

TENDER ENQUIRY DOCUMENT

For Selection of Agency for Fabrication of Health Pavilion during IITF – 2017 (14-27, Nov 2017) in Pragati Maidan, New Delhi.

HLL/CHO-RBD/IITF/2017/01 DT: 04-11-2017



**HLL LIFECARE LIMITED
(A GOVT. OF INDIA ENTERPRISE)
RETAIL BUSINESS DIVISION
CORPORATE HEAD OFFICE
HLL BHAVAN, POOJAPPURA,
THIRUVANANTHAPURAM - 695 012
0471-2354949**

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NOTICE INVITING TENDER

TENDER FOR THE SELECTION OF AGENCY FOR FABRICATION OF HEALTH PAVILION DURING THE INDIA INTERNATIONAL TRADE FAIR (IITF), SCHEDULED TO BE HELD FROM 14/11/2017 TO 27/11/2017 AT IITF HALL NO.9, PRAGATI MAIDAN, NEW DELHI.

TENDER DOCUMENT No: HLL/CHO-RBD/IITF/2017/01 DT: 04-11-2017

HLL LIFECARE LTD, a Government of India Enterprise, invites open Bids for selection of Agency for Fabrication of Health Pavilion during IITF-2017 at Pragati Maidan, New Delhi scheduled from **14/11/2017 TO 27/11/2017**.

- Publishing date of bid** : **4th November 2017**
- Last date of submission of bid** : **9th November 2017 at 15.00 Hours.**
- Address for submission of bid** : Associate Vice President (RBD),
Retail Business Division,
HLL Lifecare Limited
Free Generic Pharmacy, Near OPD,
All India Institute of Medical Sciences
New Delhi-110029
- Opening of Technical Bid** : **9th November 2017 at 15.30 Hours**
- Opening of Financial Bid** : **9th November 2017 at 16:30 Hours**
- Venue of opening Bids** : Submission Address

Interested applicants can participate in the bid.

For any clarifications on the tender document, the prospective bidders can Contact Mobile No: +91 78349 90707 / +91 93884 14807 on any working days during office hours from the date and time of publishing the tender to the last date and time of submission of tender documents or e-mail: rajeshr@lifecarehll.com ; benny_joseph@lifecarehll.com

GENERAL TERMS & CONDITIONS

Experience

Bidder must have executed at least 1(one) order of similar work having minimum value of Rs.100.00 lakhs or 3(three) orders of similar work each of minimum value of Rs.50.00 Lakhs during preceding 2 (two) years ending March 2017.

Earnest Money Deposit

Earnest Money Deposit of Rs. 80,000/- (Rupees Eighty thousand only) in the form of DD/ Pay order to be issued in favor of "HLL Lifecare Limited" payable at New Delhi is required to be submitted along with the bids.

Bid Fee

The bidder shall submit bid fee for an amount of **Rs.1000/-** along with their bids. The bid document can be downloaded from the website www.lifecarehll.com. The bid fee shall be in the form of DD drawn in favour of "HLL Lifecare Limited" payable at New Delhi.

Period of Validity of Bid

The bid shall remain valid for a period of two months from the date of opening of the financial bid.

BRIEF OF THE PROJECT

HLL Lifecare Ltd (HLL) in collaboration with the Ministry of Health & Family Welfare (MoHFW), Govt. of India is participating in the INDIA INTERNATIONAL TRADE FAIR (IITF) which is scheduled from **14/11/2017 TO 27/11/2017 at Pragati Maidan, New Delhi.**

Venue: Hall No. 9 of IITF- 2017 for 14 days, from 14/11/2017 to 27/11/2017

Featuring

1. PMSMA, MAA
2. PMSSY, New AIIMS
3. AMRIT Stores
4. CGHS
5. NCD
6. Mission Indradhanush, IMI, New Vaccine
7. Pradhan Mantri Dialysis programme

The venue will be the open air and the inauguration will take place on 14 /11/2017, Morning. The agency appointed need to hand over the site to HLL, latest by Sunday, 12/11/2017 by 05.00 pm. The agency appointed will be responsible for

- Creating the entire infrastructure such as stalls, sounds, light, audio visuals,
- Engage Manpower & provide details to HLL by 12/11/2017
- Facility Management at the proposed site for the entire event.
- Creating major hype and awareness on the Health Projects & Programs being promoted through the stalls at Hall No.9.
- Hand over all the venues and conduct a dry run for Infrastructure created at the venues, latest by 12/11/2017, 5.00 pm.

