

File No F-2(20)IFFI/16Exh.
Directorate of Advertising and Visual Publicity
Ministry of Information & Broadcasting
(Exhibition Division)
Soochna Bhawan, CGO Complex, Lodhi Road, New Delhi-110003

Subject: Quotations for Multimedia Exhibition at IFFI, Goa on turnkey basis

Quotations are invited from reputed Agencies for Exhibition/Display work at Goa during International Film Festival 2016 in sealed envelope super scribed as "**Multi Media Exhibition 2016**" on behalf of National Film Archive of India, Pune and addressed to **Chief Exhibition Officer, Directorate of Advertising and Visual Publicity**, Exhibition Division, 1stFloor, Room No 154, Phase IV, New Delhi-110003 by **3.30pm on or before 7thNovember 2016** and the **Technical presentation by the Agencies will be on 8thNovember 2016 from 11.30 am onwards.**

Theme of the Exhibition is "**Aazadi 70 Saal Yaad Karo Kurbani**" which will showcase Indian Cinema on this subject with multimedia display at IFFI from 20th to 28th November at Goa.

Pre-qualification criteria

- a) **Reputed registered firms/agencies having average annual turnover of not less than Rs. One crore each per year for last three financial years and relevant professional experience of minimum 3 years.**
 - b) Adequate manpower both technical & skilled-unskilled and must have their own workshop(see details at Anexue-II).
 - c) The application should be accompanied by the agency profile with the details of key professionals like creative team members, his name and address, sample designs etc. along with documentary proofs i.e. copy of Job Orders, Award, Certificate, Appreciation certificate etc.
 - d) The applicant should also submit **last three financial years' turnover certificate (Consolidated) from chartered accountant**, the balance sheet and profit/loss account of last three financial years, Pan No. and TIN No.
2. Multimedia Power Point Presentation or 3D Scale Model/Dummy by the agencies will carry extra weightage during technical bid.
 3. Agency should have work experience of putting up exhibition for various Government organization, PUC etc and preferences will be given to those agencies who have received medals/awards.
 4. Qualified agency must carryout Modification/ alteration of model as per requirement by DAVP/ NFAI without any extra payment.
 5. All documents should be duly self attested with company seal. Applications received after due date & time shall not be considered.
 6. Director General, DAVP reserves the right to reject/cancel the tender of any or all applications without assigning any reason thereof. No correspondence in this regard shall be entertained.
 7. Committee of DAVP officials will examine the received Bids. The Committee may inspect the business premises/workshops physically of those firms/agencies whose Bids are found eligible to check the capacity/capability of the agency, if required.
 8. Tenders should be accompanied by an **Earnest Money** amounting to Rs.1,00,000/- in form of Demand Draft/Banker Cheque / Fixed Deposit Receipt/ Bank Guarantee from a Commercial Bank in favor of **Accounts Officer, DAVP, New Delhi** at the time of submitting the bid. The Earnest Money (draft/banker cheque) will be returned to the unsuccessful tenderers, while the

Earnest Money of the successful tenderer will be retained by DAVP which will be returned at the end of the contract period after successful completion of the job.

