

Issued to .....

**(Technical Part of Bid)**  
**(Stall No. -1)**

To,  
The Managing Director,  
Assam Tourism Development Corporation Ltd.,  
Paltan Bazar, Guwahati-8.

Sub: Assam Stall at Pravasi Bharatiya Divas 2017 (Stall-1) (10 x 10 sq. mtr.)

I / We \_\_\_\_\_ have gone through the contents of your Bid Documents and noted the same for compliance. I / We enclose herewith (a) Technical Part of Bid and (b) Financial Part of Bid separately for your consideration.

**Yours faithfully,**

Signature : \_\_\_\_\_

Full Name : \_\_\_\_\_

Full Postal Address  
with Tele No. : \_\_\_\_\_

**ASSAM TOURISM DEVELOPMENT CORPORATION LIMITED**  
**ASOM PARYATAN BHAWAN (4<sup>TH</sup> FLOOR)**  
**A.K.AZAD ROAD, PALTANBAZAR, GUWAHATI -781008**  
**PHONE NO. (0361) 2633654, FAX: (0361) 2738620**  
**An ISO 9001:2008 Certified Organization (Quality Management System)**  
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No. ATDC.2611/2016/

Date: 21.12.2016

**DETAILED SCHEDULE OF BID**

Managing Director, Assam Tourism Development Corporation Ltd., Paltanbazar, Guwahati – 8 invites Bids for the following works upto 26.12.2016 from reputed firm / designers for preparation of stalls of Assam during Pravasi Bharatiya Divas which will be held from 07<sup>th</sup> January to 09<sup>th</sup> January, 2017 at Bangalore Exhibition International Centre, Bengaluru, Karnataka.

<i>Sl. No</i>	<i>Name of work</i>	<i>Approx. value of work</i>	<i>Time of completion</i>	<i>Bid security</i>	<i>Cost of Bid Document (In Rs.)</i>
<b>PRAVASI BHARATIYA DIVAS AT BANGALORE</b>					
1	Stall No. 1 (10 x 10) sq. mtr	Rs. 19.00 lakh	On or before 05 <sup>th</sup> January, 2017	Rs. 38,000.00	Rs. 1,000.00
2	Stall No. 2(8 x 4) sq. mtr	Rs. 18.00 Lakh	On or before 05 <sup>th</sup> January, 2017	Rs. 36,000.00	Rs. 1,000.00
3	Arrangements for CM Lounge	Rs. 6.00 lakh	On or before 05 <sup>th</sup> January, 2017	Rs. 12,000.00	Rs. 500.00

Details of the Bid may be seen at ATDC portal : [www.assamtourisonline.com](http://www.assamtourisonline.com) and also in the office of the undersigned during office hours on **26.12.2016** upto 2.00 PM.

**1.Schedule :**

1. The issue of Bid documents on 21.12.2016
2. Submission of Bid document on 26.12.2016 before 14:00 hrs.
3. Opening of Technical Part on 26.12.2016 after 14.30 hrs. The date & time for opening of Financial Part of Bid will be intimated to the technically qualified Bidder in time.

**2.Bid Security :** The Bidder shall furnish, as part of his Bid, a Bid Security amounting to Rs. 38,000.00 in the form of Demand draft / cheque duly pledge in favour of Managing Director, Assam Tourism Development Corporation Ltd. validity with 30 days from the date of Bid submission. The EMD of the unsuccessful bidders will be returned within 07 days of opening the bid.

**3.Bid processing fee :** Rs. 1,000.00 (non refundable) in the form of Demand Draft / Banker Cheque pledge /cash in favour of Managing Director, Assam Tourism Development Corporation Ltd and furnish the same with application.

**4. Documents to be enclosed with Bid :** Documents mentioned in **Annexure 1.**

### **5. Sealing and Marking of Bid:**

The Bidder shall seal both the Bid copies i.e. Technical & Financial in separate envelopes, duly marking the envelopes as “Technical Part of Bid” & “Financial Part of Bid”. These two envelopes (called as inner envelopes) shall then be put inside one outer envelope

i) **The Contents of Technical Part of Bid** – Bid Security Rs 38,000.00 and eligibility criteria (Supporting documents) & sealed and signed in **Annexure 1**, Conceptualization and 3D model design of the Assam Stall

ii) **Contents of Financial Part of Bid** - Form of Financial Part of Bid to be filled & signed. The financial proposal should contain the cost inclusive of all taxes . **Annexure-II**

**6. Submission & Opening of Bid** :Sealed Bids must be delivered to the Managing Director, Assam Tourism Development Corporation Ltd. , A.K. Azad Road, Paltan Bazar, Guwahati-8, on or before 14:00 hrs. on **26.12.2016** and the Technical Part of Bids will be opened on the same day at 14.30 hrs., in the presence of the Bidders or their authorized representatives, who wish to attend. If the office happens to be closed on the date of receipt of the Bids as specified, the Bids will be received and opened on the next working date at the same time & venue. The date & time for opening of Financial Part of Bid will be intimated to the technically qualified Bidder in time.