The bidders are required to quote separately, item-wise, as per the Price Bid Format provided for the above indicated seven venues as per Scope of work indicated in Annexure- 1. Format for techno commercial bid is placed at Annexure – 2 and that of financial bid is at Annexure –3.

The areas of the Stalls mentioned above is subject to 10% variation during actual execution. The venue (Hall No.9) given above is indicative only and the same may change subject to approval by ITPO.

ELIGIBILITY CRITERIA

Bidder should have following qualification:

- The Bidder should have valid Pan No. & applicable GST No.;
- The Bidder should have average annual turnover of at least Rs. 300 lakh for the last two years ending 31st March 2017 and
- Bidder must have executed at least 1(one) order of similar work having minimum value of Rs.100.00 lakhs or 3(three) orders of similar work each of minimum value of Rs.50.00 Lakhs during preceding 2 (two) years ending 31st March 2017.

Documents required to be submitted along with Technical Bid:

- 1) PAN & applicable VAT/GST No.
- 2) Balance Sheet, Statement of Profit & Loss or certificate from CA certifying the turnover for last two years ending 31st March 2017;
- 3) Copy of work orders of executed similar work / completion certificates in support of their claims of executing similar work during preceding 2 (two) years ending 31st March 2017.

SUBMISSION OF BID

- 1) Bidders are hereby requested to submit their bids in the following format:-
 - a. TECHNICAL BID to be sealed in a separate envelope super scribed as “Technical Bid” for “Selection of Agency for Fabrication of Health Pavilion during IITF-2017, in Pragati Maidan, New Delhi”.
 - b. **Technical Bid** shall contain the documents as mentioned below:
 - (1) Covering Letter
 - (2) EMD in the form of original DD/bank pay order in favour of HLL Lifecare Ltd. Payable at New Delhi.
 - (3) PAN & applicable GST No.;
 - (4) Balance Sheet, Statement of Profit & Loss or certificate from CA Certifying the turnover for last two years ending on 31st March 2017;
 - (5) Copy of work orders of executed similar work / completion certificates in support of their claims of executing similar work during the preceding two years ending on 31st March 2017.
 - (6) Duly Signed and Stamped copy of Complete bid document as a token of acceptance of Terms & Conditions & scope of services etc.
 - (7) Annexure-3 duly filled by the Bidder
 - c. Bidders shall quote the rate separately and Incomplete or partial bids will be rejected.
- 2) **Financial Bid:** Financial bid as per enclosed Format in Annexure – 3 along with duly filled & signed BOQ format as per Annexure-4 to this tender

TECHNICAL BID & FINANCIAL BID are to be submitted through Hardcopy only. Technical bid and financial bids shall be put in separate sealed envelopes with marking as technical bid and financial bid respectively. Both technical and financial bids shall be put in a sealed envelope

- 3) The Sealed envelope including the technical and financial bids shall be addressed to Associate Vice President (RBD), HLL Lifecare Ltd, should be handed over in person latest by submission time and at the address mentioned in the Notice Inviting Tender
- 4) Opening of Technical Bids will be done initially.
- 5) The financial bid of technically qualified bidders only will be opened
- 6) Financial Bids of technically unqualified bidders will be returned unopened
- 7) The bid shall remain valid for a period of two months from the date of opening of the Financial bids.

RATES AND PRICES

The Bidder should inspect the programme venue before filling in and submitting the tender to get fully acquainted with the scope of work as no claim whatsoever will be entertained for any alleged ignorance thereof.

Bidders should quote the rates through the format given at Annexure-3. Incomplete bids will summarily be rejected. The rates quoted by the bidder shall be valid till the final completion of the job.

The rates quoted should be inclusive of all statutory duties and taxes including GST and other charges. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall result in forfeiture of the EMD.

No additional freight or any other charges, etc, would be payable by HLL. The rates quoted shall also include the salvage value.

The party shall be solely responsible for payment of wages/salaries and allowances to his personnel that might become applicable under applicable/new act or order of Government.

The Bidders can mention their Contract Terms and Conditions, in their Financial Proposal. However, HLL reserves the right to accept / reject in part / fully any terms and conditions, without there-by incurring any liability. No representation in this regard will be accepted from the bidder.