9. Tender will be valid for said Exhibition only. No request for increase of rate will be entertained under any circumstances during the contract period.
10. Time and quality will be the essence of the contract. If agency is found unsuitable (i.e. delayed execution/poor workmanship) the contract can be cancelled at any time without assigning any reason or certain percentage of amount may be deducted as recommended by reviewing committee as thereof.
11. Nominated officers of DAVP and NFAI will inspect quality of the job/materials and decision of Director General, DAVP in this regard will be final and binding on the firms.
12. All electronic/ electrical display items, Plants, Carpets, 3D models, exhibits etc will be provided by the successful firm on hire basis except Photo panels.
13. All electronic / electrical, etc items should be in working condition during exhibition hours. Operation / maintenance in all respects will be the sole responsibility of the agency. Any disorder of the equipment will invite deduction of amount.
14. The successful tenderer should deposit 10% amount as **Security Money** of the total job order in the shape of pay order/ Bank Draft, Fixed deposit in favor of AO,DAVP, New Delhi before acknowledging the receipt of job order.
15. Any accident/ mishap during the execution of the job will be responsibility of the concerned agency, who will get the necessary insurance done at his cost.
16. All contracts shall contain a provision for recovery of liquidated damages for defaults on the part of the contractor.
17. All rights are reserved with Director General, DAVP to reject the services/ goods which do not conform to the specifications.
18. Failure to meet the time schedule & quality may impose a penalty of the contract price as per provision of GFR.
19. One official / Officer in charge / Coordinator from the agency should be available for entire period at the pavilion on all days and respond to queries from the Department.
20. General terms and conditions of Tender of Govt. will also be applicable.(See Annexure-I)

IMPORTANT DATE AND TIME

In case of default of any kind, including in following the terms and conditions of the job agreement/tender, this Directorate can forfeit the security deposit provided by the agency.

Submission of Quotation/proposal by the Agency will imply that it has read all the documents carefully and made itself fully aware of the work. **The last date for receipt of tenders/ bid along with all the necessary documents is 7th November 2016 till 3.30 pm. Presentation of Conceptualization design (Power Point Presentation) / 3D Model will start at 11.30 am on 8th November 2016 tentatively.**

Tender process

Technical bids will carry a total 70 marks

All bidders are required to necessarily make a short Power Point Presentation of design proposed. The Technical evaluation will have a weight-age of 70marks on the basis of various parameters like 3D/ P.P. Presentation, conceptualization of theme, floor wise display, creative strength like Creative Director, Visualizer, Copy writer, Sculptor etc.

The financial bids will be opened only of those bidders whose technical bids would be complete in all respects as per tender document and such bidder secure a minimum 75% (52.5) marks in the technical evaluation.

Financial bids will carry a total 30 marks . The bids with lowest cost will be given a score of 100% (30) marks that will be L-1, the other bids will be given financial score that are proportional to their price.

Details as under

Selection procedure would be made on the basis of combined Quality Cum Cost Base Selection (**QCFCBS**). Technical Bid will carry 70 marks and Financial Bid will carry 30 marks.

The Evaluation of **technical bid** will be kept in view and assigned a weight-age of 70 marks on the basis of various parameters like PPP/3D Model presentation, conceptualization, Planning, Floor design, staff strength, (skilled and unskilled,) infrastructure & financial status, annual turnover etc.

Evaluation of Technical Bid

Sl. No.	Items	Maximum Marks	Marks Obtained
1	Experience in the field of organizing National/International Exhibition, IFFI, or any other Central Government exhibitions and won awards	10	
2	PPP/3D Model Presentation, Conceptualization, Theme treatment, planning & Display Decoration, Display panels with modern equipment, Electronic gadgets, using of modern lighting, Laser Show etc.	50	
3	Key professionals like Creative Director, Visualizer, Copy writer, Sculptor, Client Service etc.	10	
	Total	70	

The total score, both technical and financial score, shall be obtained by Technical and Financial scores adding them up. The bid will be ranked in terms of total points scored. **T-1, L-1 arrived at by weight age average of marks obtained i.e. Technical and Financial Bid. The proposal with the highest total points will be considered for awarding of contract i.e L-1.** The department will also have right to amend the prequalification/selection criteria before opening the financial bids. The other general terms and conditions mentioned will be the same.

Time Frame

The agency selected for the execution of the job has to complete the exhibition as per deadline and time schedules fixed by the DAVP so as to enable this to fine tune the processes involved in fabrication as per requirement from time to time before the display. DAVP will have the right to make necessary modifications/alterations in the layout till the last moment in order to ensure that a quality product is finally put on display. Last date of erecting the exhibition is 18th November 2016. Failure to meet the time schedule & quality may invite penalty at the discretion of Director General, DAVP as per Government's rule if any.

