



टी बोर्ड भारत
Tea Board of India

BID DOCUMENT

Submission of bids for designing, construction and fabrication of INDIA TEA pavilion at Summer Fancy Food Show, at Javits Centre, New York, USA

from 25th – 27th June 2017

TENDER NO. 3 (13)/Tea Promotion/2017

TABLE OF CONTENTS

Section	Title	Page No.
I	Notice Inviting Tender	3
II	Information to be given by Bidder	4
III	Instructions to Bidders	5
IV	General Conditions of Contract	10
V	Special Conditions of Contract	13
VI	Bid Form	24
VII	Performance Security Bond Form	25
VIII	Proforma for Letter of Authorization for attending the bid opening	28
IX	Pre-stamped Receipt (for refund of EMD)	29
X	Application Form	30

TEA BOARD OF INDIA

14 B.T.M. Sarani, Kolkata-700 001

SECTION-I

NOTICE INVITING TENDER

Office of issue : Secretary, Tea Board, Kolkata
Tender No : TENDER NO. **3 (13)/Tea Promotion/2017**
Tender Document : Details are given below
Due date/Time of receipt : **15-05-2017** at 1300 Hrs.
Opening date/ time : **15-05-2017** at 1500 Hrs.

Sealed tenders are invited on behalf of Chairman, Tea Board, Kolkata for designing, construction and fabrication of INDIA TEA pavilion at Summer Fancy Food Show , New York, 25-27 June, 2017

Eligibility of bidder:

Companies/Agencies registered to take up tendered items of work and whose annual turnover in the last 3 financial years each was Rupees 3 crores (Rupees three crores only) and more . The Agency should be able to provide a qualified team, for undertaking the project for TEA BOARD INDIA and should have demonstrated experience in handling large scale projects at the international level of comparable stature. Agencies need to have a strong design and aesthetic sense with comprehensive ability to conceive and execute, should have the expertise for construction and fabrication of Country Pavilions at International standards as well as have the wherewithal for obtaining necessary permits for the same at International events . The agency should have complete understanding and expertise of the necessary processes required at international events and should have the permits for construction of International pavilion in International fairs and exhibitions. The Agency would need to work closely with TEA BOARD INDIA.

Bid security (EMD) shall be Rs. 50,000/- (Rupees fifty thousand Only) payable in the form of demand draft in favour of "Tea Board Market Promotion Scheme", payable at Kolkata .

Interested bidders may download a copy of the tender document from the website www.teaboard.gov.in , and a DD of Rs. 1000/- (non-refundable) in favour of Tea Board Market Promotion Scheme, payable at Kolkata, to be attached with the Technical Bid of tender as the cost of tender document

Secretary,

Tea Board, Kolkata

SECTION-II

INFORMATION TO BE GIVEN BY THE BIDDER

1. Name of the Bidder Firm/Company :

2. Address :

Telephone No. :

Office

Residence

Mobile

FAX

3. Registration particulars of the Firm/Company :
viz. Proprietary, Partnership, Private Limited,
Public Limited etc. (attach photocopy of the
Certificate of Incorporation)

4. Name of Proprietor/Partner/Director signing :
the tender document.

5. Name/Designation/Address of the Authorized :
Signatory holding the Power of Attorney
(if any)

6. Income Tax Return Particulars :

Permanent Account Number (PAN) :

7. Details of Experience :

8. Details of Technical Personnel

Name	Age	Qualification/s
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Certified that the information given above is true and if any information is found to be false or misleading the tender /contract may be cancelled.

Name:

Signature

(Capacity in which signed)

SECTION-III

INSTRUCTIONS TO BIDDERS

1 DEFINITIONS:

- a) "TEA BOARD" means Tea Board Of India, a Commodity Board under the Government of India, Ministry of Commerce and Industry and having its Head Office at 14 B.T.M Sarani, Kolkata 700001
- b) "The purchaser" means the Chairman Tea Board, KOLKATA acting through the Secretary, TEA BOARD, Kolkata.
- c) "The Bidder" means "Service Provider" or firm who participates in this tender and submits its bid.
- d) "The Supplier" means the successful bidder supplying the goods and services under the contract.
- e) "The Goods" means all the equipment, machinery, computer software, services and/or other materials, which the supplier is required to supply to the purchaser under the contract.
- f) "Provisional acceptance letter/letter of intent" means the intention of the purchaser to place the purchase order on the bidder.
- g) "The Purchase Order" means the order placed by the purchaser on the Supplier signed by the purchaser including all attachments and appendices thereto and all documents incorporated by reference therein.
- h) The purchase order shall be deemed as "Contract" appearing in the document.
- i) "The Contract Price" means the price payable to the Supplier under the purchase order for the full and proper performance of its contractual obligations.
- j) "Validation" is a process of testing equipment as per the Generic Requirements in the specification for use in TEA BOARD network. Validation is carried out in simulated field environment and includes stability, reliability and environmental tests,

2. COST OF BIDDING:

The bidder shall bear all costs associated with the preparation and submission of the bid. The Tea Board, will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

3. BID DOCUMENTS:

The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the bidders' risk and shall result in rejection of the bid. The Bidder is required to submit one copy of the Bid document with the company seal and signature of the Authorised signatory on each and every page, which signifies the Bidder's acceptance of all the terms and conditions of the Bid Document.

4. CLARIFICATION OF BID DOCUMENTS:

A prospective bidder, requiring a clarification of the Bid Documents shall notify the Tea Board in writing/e-mail at the Tea Board's mailing address indicated in the invitation for Bid. The Tea Board shall respond in writing/e-mail to any request for clarification of the Bid Documents, which is received not later than 7 days prior to the date for the submission of bids. Copies of the query (without identifying the source) and clarifications by the Tea Board shall be sent to all the prospective bidders who have purchased the Bid documents.

The prospective bidders may attend the PRE-BID MEET on **3rd May at 3.30p.m.** to discuss about the tender. The venue for such pre-bid meet will be Board Room of Tea Board at its given address.

5. AMENDMENT OF BID DOCUMENTS:

- 5.1 At any time, prior to the date of submission of bids, Tea Board may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bid documents by amendments.
- 5.2 The amendments shall be notified in Writing or Email to all prospective bidders on the address intimated at the time of purchase of bid document from the Tea Board and these amendments will be binding on them.
- 5.3 In order to afford prospective bidders reasonable time in which to take the amendments in account, in preparing their bids, the Tea Board may, at its own discretion, extend the deadline for the submission of bids suitably.

