

Terms of Reference

Design, Development and Managing Exhibition for the Indian International Trade Fair, Pragati Maidan, from 14-27 November, 2015

THEME: “Prevention is better than cure”

I. Background

National AIDS Control Organisation (NACO) is organizing an exhibition at the India International Trade Fair, New Delhi from 14-27 November 2015 to disseminate messages on HIV Prevention, treatment, care and support to a large number of people who visit the exhibition. For this, space has been provided through National AIDS Control Organization (NACO) in the Health Pavilion at the IITF venue in Pragati Maidan. The tentative area allocated for exhibition is 10x5 sq m. The space may increase or decrease.

II. Description of Services

1. Develop the exhibition as per the scope of work
2. Produce display material as required (panels, Photos, banners, signage)
3. Collect, assimilate and display audio visuals (ad spots, short films or photographs) in consultation with NACO/DSACS
4. Procurement of goods and related services to build the exhibit such as, structure, panels, fabrication & installation, flooring, furnishing & fitting, lighting and display etc.
5. Managing the exhibits and logistics arrangements for setting up the exhibition
6. The exact space allocation is yet to be known. The space may increase or decrease.
7. The tender may be cancelled without giving any reason at any stage.

III. Scope of Work

1. Setting up innovative, outstanding and interesting exhibition to disseminate messages on HIV/AIDS
2. The structure of the booth should give feel of a train coach/ bus with platform on one side through which people may enter the coach/ bus.
3. One wall of the train/bus will display 25-30 panels of size 3’x2’ size for which the designs will be provided by NACO/DSACS the panels may be connected by design of the rail track (or any other) which may be illuminated using LEDs or any other innovative measure which the agency may suggest
4. The windows on the other wall may be cut open so that the information panels are visible from outside also
5. One display desk at the platform for putting IEC materials
6. Displays through video wall (3x3 with total 9 LCDs)
7. A digital information display may be put on the platform to give it feel of Railway platform/ bus stand
8. Use of HI-Tech materials such as LEDs etc. for visual effects etc. may be done

9. The entire structure has to be very sturdy with steel paneling and carpeting as large number of people are likely to visit the booth
10. The quality of the product should be of international standards matching the standards of India International Trade Fair
11. The agency should ensure the proper maintenance/working of the display panels/models/accessories manpower for the same should be provided by the firm.
12. The display material, at the end of the exhibition, will be the property of NACO and will be handed over to NACO

IV. Eligibility

- (i) The agency should have minimum experience of organizing five similar exhibitions at the National/International level. They should submit supporting documents in this regard.
- (ii) The agency should have core team of developers and fabricators, the details of which may be submitted
- (iii) The agency should have minimum turnover of 1 crore every year in the last three years. Supporting documents to be submitted by agency as a proof.

V. The agency may submit the proposed design/layout of the exhibition booth along with activity-wise budget details. Interested agency may visit NACO within 3 days of issue of tender to understand the creatives to be developed and placing exhibitions.

VI. Financial Sheet

Brief Description of work	Qty.	Unit	Quoted Unit rate in Rs.	Total Amount (type written)	
				In Figures	In Words
Designing & Fabrication of stall at IITF Pragati Maidan approx. area 28'x12' made of boards, ply and mix media including carpeting etc. with the following arrangements <ol style="list-style-type: none"> 1. Creation of youth area in the centre having disco light & music system 2. Approx. 16-18 no. 3-D panels to be displayed at panels 3. Touch panels games 4. Touch panels counter 5. LED wall approx. 8x12 ft. 6. Welcome gate preparation 7. Floral decoration etc. 8. Fabrication, designing, partition & decoration of ICTC room at 2nd floor of health Pavilion 9. Designing and development of 25 standees. 					

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VII. Reporting requirement

The consultant will report to the designated officer of NACO/DSACS and submit daily reports.

VIII. Terms & Conditions:

1. General Instruction

- a. Each bidder shall submit only one quotation
- b. Corrections, if any shall be made by crossing out, initialing, dating and rewriting.
- c. All duties, taxes and other levies payable by the contractor under the contract shall be included in the total price.
- d. The prices shall be quoted in Indian Rupees only.

2. EVALUATION OF QUOTATIONS;

The purchaser shall evaluate and compare the quotations determined to be substantially responsive i.e. which;

- a. are properly signed ; and
- b. Conform to the terms, conditions, and specifications.

3. AWARD OF CONTRACT

The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotations price.

3.1 Notwithstanding the above, the purchaser reserves the right to accept or reject any quotation and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.

3.2 The bidder whose bid is accepted will be notified of the award of the contract by the Purchaser.

4. The bidder should submit following documents along with the quotation:

- Service Tax/ VAT certificate as applicable
- Copy of PAN Card
- ITR of last 3 Financial Year
- Experience of similar type of work in past
- Undertaking that the firm has never been black listed by any Govt. Institution

5. The quotation should be unconditional.

6. Any act on the part of the contractor to influence anybody in the Department is liable to rejection of the quotation.

7. Each page of the quotation submitted should be numbered and signed by the bidder with seal of the firm.

8. Only single rate should be quoted and should be quoted in words as well as in figures. Taxes should be clearly mentioned separately; otherwise it will be presumed that it is included in the quoted price.
 9. Sealed quotation should be sent to DDG (IEC) ,NACO, 9th Floor Chandralok Building, 36 Janpath, New Delhi 110001 by 9th November 2015 by 3.00 pm
 10. The quotations will be opened on 9th November 2015 by 4.30 PM. in Conference Hall, NACO in the presence of bidders, who may like to present on that day.
 11. The tender should be free from over writing, erasing, cutting or use of whitener otherwise tender will be rejected.
 12. Agency quoting lowest rate for the entire work subject to fulfillment of above term & conditions will be selected.
 13. Entire work has to be completed by the agency selected by 13th November 2015 upto 5.00 PM. If the firm fails to comply with the time line, EMD will be forfeited and firm may be debarred for participation in tender process for similar type of works in future.
 14. All disputes and differences arising during the supply of the material shall be mutually settled or subject to Delhi Jurisdiction only.
 15. The agency selected for the job will have to give a written communication that work has been completed as per specifications of the tender, mentioning the date of completion the work. The work shall be inspected by IEC division of NACO/DSACS.
 16. The stalls and LED operation/maintenance for 14 days will be responsible of the agency.
 17. The responsibility of taking in & taking out LED etc. installed by agency will be solely of the agency andNACO/ DSACS will only pay rent for the period of the Trade Fair i.e. 14-27 November 2015.
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