Term of payment

Payment shall be made to the agency as per the following schedule.

1. **No advance payment will be paid to the agency**
2. Final payment shall be paid after satisfactory completion of the job in all respect.
3. Deduction at source for TDS or any other tax applicable shall be made as per law.
4. Department shall not be liable for any default of payment by the agency to the other party, manpower involved or engaged by it for this project.
5. The department will not bear any additional cost of any kind for any work that at the agency may have to undertake in course of the project beyond agreed amount as per tender.
6. In case of default of any kind including failure to fulfill the terms and conditions of the job agreement/tender, DAVP/NFAI can reduce amount as per admissible rule.

Please see for details Scope of Work in annexure-IV

Design may be prepared on the basis of Annexure-IV, (SCOPE OF WORK)

Time Frame:The Exhibition work is to be completed by the 18thof November, 2016

Theme: Theme of the Exhibition is “**Aazadi 70 Saal-Yaad Karo Kurbani**” which will showcase Indian Cinema on this subject of Patriotism. All Documents, Materials will be provided by National Film Archive of India, Pune. **Mr Santosh Ajmera, OSD,NFAI, Pune, Phone No.09540890100 can be contacted for any information regarding inputs for design.**

Submission of tenders/ bids

As part of the proposal, the desirous agencies will have to submit three separate sealed envelopes placed within an outer envelope duly marked with the word **Tender for Multi Media Exhibition at Goa, IFFI-2016**in the following manner:

First envelope is to be super-scribe **TECHNICAL BID** and should contain as Annexure-II
Second envelope is to be super- scribed **FINANCIAL BID** and should contain as Annexure-III
The third envelop is to be Super-scribed **EMD** and contain EMD amounting Rs.1,00,000/- in form of DD/BC, fixed deposit in favor of AO, DAVP, New Delhi.

Tender document complete in all respects should be sent by post or delivered in person to:

**To
The Chief Exhibition Officer
Directorate of Advertising and Visual Publicity
Ministry of Information & Broadcasting
Sochna Bhawan, 1st floor, Room No.154, CGO Complex,
Lodhi Road, New Delhi-110003**

Last date for submission of Tender is on or before **7thNovember 2016 up to3.30 pm** and Technical Presentation by the agencies will be on **8thNovember 2016 from11.30 am**. Opening of Financial Bill will be on 8thNovember tentatively. Rate should be quoted in all respects including VAT/TAX, designing, erecting, dismantling, transportation at exhibition site and Coolidge charges etc. The Electrical, Electronic, Plants, Carpet etc are provided by the successful firm on hire basis. Beside this, any other materials which are on hire basis may please be mentioned clearly.

Important: Quotations must be sent in a sealed cover super scribed as quotation numbered (A) Technical Bid (B) Financial Bid and (C) EMD Money. Director General, DAVP preserves the right to accept or reject any or all tenders without assigning any reason whatsoever. **If at all any disputes arises then such disputes will be settled within the jurisdiction of Delhi only.**