6 PREPARATION OF BIDS

Note: Quotations/ price bids are to be submitted only in a separate financial bid. No quotations/price bids should be enclosed along with the technical bid as it would lead to disqualification of the same.

7. DOCUMENTS ESTABLISHING SERVICES IN CONFIRMITY TO BID DOCUMENTS:

- 7.1 The bidder shall furnish, as part of his bid, documents establishing the conformity of his bid to the bid document of all services, which he proposes to supply under the contract.
- 7.2 The documentary evidence of the services conforming to the Bid Documents may be in the form of literature, drawings, data and he shall furnish:
 - (a) A detailed description of the services, essential technical and performance characteristics.
 - (b) A clause-by-clause compliance of Tea Board's Technical specifications and commercial conditions demonstrating substantial responsiveness to the Technical Specifications. In case of deviations a statement of deviations and exceptions to the provision of the Technical specifications shall be given by the bidder. A bid without clause-by-clause compliance of Technical specification conditions shall not be considered. The Chairman, Tea Board will be the competent authority to accept or reject such deviations. Such decisions will be taken by the Competent Authority keeping in view the relevance of such deviations. There will be a committee of experts to assist the Chairman to consider such deviations. Once decided such decisions will be binding on all the bidders.

8. BID SECURITY:

- 8.1 The bidder shall furnish, as part of his bid, a bid security (EMD) for an amount of Rs. 50,000/- (Rupees fifty thousand only).
- 8.2 The bid security is required to protect the Tea Board against the risk of bidders' conduct, which would warrant the security's forfeiture.
- 8.3 The bid security shall be in the form of a crossed Demand Draft from a Scheduled Bank in favour of "Tea Board Market Promotion Scheme' . Payment in any other form is not acceptable.
- 8.4 A bid not secured in accordance with the stipulations shall be ***rejected by the Tea Board as non-responsive.***
- 8.5 The bid security of the unsuccessful bidder will be discharged/returned as promptly as possible

8.6 The successful bidder's bid security will be discharged upon the bidder's acceptance of the advance work order satisfactorily and furnishing the performance security.

8.7 The bid security may be forfeited:

- (a) If a bidder withdraws his bid during the period of bid validity specified by the bidder on the Bid form, or
- (b) In the case of a successful bidder, if the bidder fails
 - i) to sign the contract in accordance with the terms and conditions provided in this document, or
 - ii) to furnish performance security as specified later in this document.

9. PERIOD OF VALIDITY OF BIDS:

9.1 Bid shall remain valid for 180 days after the date of bid opening prescribed by the Tea Board. ***A bid valid for a shorter period shall be rejected by the Tea Board as non-responsive.***

9.2 In exceptional circumstances, Tea Board may request the bidder's consent for an extension to the period of bid validity. The request and the responses thereto shall be made in writing. The bid security shall also be suitably extended. A Bidder accepting the request and granting extension will not be permitted to modify his bid.

10. FORMAT AND SIGNING BID:

10.1 The bidder shall prepare the bid in **separate envelopes for Technical Bid and Financial Bid**, clearly super scribing the name on the envelopes.

10.2 The bid shall be typed or printed and signed by the bidder or a person/persons duly authorized to bind the bidder to the contract. The letter of authorization shall be indicated by written power-of attorney accompanying the bid. All pages of the original bid, except for unamended printed literature shall be signed by the person / persons signing the bid. The bids submitted shall be sealed properly (wax or pvc tape sealed).

10.3 The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case such corrections shall be signed by the person/persons signing the bid.

SUBMISSION OF BIDS

12. SEALING AND MAKING OF BIDS:

12.1 The bidder shall prepare separate envelopes for technical as well as financial bids with clear marking of the same on the top of each envelope and shall also seal both the envelopes with wax or PVC tape. The two bids will further be sealed in an outer envelope with wax or PVC tape.

12.2 The inner and outer envelopes shall be:

- (a) Addressed to the Tea Board on the following address:
Secretary, Tea Board of India, 14 BTM Sarani, Kolkata-700 001.
- (b) Bearing the tender number and the words 'DO NOT OPEN BEFORE
- (c) The inner and outer envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is received late.

(d) Tenders shall be addressed to Secretary, Tea Board. The responsibility for ensuring that tenders are delivered in time would vest with the bidder.

(e) The Tea Board shall not be responsible if the bids are delivered elsewhere.

12.3 If the outer envelope is not sealed and marked as specified above, the Tea Board shall not accept the bid. In case the inner envelopes are not sealed and marked as specified above, the bid shall be rejected.

13 SUBMISSION OF BIDS:

13.1 Bids must be received by the Tea Board at the address specified not later than 13.00 Hrs on 15-05-2017

13.2 Tea Board may, at its discretion, extend this deadline for the submission of the bids in which case all rights and obligations of Tea Board and bidders will be subjected to the deadline as extended.

14 LATE BIDS:

Any bid received by Tea Board after the deadline for submission of bids prescribed by Tea Board shall be rejected and returned unopened to the bidder.

15 MODIFICATION AND WITHDRAWAL OF BIDS:

15.1 The bidder may modify or withdraw his bid after submission provided that the written notice of the modification or withdrawal is received by the Tea Board prior to the deadline prescribed for submission of bids.

15.2 The bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched as required in the case of bid submission. A withdrawal notice may also be sent by email, but followed by a signed confirmation copy, post marked not later than the deadline for submission of bids.

15.3 No bid shall be modified subsequent to the deadline for submission of bids.

BID OPENING AND EVALUATION

16 OPENING OF BIDS BY TEA BOARD:

16.1 Tea Board shall open the bids in the presence of bidder/s or his authorized representatives who choose to attend at 1500 Hrs on the due date. Bidder's representatives, who are present; shall sign in the attendance register. Authority letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening (A format is given on last page).

16.2 A maximum of two representatives for any bidder shall be authorized and permitted to attend the bid opening.

16.3 The Bidder's names, Bid prices, modifications, bid withdrawals and such other details as Tea Board, at its discretion, may consider appropriate, will be announced at the opening.