### **ELIGIBILITY CRITERIA**

1. The Agency must be engaged full time in Event management, Branding, media & PR activities only.
2. Must have successfully organized similar events for any Govt / P.S.U or private companies at least for 3 events in the past 2 years.
3. Must have regular designer, creative team, and technical work force in their payroll.

### **SELECTION CRITERIA**

1. The technical bids will be opened first and shall be scrutinized to verify the eligibility criteria. Those who fulfill all the criteria will be shortlisted.
2. The Financial bids of those agencies who fulfill the eligibility criteria and shortlisted will be opened for final selection.70% weightage shall be given on technical bids and 30 % weightage shall be given on financial bids.
3. The selection process shall be QCBS (Quality & Cost based selection).

### **EVALUATION OF TECHNICAL BID**

- a) Conceptualization and 3D design of the pavilion/stall - 45Pts
- b) Past experience of similar National / International Pavilion in last 2 years. -15 Pts (10 pts per year)  
National - 5 pts  
International -10 pts
- c)Creative designs for branding -10 pts

Minimumm 60 points should be scored for opening of financial bid. The above mentioned documents have to arrange in sequence.

## SCOPE OF WORK

- **Complete design, development and fabrication of Stall: (10x10 sq. mtr)**

- 3 departments are participating under this common stand. Assam Industries / Assam Tourism / Assam Culture.
- The facade, the reception, cultural performance areas are going to be common for all.
- 3 demarcations for each of the 3 departments. Each of the departments will have their own meeting area, display area, space for keeping brochures etc.
- Furniture for 3 departments
- LED wall
- Backlit kiosks (common for all the departments)
- Backlit Branding panels for each of the departments
- Designing of the brochure (common brochure)
- Designing and fabrication of Tea tasting zone
- Storage area
- Reception
- Water dispenser
- Dismantling of the entire setup within 2 days of the date of closure.
- Any other work required at the pavilion site as per the directions of the Assam government assigned authority.
- Manpower/Ushers
- Manpower for backend coordination

The undersigned reserves the right to distribute the work amongst one or more bidders and right to cancel this notice without assigning any reason thereof.

Memo No. ATDC.2365/2014/ 4778-80

Copy to:

- 1) The Managing Director, AIDC, R.G. Baruah Road, Guwahati-24 for kind information.
- 2) Notice Board.
- 3) Master file.

  
Managing Director,  
Assam Tourism Development Corporation Ltd.  
Date: 21.12.2016

  
Managing Director,  
Assam Tourism Development Corporation Ltd.

**Qualification Information of Bidder****(To be filled by Bidder)**

1.	Name of the Bidder / Firm	:-	
2.	Profession	:-	
3.	Registration no.	:-	
4.	Place of Registration	:-	
5.	Principal Place of Business	:-	
6.	Copy of PAN Card	:	
7.	Upto date VAT Clearance Certificate	:	
8.	Turn Over for last three years 2013-14 2014-15 2015-16	:- :- :-	Rs. .... Rs. .... Rs. ....
9.	Conceptualization and 3D design of the pavilion/stall	:	
10.	Past experience of similar National / International Pavilion in last 2 years. ➤ National ➤ International	:	
11.	Creative designs for branding	:	

**Seal & Signature of the Bidder**

Issued to .....

**Form of Financial Bid****(Stall No.1)****ESTIMATE FOR STALL DESIGNING AND FABRICATION of 100 SQ. MT. STALL**

<b>Event</b>	Pravasi Bhartiya Divas to be held from 7-9 January 2017 at Bangalore International Exhibition Centre
<b>Size of the stall</b>	<b>100 sq. mtr</b>
<b>Scope of work</b>	<b>Complete design, development and fabrication of 100 sq. mtr. Stall</b> <ul style="list-style-type: none"> <li>○ <b>Stall : (10x10 sq. mtr)</b></li> <li>○ 3 departments are participating under this common stand. Assam Industries / Assam Tourism / Assam Industries / Assam Culture.</li> <li>○ The facade, the reception, cultural performance areas are going to be common for all.</li> <li>○ Then, there will be 3 demarcations for each of the 3 departments. Each of the departments will have their own meeting area, display area, space for keeping brochures etc.</li> <li>○ LED wall</li> <li>○ Backlit kiosks (common for all the departments)</li> <li>○ Backlit Branding panels for each of the departments</li> <li>○ Designing of the folder / carry bag</li> <li>○ Designing and fabrication of Tea tasting zone</li> <li>○ Storage area</li> <li>○ Reception</li> <li>○ Water dispenser</li> <li>○ Dismantling of the entire setup within 2 days of the date of closure.</li> <li>○ Any other work required at the pavilion site as per the directions of the Assam government assigned authority.</li> <li>○ Ushers</li> <li>○ Manpower for backend coordination</li> </ul>
<b>Total Cost ( in figures)</b>	
<b>Total cost ( in words)</b>	
<b>Payment terms</b>	

Signature :- \_\_\_\_\_

Full Name :- \_\_\_\_\_

Designation :- \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tele No. \_\_\_\_\_