GENERAL TERMS OF TENDER

1. The job shall be done as specified and where a sample is supplied in accordance therewith. The Director General, DAVP (herein after referred to as the Director General, DAVP) shall be the sole judge of satisfactory execution of the job. If the execution of the job is not in accordance with the Artwork or specifications, the specimen or bulk supply are liable to be rejected without any compensation to the firm/ agency. The Director General, shall however be at liberty to accept the same subject to a cut in rates or the firm on being called upon to do so rectified the error(s) and defect(s) at his own cost and to the satisfaction and within the time fixed by the Director General I. The decision of the Director General, in this regard shall be final and binding on the firm/agency. The firm/agency at once at his expense, if already delivered, will remove the supplies. The Government Shall be under no liability whatever for rejected supplies. If the rejected supplies are not removed by the firm/agency within fifteen (15) days of rejection, the Director General, may (a) cause those to be removed and charge the firm/agency with all expenses incurred in such removal or (b) shall or otherwise dispose of them on behalf of the firm/agency at their risk and cost and retain any money realized there from (after paying expenses of sale) towards any sum due from the firm/agency.
2. The time specified for delivery of specimen or completion of the order shall be strictly adhered to and deemed to be the essence of the contract. If the time schedule is not adhere to and the job is delayed at the time of sending specimen or during production or dispatching for reasons other than beyond the control of the firm/agency, the Director General shall be entitled their option either (a) to cancel the order (b) to recover from the firm/agency as agreed liquidated damages and not by way of penalty an amount up to 20% of the contract price for the delay or any other region. The decision of the Director General as to whether the delay was or was not beyond the control of the firm/agency and as to the amount of liquidated damages to be recovered from the firm/agency shall be final and binding on the firm/agency. In the event of action to be taken under (a) above the cancellation of the order will be without prejudiced to the right of the Govt. to recover from the firm/agency any loss incurred thereby and the firm/agency will not be entitled for any compensation for such cancellation.
3. The firm/agency shall take every care to see that work or any portion thereof does not fall into unauthorized hands. All specimens and trial and spare copies must be destroyed in the presence of one responsible representative of the firm/agency or govt representative. A certificate that these precautions were taken shall be sent to the Director General, after the completion of the work.
4. All Artworks etc. which have been supplied by the Govt. or which have been prepared by the firm/agency for the Govt. must be stored by the firm/agency until such time he may be called upon by the Director General, DAVP to return the same.
5. The inks of Digital prints, Flex prints or other material used shall retain their colour strength as specified on pre-page. Undue fading before this period shall be considered adequate cause for invoking clause 1 above. The decision of the Director General, DAVP shall be final and binding on the firm/agency.
6. In the event of (i) Rejection of specimen of bulk supply as stated in clause 1 or of (ii) Supplier failing, declining, neglecting or delaying to comply with any demand or requisition or otherwise not executing the job in accordance with the terms of the contract, The Director General, DAVP

shall be at liberty (without prejudice to any remedy the Govt. may have on account of any claim for compensations against loss and inconvenience caused by such breach or non performance of the contract) to purchase, or to procure or to arrange from Govt. stock or otherwise at firm/agency expenses such supplies as may have been rejected or that the firm/agency may have failed, declined or neglected or delayed to supply and any excess cost so incurred over the contract price (together with all incidental charges and expenses insured in purchasing, procuring or organizing for such supplies/services) and in case where issuing in replacement are made from Govt. stocks, the cost of value of such stocks together with all incidental charges or expenses shall be recoverable from the firm/agency. The firm/agency shall not however, be entitled to any gains or result of the work being done as aforesaid against his default.

7. The Director General, DAVP may rescind the contract by notice in writing.
 - (i) If the firm/agency assign or sublet the contract without the written approval of the Director General.
 - (ii) If the firm/agency or their agent's or servants shall (a) be guilty of fraud by in respect of the contract or any other contract entered into by them with the Govt. or (b) directly or indirectly give, promise or offer any bribe, gratuity, gift, loan, perquisites or advantage pecuniary or otherwise to any Officer or person in the employment of the Govt. in any relating to such officers or persons officer or employment.
 - (iii) If the firm/agency decline, neglect or delay to comply with any demand or requisition or in any other way fail to perform or observe any condition of this contract.
 - (iv) If the firm/agency becomes insolvent or apply for relief as insolvent debtor or commence any insolvency proceeding or make any compensation with their creditors or attempt to do or in case of the suppliers being registered company any order be duly made or any resolution be duly passed for the winding up of the company.

In these cases of such recession the security deposit shall stand forfeited to the Govt. and be absolutely at the disposal of the Govt. without prejudice to any other remedy that the Govt. may have.