17 CLARIFICATION OF BIDS:

To assist in the examination, evaluation and comparison of bids, Tea Board may, at its discretion ask the bidder for the clarification of its bid. The request for clarification and the response shall be in writing. However, no post-bid clarification at the initiative of the bidder, shall be entertained.

18 EVALUATION OF BIDS:

18.1 Tender will be evaluated in two phases. First, technical bid evaluation will be done. Only those bidders who qualify the technical bid evaluation will be eligible for the financial bid evaluation which is the second stage of evaluation.

18.2 While doing the technical evaluation, Tea Board shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed and whether the bids are generally in order.

The evaluation will be on the basis of bidder's fulfillment of the eligibility criteria.

18.3 Arithmetical errors shall be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected by the Tea Board. If there is a discrepancy between words and figures, the amount in words shall prevail. If the agency does not accept the correction of the errors, his bid shall be rejected.

18.4 Prior to the detailed evaluation, Tea Board will determine the substantial responsiveness of each bid to the bid documents. For purposes of these clauses, a substantially responsive bid is one, which conforms to all the terms and conditions of the Bid documents without material deviations. Tea Board's determination of bids responsiveness is to be based on the contents of the bid itself.

18.5 A bid determined as substantially non-responsive will be rejected by the Tea Board and shall not, subsequent to the bid opening, be made responsive by the bidder by correction of the non-conformity.

18.6 Tea Board may waive any minor infirmity or non-conformity or irregularity in a bid, which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

SECTION IV

GENERAL CONDITIONS OF CONTRACT

1 APPLICATION:

The General Conditions shall apply in the contract made by the purchaser for the procurement of Goods/Services.

2 STANDARDS:

The goods supplied under this contract shall conform to the standards prescribed in the Technical Specifications.

3 PATENT RIGHTS:

The supplier shall indemnify the purchaser against all third party claims of infringement of Patent, trademark, Copyright, IPR or industrial design rights arising from use of the goods or any part thereof in Tea Board.

4 PERFORMANCE SECURITY:

4.1 The supplier shall furnish performance security to the purchaser for an amount of 10% of contract value within 5 days of supplier's receipt of the Advance Purchase Order.

4.2 The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete its obligations under the Contract.

4.3 The Performance Security Bond shall be in the form of bank guarantee issued by a Scheduled Bank and in the format provided in the Bid Document, Section VII .

4.4 The performance Security Bond will be discharged by the purchaser after completion of the Supplier's performance obligations including Warranty obligations under the Contract.

5 PRICES:

i) a) Prices charged by the supplier for Goods delivered and services performed under the Contract shall not be higher than the prices quoted by the supplier in his bid.

b) In case of revision of Statutory Levies/Taxes during the finalization period of the tender, the purchaser reserves the right to ask for reduction in the prices.

ii) (a) Price once fixed will remain valid for the period of delivery. Increase and decrease of taxes/duties will not affect the price during this period.

6 TIME PERIOD OF WORK

The project will have to be completed well within the stipulated time frame as would be decided By Tea Board

7 DELAYS, LIQUIDATED DAMAGES:

7.1 The stall construction and fabrication has to be completed within the stipulated date and no reason what so ever would be entertained

7.2 Forfeiture of Performance Security

Forfeiture of Security Deposit: Security amount in full or part may be forfeited in the following cases:

1. When the terms and conditions of contract is breached.
2. When the bidder fails to make complete supply satisfactorily.
3. When contract is being terminated due to non-performance of the bidder.
4. Notice of reasonable time will be given in case of forfeiture of security deposit. The decision of the Purchaser in this regard shall be final.

8 FORCE MAJEURE:

8.1 If any time, during the continuance of this contract, the performance in whole or in part by either party or any obligation under this contract shall be prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Herein after referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by any reason of such event be entitled to terminate this contract nor shall either party have any such claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event may come to an end or cease to exist, and the decision of the purchaser as to whether the delivery have been so resumed or not shall be final and conclusive, provided further that if the performance, in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

8.2 Provided also that if the contract is terminated under the clause, the purchaser shall be at liberty to take over from the contractor at a price to be fixed by the purchaser, which shall be final, all unused, undamaged and acceptable materials, bought out components and stores in the course of manufactures in possession of the contractor at the time of such termination of such portions thereof as the purchaser may deem fit excepting such materials bought out components and stores as the contracts may with the concurrence of the purchaser elect to retain.

9 TERMINATION FOR DEFAULT:

9.1 The purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default, sent to the supplier, terminate this contract in whole or in part.

- (a) If the Supplier fails to deliver any or all of the goods within the time period(s) specified in the Contract or any extension thereof granted by the purchaser
- (b) If the supplier fails to perform any other obligation(s) under Contract: and
- (c) If the Supplier, in either of the above circumstance (s) does not remedy his failure within a time period so as not to hinder participation of Tea Board

9.2 In event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner, as it deems appropriate, goods similar to those undelivered and the Supplier shall be liable to the purchaser for any excess cost for such similar goods. However, the supplier shall continue performance of the contract to the extent not terminated.

10 TERMINATION FOR INSOLVENCY:

The purchaser may at any time terminate the contract by giving written notice to the supplier, without compensation to supplier, if the supplier becomes bankrupt or otherwise insolvent as declared by the competent court provide that such termination will not prejudice or affect any right or action or remedy which has accrued thereafter to the purchaser.

11 ARBITRATION:

- 11 .1 In the event of any question, dispute or difference arising under this agreement or in connection there-with except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration of the Chairman, Tea Board, Kolkata . The agreement to appoint an arbitrator will be in accordance with the Arbitration and Conciliation Act, 1996. There will be no objection to any such appointment that the arbitrator is a TEA BOARD Servant or that he was to deal with the matter to which the agreement relates or that in the course of his duties as a TEA BOARD Servant he has expressed views on all or any of the matter under dispute. The award of the arbitrator shall be final and binding on the parties. In the event of such arbitrator to whom the matter is originally referred, being transferred or vacating his office or being unable to act for any reasons whatsoever such Chairman, Tea Board or the said officer shall appoint another person to act as arbitrator in accordance with terms of the agreement and the person so appointed shall be entitled to proceed from the stage at which it was left out by his predecessors.
- 11 .2 The arbitrator may from time to time with the consent of parties enlarge the time for making and publishing the award. Subject to aforesaid Indian Arbitration and Conciliation Act 1996 and the Rules made there-under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.
- 11 .3 The venue of the arbitrator proceeding shall be the office of the Chairman Tea Board Kolkata, or such proceeding places as the arbitrator may decide.