TERMS OF PAYMENT

Payments will be released based on the completion of following milestones:

1. 20 % of the contract value will be released as advance against submission of Bank Guarantee, issued by a scheduled bank, for an equal value (Subject to the release of advance by the MOHFW to HLL)

2. 20% of the total contract value will be released on handing over of all the allotted sites to HLL, in fully functional condition and within the stipulated time, subject to certification by HLL Officer in charge.
3. 20% of the total contract value will be released on successful completion of the IITF Camp, subject to certification by HLL Officer in charge.
4. Balance 40% of the contract value will be released within 30 days from the date of completion of the project, subject to certification by HLL Officer in charge and against submission of final bill (Subject to release of final payment from MOHFW to HLL)

BID OPENING & EVALUATION CRITERIA

The responsive bid/s will be first evaluated on the basis of Techno-commercial parameters listed in Annexure -2. Financial bid/s of such bidders who meet the techno- commercial parameters will thereafter be opened and the bidder quoting lowest amount will be awarded the contract. Even one responsive valid bid will qualify for award of contract.

CONCILIATION/ ARBITRATION

If any dispute (s) or difference (s) of any kind whatsoever arise between the Parties (HLL and Contractor), the Parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by CMD, HLL.

In the event no amicable resolution or settlement is reached between the parties (HLL and Contractor) within 30 days after receipt of notice by one party, then the disputes or differences as detailed above shall be referred to and settled by the Sole Arbitrator to be appointed by CMD, HLL.

The venue of the arbitration shall be New Delhi, India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.

HLL reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.

Annexure – 1

SCOPE OF WORK

Agency for Fabrication of Health Pavilion during IITF-2017 at Hall No.9 in Pragati Maidan, Newdelhi, for 14 days, from 14/11/2017 to 27/11/2017

Venue: Hall No. 9 of IITF 2017 for 14 days, from 14/11/2017 to 27/11/2017

Featuring

- PMSMA, MAA
- PMSSY, New AIIMS
- AMRIT Stores
- CGHS
- NCD
- Mission Indradhanush, IMI, New Vaccine
- Pradhan Mantri Dialysis programme

SCOPE OF WORK IN DETAIL

Supply, Installation, Management and Maintenance of the following;

S.No	Elements	Work Description
A	Outer Branding	
1	Hall Outer Main Entry Panels	Flex Panels outside main entrance
2	Outer Foyer Area Branding	Branding of different zones like, standees, backdrops, inlit panels etc
3	Standees for Foyer Area	standees with branding
4	Hall Outer Branding	120 x 16 ft branding on the mail hall front
B	Stall Fabrication & Branding	
1	Platform Iron & Board Riser	24*16.5 mtr with 3" iron riser with grey carpet
2	Carpeting on the entire Area	Carpet for the entire stall
3	MI Structure	With turtables & Designer Structure
4	MI Structure Fencing	Fencing for the MI Area
5	NCD	Branding on Walls
6	AMRIT Zone	Arch and Branding on Walls
7	CGHS Zone	Branding on Walls
8	PMSMA	Branding on Walls
9	PMSSY	Branding on Walls
10	VIP Seating Area	Branding on Wall / Plants / Couches

HLL Lifecare Limited

11	Office	Office Space with Tables & Chairs
12	Pantry	Pantry Space with Tables
13	Box Entrance Arch	Entrance Arch as per the Hall Height
14	Glow boards	Glow boards
15	Branding Box	Large Photos of PM, Health Minister & Other Ministers
16	Standees	6*2.5" standees with branding
17	LCD's with stand 55 inch	LCDs with campaign messages and bytes
18	Control Room with locker room	For Lockable Material like Leaflets equipment's etc.
19	Electricals & Electricians	Wiring, installation of Lights & Power Elements
20	Labour / Transportation / Installation	Material Transportation, Installation, dismantling at the end
21	Mission Indradhanush, IMI, New Vaccine	Branding on Walls
22	Pradhan Mantri Dialysis programme	Branding on Walls
C	Sound, lights and AV	
1	Activity Sound/speakers	4 tops around the stall for anchors to engage audience
2	PA system	Inside stall for various activities
3	Mics	2 Mics for Announcement & Engagements
4	LED Lights for Stall	Metal lights for stall light
D	Inauguration	
1	Balloon Decorations	Balloon Entrance Gate, Decoration in Stalls
2	Ribbon Cutting & Lamp Lighting	Lamp Lighting Material, Flower Petals, Oil, Candles etc.
3	Flower Bouquets	for VVIP's & VIPs during inauguration
4	Balloons	Single Balloons to be releases in Air
5	Refreshments for VIPs & VVIPs	Include Healthy Food Products/Juices/Sandwiches etc.
E	Manpower	
1	Female Promoters	To create hype and campaign visibility amongst T.G
2	Supervisors	To supervise the entire campaign and volunteers management
3	Safety Guards	For stall security
4	Cleaners	For stall cleaning
F	Furniture	
1	Couches	for VVIP Room - Per Seat
2	Chairs	For Zones, Office, Pantry CGHS Etc.
3	Centre Table	For VVIP Seating Area
4	Tables for Stalls	For Various Zones