8. If any time after the acceptance of the tender, the Govt. shall for any reason whatsoever not required the whole or part of the job to be carried out the Director General, DAVP shall give notice in writing of this fact to the firm/agency who shall have no claim to any payment or compensation or otherwise, however, on account of any profit or advantage which he might have derived from the execution of the job in full but which he did not derive IN CONSEQUENCE OF THE FORE CLOSING THEREOF. In such a foreclosure is done before the supplier has commenced the work, he will not be entitled to any compensation whatsoever. If, however, the firm/ agency has commenced the work before such fore closure the Director General, DAVP shall decide what sum shall be paid to the firm/agency as charges or compensation for the work already done and her decisions in this behalf shall be final and binding on firm/agency.
9. If during the currency of the contract the specification of any articles/ design to be supplied to be changed, the firm/agency shall continue to supply the same article or articles in accordance with the new specification at a rate to be decided by the Director General, DAVP.
10. A person signing the tender form or any document forming part of the contract on behalf of the another shall be deemed to warrant that he has authority to bind such other and if on enquiry, it appears that the person so signing has no authority to do so, the Director General, may,

without prejudice to other civil and criminal remedies, cancel the contract and hold the signature liable for all costs and damages.

11. The tender shall hold good for a period of six months from the last date fixed for its submission.
12. Sales Tax and other duties :firm/agency should quote Net rate including all taxes.
13. Security Deposit : The firm/agency who's tender is accepted shall within the period specified in the acceptance letter furnished to the Director General, submit Security Deposit for the amount demanded by the Director General, DAVP. The security shall be in such form as may be specified by the DAVP. Unless the Director General, extends the time limit for the submission of the security, the failure of a firm/agency to furnish the security deposit within the specified period shall be entitled to make other arrangements for procuring the material agreed to be supplied under the contract at the risk and expense of the firm/agency.
14. The DAVP shall not be responsible for any loss of securities or for any depreciation in the value of securities while in their charges or for loss of any interest thereof. In the case of Bank deposit receipt, the Govt. shall not be responsible for the loss that may result on account of the failure of the bank.
15. Refund of security deposit : On the performance and completion of the contract in all respect and on return in good condition of any art work sample as or other property belonging to Director General which may have been issued to the agency, the security deposit if not already forfeited, will be returned to the agency.
16. Recovery from the Agency: Wherever under the contract any sum of money shall be recoverable from or payable by the agency, unless he pay the same on demand, the Govt. shall be at liberty to deduct the same from any sum then due or which at any time thereafter may become due to the firm/agency under the contract or under any other contract with the Govt. or from his security deposit.
17. The Govt. reserves the right to carry out a post payment audit of the firm/agency's bills including all supporting vouchers. The Govt. further reserves the right as a result of such a check by any or all of the methods prescribed above.
18. The Director General may authorize such officers as he/she may wish to operate the contract on behalf of the Govt. and the firm/agency will accept and carry out instructions given by such officers in connection with the contract as it these were issued by the Director General.
19. The Director General has the power to accept or reject any tender without assigning any reason, therefore and is not bound to accept the lowest or any tender.
20. The successful tenderer shall furnish an Income Tax clearance from the income tax officer concerned in the prescribed form, if this has not already been done.

ANNEXURE-II

**APPLICATION PROFORMA OF TECHNICAL BID FOR PREPARATION & EXECUTION OF
EXHIBITION / DISPLAY OF NFAI - 2016 AT IFFI , GOA.**

1. Name of the Firm :
2. Address & Tele Nos. :
3. Year of establishment :
4. Status (Proprietorship/partnership Company) :
5. Name of Partners/Directors/Owners :
6. PAN No. :
7. TIN No. :
8. **Annual Turnover (Minimum One Crore per year)**

2013-14

2014-15

2016-16

(Documentary proof i.e. **Consolidated CA Certificate** Audited Balance Sheet and PL account to be enclosed)