13. SET OFF:

Any sum of money due and payable to the contractor (including security deposit refundable to him) under this contract may be appropriated by the purchaser/TEA BOARD or any other person or persons contracting through TEA BOARD and set off the same against any claim of the purchaser or TEA BOARD or such other person or persons for payment of a sum of money arising out of this contract made by the Contractor with Purchaser or TEA BOARD or such other person or persons contracting through TEA BOARD.

SECTION V

SPECIAL CONDITIONS OF CONTRACT

Details for submission of bids for designing, construction and fabrication of INDIA TEA and TEA BOARD INDIA pavilion at Summer Fancy Food Show at Javits Centre, New York, USA, from 25th-27th June,2017

1. Requirement

“TEA BOARD INDIA ” along with its team of Indian tea exporters, is participating at Summer Fancy Food Show, Javits Centre, New York, USA from 25th - 27th June 2017 (hereinafter referred to as the “Event”). It is an international event and there is a requirement to set up its pavilion to display and market the different varieties of Indian tea

The total area of the TEA BOARD INDIA Pavilion for the Event is approx. 80/90/100 sqmtr in Hall no. of International pavilion.

2. Eligibility for submission of Bids

Agencies having the following minimum qualifications are hereby invited to bid for the event on a turnkey basis.

- i) Must be a registered business entity/service provider. Registration no. of TAN/TIN/Direct tax/Income tax/Trade Tax/VAT/GST, etc. as applicable may be quoted in the technical bids format and copy of the certificate/proof must be attached. These documents should be in the name of applicant organisation only and not that of group/sister organisations. In other words, name of applicant organisation should be same in all the documents submitted.
- ii) A minimum of 5 years experience in conceptualizing, designing, fabricating, construction and executing the projects on turnkey basis for setting up of pavilion(s) in International trade fairs organized outside India.
- iii) A turnover of minimum Rs.3,00,00,000/- (three crores) during each preceding 3 financial years i.e. 2014-15, 2015-16 and 2016-17 for conceptualizing, designing, fabricating, construction and executing the projects on turnkey basis for setting up of pavilion(s) in International trade fairs organized outside India i.e pertaining to International Trade Fair Pavilion. These documents should be in the name of applicant organisation only and not that of group/sister organisations. In other words, name of applicant organisation should be same in all the documents submitted.
- iv) Submission of EMD in the form of DD is essential for the bid, without which the bid offer will be rejected.

3. SCOPE OF WORK

The scope of work for the Event shall include the following:

- ❖ Common facilities for INDIA TEA pavilion
- ❖ All the common area for INDIA TEA should be distinguished with raised wooden floor

and shall be wooden constructed.

- ❖ Exclusive area (excluding the exhibitor stalls) for **Tea Board India** to be made in an approx. area of 200sq. ft. with adequate space for pantry and wet sampling, in contemporary customized design.
- ❖ A reception with backdrop of backlit collage on glass, acrylic or lycra material.
- ❖ Custom built reception table with proper branding on all sides.
- ❖ A pantry as well as a wet sampling area for different types of Indian tea and to have display counters, shelves, refrigerator, electric kettle etc.
- ❖ A meeting lounge for TEA BOARD INDIA partially covered by glass/acrylic or equivalent material and storage area.
- ❖ Electrical points for laptop and 2 high wattage electrical points for electric kettle . A small 3x2 pantry/kitchen will have to be constructed, adjacent to Tea Board stall
- ❖ The pavilion shall have sufficient hanging banners from the ceiling over the TEA Board India stalls for proper visibility of Tea Board India stalls.

COMMON AREA

- ❖ Branding and visibility of India pavilion from the maximum height, as per the guidelines of the organisers.
- ❖ Graphics in the common and other area to be all back lit.
- ❖ The overall look of Tea Board/India Tea pavilion should be contemporary and reflect the colour, vibrancy and heritage of India. A suitable branding has to be done and shall be followed all over with optimal utilization of all dimensions (specially top section) as per the guidelines of the organizers. Modular Design is recommended.
- ❖ The generic branding should be on stretchable lycra/flex/plywood so that there are no wrinkles in final getup.
- ❖ The common branding should have bright – white lightings.

- ❖ For further conditions of construction of pavilion/stalls, heights of the stall etc. you may refer www.specialtyfood.com. The fascia and the branding which runs through the entire INDIA TEA pavilion will be above the basic structure.
- ❖ The pavilion shall be brightly lit with sufficient white lights not to allow dark pockets in the complete pavilion.
- ❖ The pavilion shall have sufficient hanging banners from the ceiling over the INDIA TEA pavilion for proper visibility of INDIA TEA pavilion.
- ❖ Special emphasis on lighting from above with flood lights.
 - The products to be displayed shall include different types of Indian teas in loose form and in packet, tea bags, tea box formats
 - Coordination with concerned organizer of the events, supervision of stand construction agency and delivery of special requirements of the exhibitors
 - Laptop point and 2high wattage points for electric kettle . A small 3x2 pantry/kitchen and wet sampling area will have to be constructed adjacent to Tea Board stall

II Exhibitor Stall:

Scope:

The selected bidder shall be required to undertake the following activities:

1. At least 9-12 individually octanorm constructed and furnished booths of 6sq mts/7.5 sq mtr /9 sq mtr should be provided. Each booth shall be provided with one round table, three chairs, one lockable counter, four shelves, electric socket (high wattage for electric kettle operation), dustbin, stand lights (600 watts). Photographs of the furniture to be provided shall be shown and submitted at the time of presentation. Modular Design is recommended
2. Preparation of 3 panel posters as per the configuration of each booth, as per the TPs/design to be arranged from the concerned exhibitors. The panels and the posters prepared by the agency, shall be identical in dimension as no exhibitor will be allowed to put their individual panel/ posters.

iii. Miscellaneous:

1. Provision of 2 smart, professional hostesses/assistants, attired in Indian costume for all the days during the show
2. Provision of 52" LED / Plasma TV with USB port / DVD player.
3. For wet sampling of different types of Indian teas in loose, packet, tea bags, tea boxes formats two (2) attendants for serving and to supply the required serving material such as disposable cups, napkins, spoons, stirrers, sugar, milk etc. Charges for preparation and serving etc. to be included in the bid.
4. Development and printing of exhibitors' directory and Indian Tea fliers etc.
5. High resolution still photography for the entire event and to submit photo albums containing at least 100 photographs at least of 5x7 size with matt finish. High resolution video photography of the specific events and meetings
6. Electricity usage charges will be borne by TEA BOARD INDIA at actual subject to production of supporting documents.
7. Arrangements have to be made for despatch of promotional materials, gift items and tea samples of Tea Board to the venue well within the stipulated time.
8. Proper and regular cleaning of TEA BOARD INDIA and INDIA TEA pavilion during entire duration of the event.

4 General:

1. The selected bidder will be responsible to ensure that suitable manpower is present at the site for construction and maintenance of the pavilion and coordination of the event till the end. The selected bidder would settle all the applicable bills of the organizers at the end of the Event.
2. Power supply and Main Electrical connections, water supply and other support system etc., shall be available as per the show organizers recommendations. Accordingly, aforesaid provisions need to be checked by the selected bidder.

5 TERMS AND CONDITIONS

- 5.1 The approved bidder will work under the directions and guidance of TEA BOARD

- INDIA . It shall be the sole responsibility of the Agency to ensure all activities undertaken by them for TEA BOARD INDIA are in accordance with the legal framework of that country and as per the guidelines and mandatory requirement of the event organisers.
- 5.2 Bid value should be quoted in Indian Rupees only excluding all taxes and the applicable taxes must be indicated separately. However total value of the bid shall be taken as inclusive of taxes.
 - 5.3 Interested eligible agencies may submit their bids with supporting documents including earnest money (EMD) of Rs. 50,000/- (Rs Fifty thousand only) in the form of a demand draft drawn in favour of TEA BOARD MARKET PROMOTION SCHEME payable at Kolkata. The EMD will be refunded to the unsuccessful bidder after the selection of the vendor. For the selected bidder, EMD amount would be adjusted in the final payment.
 - 5.4 Agency will ensure that the manpower engaged for TEA BOARD INDIA and INDIA TEA Pavilion should be in the line with the local laws, conditions and stipulations of the fair authorities.
 - 5.5 The agency is required to sign each page of the bid documents by the authorized signatory. Validity of the bid shall be for 180 days from last day of submission of bids.
 - 5.6 TEA BOARD INDIA requires that bidders under this contract to observe the highest standard of ethics during the period of agreement and free from any vigilance enquiry. The bidders will have to bear the cost associated with the preparation and submission of tender documents to TEA BOARD INDIA .
 - 5.7 TEA BOARD INDIA will reject a proposal for award of work if it is determined that the agency recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
 - 5.8 TEA BOARD INDIA will declare an Applicant/Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract/contracts, if it at any time determines that the Applicant/Bidder has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.
 - 5.9 Agency will indemnify TEA BOARD INDIA against any claims, loss, suit, liability or judgment suffered.
 - 5.10 The agency will provide new carpet inside the booth area as per the colour approved by TEA BOARD INDIA .
 - 5.13 The material such as wall panels, maxima system, furniture, display aids etc. to be used by the agency has to be of good quality. As mentioned earlier, photographs of all the furniture to be provided shall be shown and submitted at the time of presentation. Also the price per furniture has to be indicated.
 - 5.14 The approved agency will be responsible to have sufficient manpower present at the site for construction & maintenance of the pavilion and coordination of the event till the end.

- 5.15 A self certified undertaking has to be submitted mentioning that they have not been blacklisted by any government organization and that the same is applicable as on date.
- 5.16 As per the TPs/designs to be arranged for the concerned exhibitors.
The panels and the posters prepared by the agency shall be identical in dimensions to maintain symmetry.
- 5.17 Power supply and main electrical connections, water supply and other support system etc., shall be available as per the show organizers recommendations. Accordingly, aforesaid provisions need to be checked by the selected bidder with the organizers and necessary permits availed well in time
- 5.18 The Agency should have all the requisite permits and documents for fabrication and construction of the pavilion and for providing all the infrastructure e.g electricity, water, etc

5.19 TEA BOARD INDIA reserves the right to :

- ❖ Make minor changes in the Design plan.
- ❖ Extend the deadline for the submission of applications/bid documents at its discretion.
- ❖ Accept or reject any proposal at any time prior to award of contract/order, without assigning any reasons and without any liability on TEA BOARD INDIA .
- ❖ Suspend the project, cancel the contract with the selected party in part or in the whole at any time if in the opinion of the TEA BOARD INDIA it is necessary or expedient in the public interest. The decision of the Board shall be final and binding in this regard. TEA BOARD INDIA shall also not be responsible for any damage or loss caused or having arised out of aforesaid action.
- ❖ Modify terms and conditions of the contract which shall be granted to the successful bidder after the bidding process, if in the opinion of the TEA BOARD INDIA , it is necessary or expedient to do so in public interest or for proper implementation of the project. The decision of the TEA BOARD INDIA shall be final and binding in this regard.
- ❖ For interpretation of any clause of this document, the decision of TEA BOARD INDIA would be final and binding on the bidder.

GUIDELINES FOR SUBMISSION OF TECHNICAL AND FINANCIAL BIDS

- 6.1 Sealed technical and financial bids in separate envelops are required to be submitted mentioning the name of the event i.e., Summer Fancy Food Show, USA 2017 at the envelope within the date specified in the bid document on Tea Board's website . Bidders may note that conditional bids are not allowed and would be rejected summarily.