5	Bar Stools	For Various Zones
G	Others	
1	Flower Bouquets	For VVIP Seating Area & extra requirements
2	Golf Carts	For VIP Commuting
3	Closing Ceremony	Closing Ceremony Balloon Decoration / Refreshments
4	CCTV - 8 Camera Setup	CCTV camera in entire hall
5	Dustbins & cleaning material	For waste management

Additional information on the Scope of work

These activities shall include but not limited to be following activities.

1. Printing of Collaterals

- Printing, supply and installation of proper and sufficient number of Collaterals as per Scope of Work inside and outside the pavilion. The text/ design can be finalized in consultation with HLL/MoHFW (refer B.O.Q for details).
- The printing of the Collaterals shall have to be completed by 12th November 2017.

2. Safety/ Security/ Other facilities

- Comprehensive security arrangements through reputed security agency are required to be put in place both inside the hall as well as in registration area outside, snacks, tea and water distribution area in consultation with HLL.
- The security personnel to manage traffic movement of crowd Entry of designated persons, inside the premises, assisting participants for sitting inside the premises for the shareholders and proxy holders. The security personnel to act on the direction of HLL
- Carpeting for entire area.

3. Providing volunteers in appropriate categories, according to the nature of duties with proper mix of male and female and Safai Karamcharis in proper uniform.

4. Power Back up for Electrical connection in the stalls

5. Audio Visual Equipment –

- AV Equipments as per scope of work to be provided
- Photography and videography to be arranged for the event as per HLL direction and the event photographs to reach HLL office on the next day

- Sufficient number of copies of the particular photographs to be provided to HLL for release to Press & Media.
 - Video recording to be done in digital format. An edited version in CD/DVD is to be made available to HLL within two days of the event.
 - One CD/DVD digital video coverage of complete proceedings including the location photography to be supplied before the final bill.
6. Arrangements for serving water at the premises.
 7. Arrangement of Health Food packets as detailed in Scope of Work
 8. Decoration at the foyer and stalls as required.
 9. Cleaning of the relevant area inside and outside the pavilion before and after.

The quality and quantity for Material and Manpower shall be as per the Scope of work and requirement.

Special conditions of contracts:

- Agency has to obtain all kinds of Licences, Permits, Electric Supply, Water Supply, any other permit/ licence, as may be required for organizing the event at the site from Civic Agency / venue committees.
- The Scope of Work may vary as per the requirement of the situation.
- Agency shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
- The rates quoted by bidder shall include the salvage value.
- The scope of services as mentioned shall also include all such works & items which are not specifically mentioned in our bid document but are necessary for the successful completion of work to the satisfaction of HLL unless otherwise specifically excluded.

**APPOINTMENT OF AGENCY FOR FABRICATION OF HEALTH PAVILION DURING IITF-
2017 (14-27, NOV 2017) IN PRAGATI MAIDAN, NEW DELHI**

TECHNO-COMMERCIAL BID

1.	<u>Detail of Bidder</u>	
	Name	
	Address	
	Address of office at Delhi/NCR	
	Contact person's	
	Name & Design	
	Address	
	Tel. No.	Landline _____ Mobile _____
	Email ID	
2.	Type of Firm: Proprietary/ Partnership/ Pvt. Ltd./ Public Ltd./ Cooperative / NGO/ PSU	
3.	PAN NO.	
4.	Applicable GST No.	
5.	Bank A/c Details	

SUMMARY OF THE FINANCIAL BID
(To be submitted in sealed envelope)

Name of the Venue / Site of Size:

Sl. No	Details of scope of Work	Amount in Rs. <i>(Lumpsum inclusive of all taxes)</i>	
		In Figures	In words
1.	Fabrication of Health Pavilion during at IITF – 2017 (14-27, Nov 2017) in Pragati Maidan, New Delhi as per scope of work given in Annexure-1 in the Tender Document for the venue as indicated above		

The term and contained in the Tender Document are acceptable to us

(Signatures of Authorized Signatory)