9. Professional Experience- No. of year:
(Enclose company profile along with self attested samples/specimen of Job executed along with documentary proof i.e. job order/payment receipts etc.
10. Have you worked for any Govt. department in the 3 years (2013-2016),If so, furnish details.
11. Any other information desired to be furnished by the tenderer
12. Submission of 3D Model Presentation and Colour Printout of presentation, sketch, etc.
 - a) Power Point Presentation of design proposed, Presentation of 3D Model (Computerized).
 - b) Conceptualization of theme.
 - c) Treatment of theme, materials use, object of display etc

13. Relevant experience of Government assignments.
14. Details of key staff members such as Creative Director, Visualizer, Copy Writer, Artist, Sculptor, fabricators etc.
15. Awards/commendations for fabrication of exhibitions for state/central government (excluding private)

Incorrect / False declaration will result in disqualification and black list. Necessary supporting documents to be enclosed.

Signature of Tenderer

Name of the .
Person with designation:

Name of the Firm :

Address :

Tel. No. :

Fax No. :

Mobile No. :

Date.....

FINANCIAL BID

I, authorized representative of the Company, hereby quote the rates inclusive of all incidental expenses and taxes for the following job of DAVP for Exhibition at IFFI,GOA ,2016 on behalf of my Firm/Organization on **Turnkey basis** .

Sl.No.	Description of job	Rate in figures & words
1.	Designing, Fabrication & Execution of entire job as mentioned on Annexure-IV(Scope of Work) of above said Exhibition on Turnkey basis, Approx Size tentatively 1200 sq. feet to 2700 sq. feet.	Turnkey basis, Per sq. meter Total.....
2.	Hanger (Turnkey basis) Approx. tentatively area 1200 to 2700sq feet with wooden platform, White flat overhead roof, Non woven carpeting, Lighting, etc. Rate should be quoted separately per square feet for AC and Non AC Hanger.	Per sq. feet, AC..... Per sq. feet , NON AC.....
3	Pagoda (Turnkey basis) 5mtr x 5mtr Including wooden platform, carpet, light, seating arrangement etc.	Per unit Ac..... Non Ac.....

Rate should be quotation Turnkey basis as per Annexure-IV or as agency proposed to use various items /design(**Rate should be quoted for each Item wise, Sq Feet, unit etc separately as well as Turnkey basis**)

I, undertake to abide by the terms & conditions as laid down in the tender documents of DAVP, Government of India, Delhi and to follow the instructions given by the Evaluation Committee (Department) as well as Expert Committee of the DAVP and NFAI, Government of India, from time to time.

Signature :

Name of the Person with designation:

Name of the Firm :

Date, Address :

Tel. No. :

Fax No. :

Mobile No. :

SCOPE OF WORK (Job to be done)

The scope of work includes conceptualization, designing of panels / visuals, fabrication, display, mounting and erecting (exterior and Interior) of International standard. The proposed tentative work has to be undertaken on a turn-key basis.

1. Façade

Front Facia. Facia and main entrance of hall should be well fabricated with attractive decoration, multimedia application either in flex mural, **2D relief mural, LED Wall** for Audio visuals or any other **suitable animated visuals** based on exhibition theme. Title of the exhibition could be in **2D letter in Hindi and English** or whatever suitable design proposed.

Note: All structure to be dismantle/removed after the exhibition on agencies cost within three days.

2. Hanger (optional)

Approx.1200 sq feet to 2700 sq feet area with wooden platform (6"raised from the ground to avoid flooding), Non oven carpeting, Lighting, etc. AC and NON AC Rate should be quoted separately per square feet basis.