6.2 Cover 1: Technical Bid: Superscribe the name of the event and **“Technical Bid”**
(Annexure I)

To include the following documents:

Details of the Bidder:

Name of agency with address		
Name and Designation of Chief Executive		
Profile of the agency including the staff strength		
Track Record – previous experience of handling similar nature of work. The company must have 5 years work experience in event management and through designing, fabrication, construction and execution of pavilions in the International arena, with copies of work order.		
A CA certificate certifying the turnover of the applicant bidder for the last 3 financial years. The turnover should be in the name of applicant organisation only and not that of group/ sister organisations.		
Self attested photocopies of latest Income Tax Returns for the last 5 years and self attested photocopy of the PAN/TAN/TIN Card/ VAT registration certificate/ service tax etc . These documents should be in the name of applicant organisation only and not that of group/sister organisations. In order words, name of applicant organisation should be same in all the documents submitted.		
Earnest Money Deposit “EMD” for Rs.50,000/- (Rupees Fifty Thousand only) in the form of demand draft in favour of TEA BOARD MARKET PROMOTION SCHEME, Kolkata. EMD will be returned to the unsuccessful, bidder after the final selection. For the selected bidder, EMD amount would be adjusted in the final payment.	Date of Demand draft	
	DD No./ with Bank Name	
	Amount in Rs.	
Certificate of Incorporation.		
Articles of Memorandum of Association or Partnership Deed/Proprietorship Deed.		
Recommendation Letters and Appreciation Certificates from large clients on achieving commendable milestones.		

6.3 The concept/design of the pavilion with layout, decoration plan etc. as indicated above must be submitted in hard copy as well as on CD. The agency should provide 3D images/presentation of INDIA TEA and TEA BOARD INDIA pavilion (both hard and soft copy) clearly showing the complete projection of pavilion from different angles. It must also show the complete 3D look of standard booth of 6/7.5/9 sq mtrs with complete display aids and furniture. The 3D presentation should also have graphics etc. in detail.

6.4 Cover 2: Financial Bid: Superscribe the name of the event and **“Financial Bid” (Annexure II)**

6.4.1 To include the following documents/details:

6.4.2 The Financial Quotation, duly dated, with detailed break-up of each component suggested separately in Indian Rupees only. No lump sum amount shall be considered.

6.4.3 The applicable taxes should be clearly mentioned separately in the estimates.

6.4.4 TEA BOARD INDIA proposes to engage an agency to undertake the following activities for the event:-

S.No.	Particulars of work	Amount in Rs.
1	<ul style="list-style-type: none"> • Exclusive area to be made in an approx. 200sq. ft. area. • A reception with backdrop of backlit collage on glass, acrylic or lycra material. • All the area for INDIA TEA pavilion use should be distinguished with raised wooden floor. • A wet sampling area for Indian teas and to have display counters, shelves, teapots, electric kettles, high wattage plug points, drinking water etc • A meeting lounge for TEA BOARD INDIA partially covered by glass/acrylic or equivalent material and storage area. • Branding and visibility of India pavilion from the maximum height, as per the guidelines of the organisers. 	
2	Preparation of 3 panel posters of size 3' * 6' sq. ft. for each booth, as per the TPs/design to be arranged for the concerned exhibitors.	

3	For wet sampling of Indian teas, charges for preparation and serving etc. to be included in the bid.	
4	Induction stove, refrigerator, electric kettle, ice box etc to be provided along with high wattage plug points	
5	Provision for 1 audio-visual (52" plasma/projection) in the exclusive area for Tea Board India	
6	The pavilion should have about 9-12 built-up booths for Indian Tea exporters . Each booth would be in multiple of 6/7.5 /9 sq mtrs	
7	Each built –up booth of 6/7.5 /9 sq mtrs would have the following standard furniture: <ul style="list-style-type: none"> > One round table > 3 Chairs > 6 Spotlights of 100 watts each > 3 Shelves > One Power Point with high wattage for electric kettle > Carpet and Fascia > One Waste Paper Basket > One Lockable Counter 	
8	The business lounge will have with two sofa sets and centre table, store, and open meeting area.	
9	2 nos. of assistants cum hostesses will have to be provided by the agency.	
10	The agency would have to undertake the landscaping along with maintenance, cleaning and fire protection of the pavilion for the entire duration of the exhibition.	
11	High resolution still photography for the entire event and submit photo albums containing at least 100 photographs at least of 5x7 size with matt finish. Video photography of some events and meetings	

12	Management of on site help desk before & during the event	
13	Arrangements have to be made for despatch of promotional materials, gift items and tea samples of Tea Board to the venue through courier/ freight forwarders etc well within the stipulated time. All paper work and documentation will have to be done by the Agency.	

7. SELECTION PROCEDURE

7.1 A Committee in TEA BOARD INDIA will carry out a preliminary screening of the bidders and will shortlist the bidders fulfilling the prescribed requirements. The short listed bidders will be required to make technical presentation before the selection committee.

7.2 The presentation may bring out their suggestions on the following areas:

S. No.	Areas	Score/ Weightage								
1.	Overall concept and design	40								
2.	Significant portrayal of theme area as INDIA TEA and TEA BOARD INDIA by combined use of photos, graphics, attractive colour scheme etc.	10								
3	Appropriate dimension of the structure, according to floor area allocated to TEA BOARD INDIA and INDIA TEA pavilion and best use of the space.	10								
4	Turnover of the Company: Breakup of marks is given below: <table border="1" data-bbox="375 1308 1214 1444"> <tr> <td>3-5 crore</td> <td>5 marks</td> </tr> <tr> <td>5-10 crore</td> <td>7 marks</td> </tr> <tr> <td>10-15 crore</td> <td>9 marks</td> </tr> <tr> <td>Over 15 crores</td> <td>10 marks</td> </tr> </table>	3-5 crore	5 marks	5-10 crore	7 marks	10-15 crore	9 marks	Over 15 crores	10 marks	5
3-5 crore	5 marks									
5-10 crore	7 marks									
10-15 crore	9 marks									
Over 15 crores	10 marks									
5	Previous works of similar nature at International level. Breakup of marks is given below: <table border="1" data-bbox="586 1549 1268 1728"> <tr> <td>5 -7years</td> <td>3 marks</td> </tr> <tr> <td>7-10 years</td> <td>4 marks</td> </tr> <tr> <td>Over 10 years</td> <td>5 marks</td> </tr> </table>	5 -7years	3 marks	7-10 years	4 marks	Over 10 years	5 marks	5		
5 -7years	3 marks									
7-10 years	4 marks									
Over 10 years	5 marks									

The marking would be done for all the presentations by the selection committee on these parameters. The vendors who secure minimum 70% marks (49 out of 70 marks) in technical presentations will be short listed and their financial bids shall then be opened. Financial bid will carry a maximum of 30 marks.