Name: _____

Designation: _____

Seal

IITF-2017: BOQ OF ITEMS							
	EVENT	MoHFW Health Pavilion					
	DATE	14th November - 27th November					
	LOCATION	Hall No 9					
	DURATION	14 Days					
S.No	Elements	Description	Details	Rate (Rs.)	Qty	Days	Amount (Rs.)
A	Outer Branding		For all 14 days				
1	Hall Outer Main Entry Panels	Flex Panels outside main entrance			2	1	0.00
2	Outer Foyer Area Branding	Branding of different zones like, standees, backdrops, inlit panels etc			1	1	0.00
3	Standees for Foyer Area	standees wih branding			8	1	0.00
4	Hall Outer Branding	120 x 16 ft branding on the mail hall front			1920	1	0.00
B	Stall Fabrication & Branding		For all 14 days				
1	Platform Iron & Board Riser	24*16.5 mtr with 3" iron riser with grey carpet			396	15	0.00
2	Carpeting on the entire Area	Carpet for the entire stall			396	15	0.00
3	Mi Structure	With turttables & Desginer Structure			1	15	0.00
4	Mi Structure Fencing	Fencing for the Mi Area			1	15	0.00
5	Dialysis Programme Zone	Branding on Walls			1	15	0.00
6	Mission Indradhanush, IMI, New Vaccine zone	Branding on Walls			1	15	0.00
7	NCD	Branding on Walls			1	15	0.00
8	Amrit Zone	Arch and Branding on Walls			1	15	0.00
9	CGHS Zone	Branding on Walls			3	15	0.00
10	PMSMA	Branding on Walls			1	15	0.00
11	PMSSY	Branding on Walls			1	15	0.00
12	VIP Seating Area	Branding on Wall / Plants / Couches			1	15	0.00
13	Office	Office Space with Tables & Chairs			1	15	0.00
14	Pantry	Pantry Space with Tables			1	15	0.00
15	Box Entrance Arch	Entrach Arch as per the Hall Height			1	15	0.00
16	Glow boards	Glow boards			4	15	0.00
17	Branding Box	Large Photos of PM, Health Minister & Other Ministers			4	1	0.00
18	Standees	6*2.5" standees wih branding			6	1	0.00
19	LCD's with stand 55 inch	LCDs with campaign messages and bytes			4	15	0.00
20	Control Room with locker room	For Lockable Material like Leaflets equipments etc			1	15	0.00
21	Electricals & Electricians	Wiring, installating of Lights & Power Elements			2	15	0.00
22	Labour / Transportation / Installation	Material Transportatation, Installation, dismantling at the end			1	2	0.00
C	Sound, lights and AV				1	1	
1	Activity Sound/speakers	4 tops around the stall for anchors to engage audience	4 tops		1	14	0.00
2	PA system	Inside stall for various activities	1		1	14	0.00
3	Mics	2 Mics for Announcement & Engagements			2	14	0.00
4	LED Lights for Stall	Metal lights for stall light			35	14	0.00
D	Inauguration						
1	Balloon Decorations	Balloon Entrance Gate, Decoration in Stalls			1	1	0.00
2	Ribbon Cutting & Lamp Lighting	Lamp Lighting Material, Flower Petals, Oil, Candles etc			1	1	0.00
3	Flower Bouquets	for VVIP's & VIPs during inauguration			10	1	0.00
4	Balloons	Single Balloons to be releases in Air			1000	1	0.00
5	Refreshments for VIPs & VVIPs	Include Healthy Food Products/Juices/Sandwiches etc etc			1	1	0.00
E	Manpower						
1	Female Promoters	To create hype and campaign visibilty amongst T.G			10	14	0.00
2	Supervisors	To supervise the entire campaign and volunteers management			2	14	0.00
3	Safety Guards	For stall security			4	14	0.00
4	Cleaners	For stall cleaning			2	14	0.00
F	Furniture						
1	Couches	for VVIP Room - Per Seat			6	14	0.00
2	Chairs	For Zones, Office, Pantry CGHS Etc			30	14	0.00
3	Centre Table	For VVIP Seating Area			1	14	0.00
4	Tables for Stalls	For Various Zones			20	14	0.00
5	Bar Stools	For Various Zones			10	14	0.00
G	Others						
1	Golf Carts	For VIP Commuting			2	14	0.00
2	Closing Ceremony	Closing Ceremony Balloon Decoration / Refrshments			1	1	0.00
3	CCTV - 8 Camera Setup	CCTV camera in entire hall			1	14	0.00
4	Airtel 4G internet connectivity	For Office			2	14	0.00
5	Dustbins & cleaning material	For waste management			1	14	0.00
	Total						0.00

Note:

- 1 GST Extra as applicable