



J&K KHADI & VILLAGE INDUSTRIES BOARD
SANAT GHAR BEMINA, SRINAGAR
Website: www.jkkvib.nic.in
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Form-I

Tender form- Special National Level Khadi Exhibition Srinagar

TERMS AND CONDITIONS

1. The bidder must be a registered event management company/ Agency with State/ Central government & must possess valid GST Number and PAN.
2. The bidder has to submit last 3 years copies of balance sheet duly authenticated by a registered chartered Accountant.
3. The bidder should submit bid in two bid system as Technical and Financial bid accompanied by earnest money of Rupees one lakh in the shape of Demand Draft favoring Secretary/Chief Executive Officer, J&K Khadi & Village Industries Board by or before 12:00 Noon, 12-09-2018. The tenders shall be opened on 12-09-2018 in the office of Chief Executive Officer J&K KVIB, Srinagar at 02:00 PM in presence of the Exhibition Organising Committee.
4. Tenders without earnest money shall not be entertained.
5. The exhibition shall be organized at Kashmir Haat-Srinagar. Tenderers shall submit a blue print / outline for organization of the said exhibition and must also submit full particulars of the firm /agency. The tenders without full details shall not be accepted.
6. The bidder should offer his tenders for all works; partial tenders shall not be accepted.
7. The funds shall be released in favour of the successful bidder as per approved guidelines. The final payment shall be made after

due verification of bills by the competent committee constituted for the purpose.

8. Before executing the job, the agency/firm shall have to sign an agreement on stamp paper of Rs.100/= with the J&K KVIB.
9. Income Tax shall be deducted at source and for other Tax payments/filing as required by the law the bidder shall be personally responsible.
10. The bidder should have at least five years experience of organizing exhibitions. Preference shall be given to those bidders who have already executed similar events in the past. The bidder must have organized atleast one exhibition of Rs. 30 lacs outlay or three exhibitions of Rs. 20 lacs outlay each during the last three years.
11. The duration of the exhibition can be changed as per requirement.
12. J&K KVIB reserves the right to reject the bid fully or partially.

Declaration:

I fully agree with the terms and conditions as enumerated above.

Authorized Signatory:

Name

Designation:

Name of Firm / Agency with address:

Seal of the Firm / Agency:

Phone / Mobile No :

Email Address :



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FORM-II

Tender Form- National Level Khadi Exhibition Srinagar
Technical Bid

Part-A: Particulars of the work

1. Name of the Work: National Level Khadi Exhibition
2. Period of the work: 18-09-2018 to 17-10-2018

Part-B:

S.No	Details of the Firm/Agency	
1	Firm/Name of the agency	
2	Registered address of the Firm/ Agency	
3	Coordinator/Contact person/phone No.	
4	Type of Firm/Agency	
5	Registration No:	
6	Year of commencement of the work	
7	Availability of the Human Resource (Man power) of the Firm/Agency	
8	PAN Number/ GST Number (please enclose photocopy)	
10	Details of previous Exhibitions conducted by the firm/agency, Please enclose the photocopies of work order.	
11	Blue Print / outline of the current exhibition to be submitted by the Firm /Agency	
12	Income Tax Returns of last three years.	

Others:

1. Bid should be supported with layout plan/design/consisting of provision with full details of stall/pandal/gate/stage/food stall/fire extinguishers etc.
2. The bid must be appended with earnest money Demand Draft of Rs. One lac favoring Chief Executive Officer, J&K KVIB payable at Srinagar.
3. Copy of PAN Number & GST Number should be enclosed.
4. Technical bid should be supported with profile Of the Firm/ Agency, photographs etc.
5. Details of earnest money
 - a. Draft No.
 - b. Date
 - c. Amount
 - d. Name of the issuing bank
6. Tender fee of Rs 2000/= must be submitted along with the Bid in the shape of Demand Draft drawn in favour of Secretary / CEO J&K KVIB payable at Srinagar. The details of the said DD are as under.
 - a. Cost of application form (Rs.2000/=)
 - b. Draft No.
 - c. Date
 - d. Amount
 - e. Name of the issuing bank.
7. Bid should be supported with copies of last three years balance sheet duly audited by the registered chartered accountant.

Declaration :

I fully agree and declare that the particulars given in the above said Technical Bid are true and correct. Further I fully agree with all the terms and conditions laid down by J&K KVIB.