The calculation of marking will have the following method:

L1 = 30 marks

L2 = $30 \times L1$ (the cost quoted by L1) / L2 (the cost quoted by L2) and similarly L3, L4 ----
(depending on no. of parties)

After the financial marks are obtained the technical and financial marks will be added up and the bidder scoring highest aggregate marks will stand selected.

Selection Committee reserves the right to accept or reject any or all the bids at any time prior to award of contract/order, without assigning any reasons and without incurrance of any liability on TEA BOARD INDIA . TEA BOARD INDIA also reserves the right to negotiate the prices with the selected bidder.

8 Terms of Payment:

Payment to the successful bidder will be made as per following schedule:

The successful bidder would have to make Performance Security Deposit of 10 % of the total cost of the bid - Irrevocable and unconditional bank guarantee in favour of TEA BOARD MARKET PROMOTION SCHEME, Kolkata

- An advance up to 25 % of the total cost, on submission of proof of expenses incurred.
- Balance amount would be released on completion of the event pursuant to receipt of satisfactory report of the officer(s) deputed for the event.
- The Bidder has to bear all the costs associated with the preparation and presentation.

9 SUBMISSION OF BIDS

Bids shall be submitted by the bidder with supporting documents in a sealed envelope in the following manner:

Envelope I : EMD- Containing Earnest money in the form of a DD. Of Rs. 50,000/-

Envelope II : Containing Annexure I (Technical Bid) duly filled in with supporting documents. The envelope should be sealed and marked as "Technical Bid for INDIA TEA Pavilion at Summer Fancy Food Show".

Envelope III : Containing Annexure – II (Financial Bid) duly filled in for the bid value in Indian Rupee including all taxes for the complete project of TEA BOARD INDIA Pavilion as per layout plan and terms & condition of the Tender document. The envelop should be sealed and marked as for "Financial Bid for INDIA TEA Pavilion at Summer Fancy Food Show".

Envelope- IV : Envelopes I, II & III should be kept inside the Envelope – IV and again

sealed. The name of the bidder should be clearly written with full address, Tel: nos., E-mail on the Envelopes (I, II, III & IV). This Master Envelope (Envelope – IV) should be marked as “Technical Bid and Financial Bid for INDIA T E A Pavilion at Summer Fancy Food Show” and shall be submitted to Secretary , Tea Board at the address mentioned below.

10 Penalty clause

Performance Assurance

If performance of the agency is not up to the mark or is less in any of the deliverances and ,or the measurable output is less than envisaged as per scope of work, then a part of the total bid value will be retained by TEA BOARD INDIA at the time of final payment.

11 CONFIDENTIALITY

Both Parties agree that the information provided under this Agreement is confidential and neither Party shall at any time either during the association or at any time thereafter divulge either directly or indirectly to any person(s), firm or company, business entity, or other organization whatsoever, any Confidential Information that the Other Party may acquire during the course of such association or otherwise concerning the Other Party’s business, property, contracts, trade secrets, clients or affairs.

12 Copyright

The Agency shall be responsible for all copyright issues of the design and theme and shall indemnify Tea Board from any issues arising out of it

The last date for receipt of bid is 15th May 2017 till 1 p.m. The complete applications should be addressed to:

Secretary
Tea Board India
14 BTM Sarani, Kolkata – 700001
Ph : (91-33-22351895)

SECTION VI

BID FORM

Tender No. (Name & Address of the purchaser)

Dear Sir,

Having examined the conditions of contract and specifications including addenda Nos.the receipt of which is hereby duly acknowledged, we, undersigned, offer to supply and deliver in conformity with said drawings, conditions of contract and specifications for sum of Rs.(total bid amount in words and figures) or such other sums as may be ascertained in accordance with the schedule of prices attached herewith and made part of this bid.

We undertake, if our bid is accepted, to complete delivery of all the items specified in the contract within the specified timeframe as calculated from the date of issue of your purchase order.

If our bid is accepted, we will obtain the guarantees of a Scheduled Bank for a sum not exceeding 10% of the contract sum for the due performance of the contract.

We agree to abide by this bid for a period of 180 days from the date fixed for bid opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period. Until a formal Purchase Order of contract is prepared and executed, this bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.

Bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this day of 2017.

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of

Witness

Address

Signature

SECTION VII

PERFORMANCE SECURITY BOND FORM

THIS DEED OF GUARANTEE MADE THIS DAY OF..... between the Tea Board Of India (A Government Of India Commodity Board), having its HQ at 14 B.T.M Sarani, Kolkata (hereinafter called the "TEA BOARD") (which expression shall unless excluded by or repugnant to the context include its successors and assignees) of one part and (hereinafter called the "Bank") (Which expression shall unless excluded by or repugnant to the context include its successors and assignees) of the other part.

WHERE THE TEA BOARD accepted the tender of M/s (hereinafter called the supplier) to supply the TEA BOARD..... as per Contract No. Dated..... (hereinafter referred to as the said contract)

AND WHEREAS the said contract provides that supplier shall furnish Bank Guarantee to the extent of ten percent of the value of the contract as and by way of security for the due observance and performance of terms and conditions of the contract.

AND WHEREAS at the request of the supplier the Bank has agreed to execute these presents.

NOW THE DEED WITNESSED AND IT IS HEREBY AND DECLARED BY AND between the parties hereto as follows:

1. The bank hereby irrevocably and unconditionally guarantees to the TEA BOARD that the Supplier shall render all necessary and efficient services which may be required to be rendered by the Supplier in connection with and/or for the performance of the said contract and further guarantees that the goods which shall be supplied by the Supplier under the said contract shall be actually performing the work required of it to the satisfaction of the TEA BOARD and shall be free from any defects arising from faulty materials, designs and workmanship, such as corrosion of the equipment inadequate quantity of materials inadequate contract protection, deficiencies in Circuit Design and/or otherwise whatsoever and in the event of the supplier failing or neglecting to render necessary services as foresaid and/or in the event of the goods failing to give satisfactory performance or proving and particularly warranty clause mentioned therein, the Bank shall of against any loss or damage that may be caused to or suffered by the TEA BOARD by reason of any breach by the Supplier of any of the aforesaid terms and conditions and the Bank further undertake to pay the TEA BOARD, such sum not exceeding Rs..... on demand and without DEMUR in the event of the supplier's failure to perform and discharge the aforesaid several duties and obligations on his part to be observed and performed

under the said contract and/or deficiencies and defects on the satisfactory performance of the goods an equipment.