3. Exhibition Area

- (i) **Reception counter-** One wooden reception table with glass top. Size of the table could be approximately 8'(L)x2'(W)x2.5'(H), Three nos of good quality revolving Chairs.
- (ii) **Revolving type translite-** Size approx. 6'x3'x3"x 4nos.or any new idea/ design for beautification.
- (iii) **Touch Screen Kiosks.** Monitor size 52" (approx3nos) including preparation of Software for Touch screen.
- (iv) **Digital prints** including mat lamination & mounting on 4 mm sun board. size according to design - approx70/80.
- (v) **Backlit panel-** according to design. Size approx-8'x4'
- (vi) **Plasma/ LCD screen**62" size to be mounted on panels.
- (vii) **LED display Board** for running massage / slogans 12'x2'approx size or available size.
- (viii) **LED Wall - 12ft x 8ft approx**
- (ix) **Neon Sign:** Preparation and installation of neon sign for Exhibition Theme in Hindi & English.
- (x) One Kiosk (Vertical) four side pillar For hearing sound/ Voice through earphone and with software to be prepared if any
- (xi) Entire Exhibition panel should be made offire resistance wood duly painted.
- (xii) Any other requirement at any point of time to be carried out by agency.
- (xiii) **PA system & sound System** with Cordless mike 2 nos. Speaker 100 W (6 nos.) should be placed inside the entire pavilion.
- (xiv) Flex Buntings with MS poll for outside. Approx30 nos. size approx 10'x2'
- (xv) Scanner Lights, Laser Lights, Spot lights, Gobos to be provided as per size of Exhibition area.
- (xvi) Three Pagoda Tent of size 5mtr x 5mtr including platform, carpeting, lighting, flower pots and Octanorm paneling.

4. Hiring of 8 CCTV Cameras

Hiring of 8 CCTV Cameras, Hard Disc digital Video Recorder with 1 TB, HDD, centralized monitoring at venue as well as remote monitoring through internet for 10 days. The quality of camera should be 600 TVI with branded make and other related accessories along with operator on hire basis.

5. **Wifi facility:** Wifi facility to be provided in the exhibition area by the agency.
6. **Selfie Area**
7. **Power Silent Generator set** for entire load (with attendance and fuel for entire exhibition period.)
8. Providing adequate **fire extinguisher** on hire basis.
9. **Security**
 - i) 4Security Guard for Entire period x 24 Hrs.
 - ii) One lady Guard for Entire period x 24 Hrs.
 - iii) Hand Metal detector
10. **Demonstrator Girls**

Two Demonstrator Girls for exhibition period (9 days morning to evening) who can speak fluent English and Hindi with good personality. Height approx 5'6" and above. Dress code: Raw Silk Sari.
11. **Furniture**

Approx. 15 no good Chairs and tables, 15nos. Center Table, Sofa set 4 nos, office chair-6 nos., Steel Dustbin 6nos, Standing Fan 4nos etc for Office and Sale counter..
12. **Approximately 200nos good quality potted/ flower plants including their watering**, to be displayed inside and outside the exhibition area for beatification of the exhibition area
13. **Taxi/ Transport**

Tentatively Four Taxi required for NFAI and DAVP Staff form Execution period till the end of the Festival.
14. **Inaugural Ceremony-** Aesthetically designed Flower Decoration, Snacks Packets (about 150 nos), and Flower Bouquets for guest etc.

Note :

- All electrical wiring & fixer should be of ISI mark.
- All materials used should be of fire resistance materials.
- Each panel should be fitted with slick spot lights.
- **COVER OF NON-WOVEN CARPET:** The entire Exhibition area should be laid with non-woven carpet duly pasted on platform as per the required colour (Approximate 3000 Sq. feet).
- Cleaning, sweeping, supervision, maintenance of stall/pavilion for entire exhibition period.
- **In addition to above scope of work, agency can propose any new ideas or concept.**

Selected agency should complete the job latest by 19thNovember, 2016 positively so as to enable inspection by the team of senior officers.

Important reminder

Being a time bound and prestigious assignments, you are directed to maintain strict timeline and maintain highest quality standard. You are also directed to submit an action plan with time schedule.

All rights are reserved with DG:DAVP/Director, NFAI to reject the services/goods which do not conform to the specification. Failure to meet the time schedule & quality may invite a penalty of up to 20% of the contract amount or as per provision of GFR.

(Total tender document pages 13 nos.)