Place

Date

Authorised Signatory:

Name

Designation:

Name of Firm / Agency with address:

Seal of the Firm / Agency:

Phone / Mobile No :

Email Address :



FORM-III

Tender Form- National Level Khadi Exhibition Srinagar

Details of the work

1. Name of work: National Level Khadi Exhibition Srinagar
2. Exhibition Duration: 18-09-2018 TO 17-10-2018

FINANCIAL BID

S.No.	National Level Khadi Exhibition	Rate offered
1	<ol style="list-style-type: none">1. Rates should be quoted separately for each item.2. Rates for additional stalls per SFT.3. Rates for additional hoardings per (Per Hoardings/per feet) <p>Rates should be offered inclusive of all types of taxes as no extra payment shall be made.</p>	

Total amount (in words.....)

Place :

Date :

Authorized Signatory:

Name

Designation:

Name of Firm / Agency with address:

Seal of the Firm / Agency:

Phone / Mobile No :

Email Address :



FORM-IV

Tender Form- National Level Khadi Exhibition Srinagar

Details of the works to be undertaken in the Exhibition:

1. Name of work: National Level Khadi Exhibition Srinagar
2. Exhibition Duration: 18-09-2018 TO 17-10-2018

Rate to be quoted for entire event.

S.No.	Head	Details
1	No. of Stalls with specification	9 feet by 9 feet - 120 Stalls 8 feet by 6 feet - 80 Stalls
		➤ Stall fabrication with fire and water proof SRF material/G.I sheets. Having counters, furniture and electricity and other necessary facilities.
		➤ Open space to be covered with carpet and stalls with plyboard platform.
		➤ Floor of the stalls shall be covered with fresh matting
		➤ The rates for fabrication and construction of the stalls other than the above specified 9 feet by 9 feet and 8 feet by 6 feet stalls, shall have to be quoted separately according to the specifications mentioned in Technical Bid details.
		➤ Every stall shall be provided with two Tables & two chairs and the corner stalls shall be provided with 3 tables and chairs.
		➤ Name of the institution/ Exhibitor along with the Stall Number shall be written on the Facie of the Stall.
		➤ Inner Exhibition area and the approach from the road to exhibition ground shall be matted fully.

2	Office	<ul style="list-style-type: none"> ➤ 3m by 6m meter office room will be erected in with counter and 6 chairs will be provided.
		<ul style="list-style-type: none"> ➤ 3 meter by 9m VIP room with 2 sofa set, 2 centre table, 2 corner table and 10 chairs shall have to be provided. All the furniture should be fresh.
3	Theme Pavilion / demonstration hall	<ul style="list-style-type: none"> ➤ 10 m by 6 meter theme pavilion shall be erected in which live demonstration of Khadi and Village Industries activities can be arranged. The stall must be provided with electricity connection, tables, new matting shall be provided on floor of the stall and wooden podium for presentation & mannequin and display panels will have to be provided as per requirement. Full theme pavilion should be erected on 4 inch platform.
4	Stage / Pandal	<ul style="list-style-type: none"> ➤ For inaugural and valedictory functions one open stage duly decorated of the size of 40 yards by 20 yards having a seating arrangement of 200 persons is mandatory. ➤ On stage 3 x 2 x 2 sofa set, 10 chairs, 02 centre table, podium and public address system shall have to be provided. ➤ For attraction of maximum customers, cultural programmes (Two hour daily show) of national, regional and local level folk, music and drama artists shall be held for which artists and appropriate sound and light arrangements have to be made. ➤ During the event proper reception and refreshment arrangements for Chief guest/VVIP/VIP/participants and state officers should be made for opening and closing ceremony.

		<ul style="list-style-type: none"> ➤ Invitation cards for opening and closing ceremony, printing of certificates and awards/ trophies as per the approvals of the Exhibition Committee.
5	Gate	<ul style="list-style-type: none"> ➤ Two gates for entry and exit along with emergency exit should be made as per rules laid down in Circular dated 17-07-2006 issued by Ministry of Home (GOI) ➤ Gates should be affixed with backlit sign boards of Exhibition and light according to requirement. ➤ Gates Should be decorated in coherence with the Theme pavilion.
6	Parking	<ul style="list-style-type: none"> ➤ Besides sufficient parking arrangements for participants, separate reserved covered parking for VIPs should be made.
7	Toilet and water facility	<ul style="list-style-type: none"> ➤ During the event 15 toilets for gents and ladies separately should be provided or sufficient mobile toilets must be arranged along with two tankers of pure water per day. For the participants two water tankis of 1000 litre of pure water at platform and for VIP chamber 20 litre mineral water jars should be arranged per day. ➤ For toilets electricity facility should be made. ➤ The permission for this from Municipal Committee will have to be arranged by the tenderer himself.
8	Food Stall	<ul style="list-style-type: none"> ➤ Separate food stalls of the size of 10m by 8 m have to be established at a secured place within Exhibition Premises. ➤ Food Plaza should be equipped with sufficient number of chairs and tables.
9	Secured Premises	<ul style="list-style-type: none"> ➤ The premises should be fully secured by erecting dependable fencing/boundary walls. The fencing/boundary walls should be painted, depicting therein

		<p>Khadi and Village industries activities.</p> <ul style="list-style-type: none"> ➤ Flexes should be fixed along with the boundary walls.
10	Game Zone	<ul style="list-style-type: none"> ➤ A Game Zone for the Children should be provided wherein the children shall play different games and rides. These games/rides should be of good standard keeping in view the safety of the children.