2. The decision of the TEA BOARD as to whether the Supplier failed to or neglected to perform or discharge his duties and obligation as aforesaid and/or whether the goods are free from deficiencies and defects are capable of performing the work required and as to the amount payable to the TEA BOARD by the Bank herein shall be final and binding on the Bank.
3. The liability of the bank under this Guarantee shall be as of principal Debtor.
4. The Guarantee herein contained shall remain in full force and effect during the period that would be taken for performance of the aforesaid terms of the said contract and it shall continue to be enforceable 12 months after the equipments have been taken over, all the dues of TEA BOARD under or by working of the said contract have been fully paid and it is certified by TEA BOARD that the terms and conditions of the said contract have been fully and properly carried out by the said Supplier and a No Demand Certificate submitted to this effect by the supplier.
5. The bank further agrees that the Guarantee herein contained shall remain in full force and effect for a period of 12 months from the date hereof and also that the extension of the Guarantee will be provided for by the Bank for such period beyond the said period of 12 months as the TEA BOARD may feel necessary in this behalf provided further that if any claim accrues against the bank before the expiry of the said period of 12 months or an extension thereof the same shall be enforceable against the bank notwithstanding the fact the same is enforced after the said period of 12 months or any extension thereof.
6. The Guarantee herein contained shall not be affected by any change in the constitution of the supplier or the bank and shall be a continuing one.
7. The TEA BOARD has fullest liberty, without affecting the Guarantee to postpone for any time and from time to time, any of the powers exercisable by it against the supplier and either reinforce or forbear any of the terms & conditions of the said contract and Bank shall not be released from its liability under this Guarantee by any exercise by TEA BOARD of the liberty with reference to the matter referred aforesaid or by reasons of time being given to the supplier or any other forbearance, act or the omission on the part of TEA BOARD or any indulgence by TEA BOARD to the supplier or any other matter or thing whatsoever which under the law relating to sureties shall but for this provision have the effect of so releasing of from its such liability.

8. The Bank undertake not be revoke this Guarantee during its currency except with the previous consent of TEA BOARD in writing.

9. NOTWITHSTANDING anything contained herein before, our liability under this guarantee is restricted to Rs.....(in words)Our guarantee shall remain in force till (period to be mentioned). Unless a demand in writing for a claim under this guarantee is lodged with us on or before (date should be mentioned) all your rights under this guarantee shall be forfeited and shall be released and discharged from all liabilities there-under.

IN WITNESS WHEREOF the parties have executed these presents the day and year therein above-written.

Signed and Delivered by the Attorney for
and on behalf of the Bank in the presence
of:

1. _____
2. _____

Signed and Delivered by the Attorney for and
on behalf of the Bank in the presence of:

1. _____
2. _____

SECTION VIII

Proforma for Letter of Authorization For Attending Bid Opening

Subject: Authorization for attending Bid opening on ----dd/mm/yyyy----- in the tender at Tea Board Kolkata for -----name of tender----- on behalf of _____.

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of _____(Bidder) in order of preference given below.

Order of preference	Name	Specimen Signature
<hr/>		

I

II

Alternate Representative _____

Signature of Bidder

Or

Officer authorized to sign the bid on behalf of the bidder.

Note:

1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representative are not able to attend.
2. Permission for entry to the hall, where the bids are to be opened, may be refused in case the authorization as prescribed above is not received.

SECTION IX

**PRE-STAMPED RECEIPT
FOR REFUND OF EARNEST MONEY DEPOSIT**

Received with thanks from Accounts Officer (Cash), TEA BOARD, O/o Chairman Tea Board Kolkata, a sum of Rs ----- (Rs. ----- Only), towards the refund of earnest money deposit paid in respect of the tender for -----name of tender-----” against -----tender number-----.

Date:

Signature of Bidder
(on one-rupee revenue stamp)

Note: Earnest Money Deposit will be returned to unsuccessful bidders only after finalization of the tender.

Name & Address: _____

SECTION X

APPLICATION FORM FOR AGENCY FOR DESIGN, CONSTRUCTION AND FABRICATION OF INDIA TEA PAVILION AT SUMMER FANCY FOOD SHOW, 25-27 JUNE, 2017, NEW YORK

1	Name of Organization	
2	Correspondence Address	
3	Contact Person	
4	Contact Details Telephone No. Cell No. Email:	
5	Profile of the agency including the staff strength on payroll (Number of agency staff)	
6	Details of work	
7	Total Experience of Agency in this filed (No. of Years)	
8	Track Record – previous experience of handling similar nature of work (Please mention here). The company must have 5 years work experience (Copy of work order)	
9	A CA certificate certifying the turnover of the applicant bidder for the last 3 financial years including 2014-15. The turnover should be in the name of applicant organisation only and not that of group/ sister organisations.	
10	Self attested photocopies of latest Income Tax Returns for the last 3 years and self attested photocopy of the PAN/TAN/TIN Card/ VAT registration, service tax registration etc. These documents should be in the name of applicant organisation only and not that of group/sister organisations. In other words, name of applicant organisation should be same in all	
11	Permanent Account No. PAN (Self certified copy)	
12	Services Tax/VAT No. (Self certified copy)	

13	Tin No. (Self certified copy)	
14	Tan No. (Self certified copy)	
15	List of Clients	
16	A self certified undertaking has to be submitted mentioning that they have not been blacklisted by any government organization and the same is applicable as on date.	
18	Other relevant details	
19	List of Enclosures	
20	Design and Presentation in CD Rom with hard copy of Design	

I/We hereby certify that the information given above is true and nothing has been concealed therein. It is further certified that neither the organization nor any of the officials of the organization have resorted to unethical practices and no investigation/vigilance enquiry is pending by any agencies/courts.

 Authorised Signatory

 Name

 Date / / Place

 Designation With Company Seal