by the Tender Committee and there will be a presentation before the Committee for selection of the Concept Based Designs. After selection and short listing of the Designs, the Financial Bids only of the shortlisted agencies will be opened in presence of the bidders or their Authorized representatives.
- c. Design, Construction & decoration of approx 100 nos Water Proof Exhibition Stalls (as per approved design) having size of 10' (W) x 15' (L) including exhibition pavilion for display of fruits , vegetables and other live materials for competition of 40' (W) x 15'(L) .Preferable Material of Construction (MOC) will be Colored Ply Board or Colored Sun mica Board or ACP Board . Each Exhibition stall shall be with sufficient Light fittings (preferably 2-3 nos. 28W LED Tube Light), Plug Points , 2-3 nos. chairs , 1 no. suitable table , walling, front covering in night etc
- d. Design , Construction & Decoration of Stage under Pandal /Hanger with all required materials, Backdrop of the Stage (offer for both 10'x12' Indoor LED Display and Flex) as per the approved design. Each stage shall be with Sufficient Lighting , Spot Lights, 2-3nos. Cord Microphones , 2-3nos cord less microphones , Podium, Goose neck microphone , Sound boxes, Mixer, 20-30 nos VIP chairs/Sofas , Suitable Tables , 100 nos Audience Chairs etc.
- e. Design , Construction & Decoration of VIP Room of 10'(L) x 20'(W) including Toilet , 4-5 nos. 28W LED Tube Lights, 2 nos. Pedestrian Fan, VIP Sofa, 6-8 nos Invitee Chairs etc.
- f. Design & Construction of 2nos Registration cum Help Desk at both side of Main Entry Gate.
- g. Design, Construction & Decoration of Main Entry Gate and 2 nos Emergency Exit Gates (as per

- approved design).
- h. Design & Construction of temporary toilets [preferably 2 nos Toilets (Ladies & Gents) and 2 nos Urinals (Ladies & Gents)] at suitable places inside the Mela Ground.
 - i. Public Announcement system with provision for playing light music during the exhibition time.
 - j. Construction & decoration of Food Pavilion with sufficient sitting arrangements (as per approved design) at the adjacent Gymnasium.
 - k. Construction & decoration of Police, First Aid, Fire Brigade camps etc.
 - l. Coverage of blank space to cover the gaps by design walling (as per requirement).
 - m. Fixing of Decorative Lights and Flood Lights outside and inside the Mela Ground .
 - n. Fixing of 12-16 nos CCTV Cameras at different places of Mela Ground.
 - o. Fixing of Sufficient number of Fire Extinguishers at different places of Mela Ground.
 - p. Poster, Banner and Signage: Display at various places, way boards at different places inside the exhibition ground and write up of every day's cultural Program in boards.
 - q. Installation of "Use Me" dustbins at necessary places.
 - r. Cleaning, labeling and lifting of gavages/excess soil of Mela Ground before and after the Program.
 - s. Provision for 125KVA Soundless Generator with fuel for 3 days during the Mela.

EOI CUM TENDER SCHEDULE:

• Date of Publication	:	25th October, 2019
• Last date of quotation submission	:	08th November, 2019 ; up to 5.00 PM
• Opening date of Based Design & Technical Bids followed by Presentation	:	13th November, 2019
• Opening Date of Financial Bid	:	15th November, 2019
• Tender fee	:	Nil
• EMD	:	Nil
• Details available in the websites	:	www.wbtenders.gov.in & 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 Convener, Venue Management Committee , Eastern Regional Agricultural Fair 2020 , 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, 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:-
- If there is any dereliction /irregularity in service or delay in service;
 - If the items supplied by the Bidder is substandard / non-quality or insufficient quantity;
 - 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 :

Sd/-
Signature of Convener
Venue Management Committee

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