LIGHT AND SOUND

11	Lighting system	<ul style="list-style-type: none"> ➤ Each stall shall be provided with two tube lights/ CFL/ LED lights and one night bulb.
		<ul style="list-style-type: none"> ➤ Exhibition premises shall be well illuminated with 400 watts bulbs on 20 poles at appropriate places and front boundary walls should be decorated with fancy lights.
		<ul style="list-style-type: none"> ➤ All stalls, stage, pandals, ground, toilet, parking , backside of the ground should be sufficiently illuminated.
12	Electricity facility	<ul style="list-style-type: none"> ➤ Tenderer should obtain permission for electricity and payment of security therof. The tenderer shall have to arrange suitable Generator set as per requirements to ensure proper and uninterrupted electric supply.
		<ul style="list-style-type: none"> ➤ Cost of the electricity and diesel for Generator will be borne by the tenderer.
13	Sound system	<ul style="list-style-type: none"> ➤ For publicity permanent sound system shall be installed. For opening / closing ceremony, cultural programmes, sound system according to requirement along with operator shall be provided.

Miscellaneous

14	Security	<ul style="list-style-type: none"> ➤ Atleast 12 security guards (Male & Female) from a registered security agency shall be provided for round the clock surveillance of the event premises .
15	Fire Extinguisher facility.	<ul style="list-style-type: none"> ➤ Fire extinguisher equipments shall be provided at suitable places.
		<ul style="list-style-type: none"> ➤ For organizing the event Permission / NOC from District Administration, Municipal Corporation, Electricity Department, Fire and Emergency Department etc. shall be obtained by the successful tenderer.
16	Cleanliness and sanitation facility	<ul style="list-style-type: none"> ➤ Full arrangements for cleanliness and sanitation shall be provided. Dustbins shall be made available as per requirements. Toilets should be properly cleaned regularly.
17	Insurance	<ul style="list-style-type: none"> ➤ Successful bidder shall arrange insurance of goods of KVI products & that of infrastructure through authorized agency. The payment shall be made by the tenderer and policy shall be pledged with the J&K KVIB and the policy shall have to be deposited with the Board.
18	Publicity	<ul style="list-style-type: none"> ➤ Publicity on local TV/ Two Radio stations which shall start 04 days prior to the event.
		<ul style="list-style-type: none"> ➤ 10 hoardings of the of size 10x20 feet, 100 flex banners of the size of 3x6 feet at different places of the city, Printing and distribution of leaflets (at least 500 per day). The Hoardings shall be installed 03 days before inauguration of the event at entry points of the city and banners must be affixed two days before the start of the event.

		<ul style="list-style-type: none"> ➤ Photography-videography of whole function including cultural programs, opening and closing ceremony, buyer seller meets etc. should be made and 200 digital photos albums have to be prepared.
19	General	<ul style="list-style-type: none"> ➤ CCTV coverage of full premises of Exhibition including entry/exit gates.
		<ul style="list-style-type: none"> ➤ Any damages to the goods of the tenderer during exhibition shall be the responsibility of the tenderer.
		<ul style="list-style-type: none"> ➤ J&K KVIB reserves the right to impose the penalty if the job is not done satisfactorily or if the job is incomplete and not as per specifications. The tenderer shall be black listed for participation in such events in future. ➤ In case of incomplete or unsatisfactory work, payment can be deducted or withheld from the bills of the Firm / Agency.
		<ul style="list-style-type: none"> ➤ Payment of bills shall be made as per rules and financial procedure.
		<ul style="list-style-type: none"> ➤ If after issuance of work order it is found that the feel, finish, shape and workmanship is not as per the standards of the industry or is not found correct during inspection then J&K KVIB shall be at liberty to revoke/ change the work order issued and bidder shall have to forego the security deposit and the Board can take legal course against the party.
		<ul style="list-style-type: none"> ➤ The successful tenderer can't sublet or transfer the work to any other firm/ agency
20	Dismantling and cleanliness after conclusion of exhibition	<ul style="list-style-type: none"> ➤ All the structure should be dismantled and ground cleared fully after conclusion of exhibition & the successful vendor shall have to produce an NOC from the Kashmir Haat incharge to this effect.