

Department of Horticulture & Food Processing,  
Government of Uttarakhand  
Government Garden, Circuit House, Dehradun  
Tel: 0135-2759799, 2759796  
Website:www.shm.uk.gov.in

**EoI Notice**

**EoI (Expression of Interest)** inviting offers from Event Managers for Uttarakhand Pavillion in  
**World Food India, 2017**

Uttarakhand State is participating in World Food India, 2017 as a "Focus State" in New Delhi from 3<sup>rd</sup> to 5<sup>th</sup> November 2017. Uttarakhand State Pavillion will be put up in Hanger F, C- Hexagon Park, India Gate, New Delhi (03<sup>rd</sup> to 05<sup>th</sup> November 2017) on 200 sqm raw space provided by CII/MoFPI.

EoI is invited from reputed and experienced Event Managers for planning, 3D modelling and interior decoration/design with proposed technical specifications and financial bid as per guidelines & norms issued by MoFPI/CII for the event **World Food India, 2017** as per following details:-

<b>Last date for receipt/uploading of EoI</b>	<b>03.10.2017 (5:00 pm)</b>
<b>Opening of Technical bid with 3D modelling specifications</b>	<b>04.10.2017 (11:00 am)</b>
<b>Presentation of proposal and Opening of Financial bid of selected firms</b>	<b>05.10.2017 (11:00 am)</b>

Director, Horticulture & Food Processing, Uttarakhand & Nodal Officer World Food India, 2017 reserves the right to accept or reject any or all proposal without assigning any reason. The details of EoI, terms & conditions and guidelines issued by MoFPI/CII can be downloaded from the websites [www.uktenders.gov.in](http://www.uktenders.gov.in) and [www.shm.uk.gov.in](http://www.shm.uk.gov.in).

**Director,  
Horticulture & Food Processing, Uttarakhand  
& Nodal Officer, World Food India, 2017**

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## EoI (Expression of Interest)

Uttarakhand is participating in World Food India, 2017 from 3<sup>rd</sup> to 5<sup>th</sup> November 2017 in New Delhi. Uttarakhand State Pavilion will be put up at Hanger F, C- Hexagon Park, India Gate, New Delhi in 200 sqm raw space.

1. EoI is invited from reputed and experienced Event Managers for planning 3D modelling and interior decoration / design with proposed specification and financial bid as per guideline & norms issued by MoFPI / CII, for the **World Food India, 2017 (WFI-2017)** as per following details:-

Last date for receipt / uploading of EoI	03.10.2017 (5:00 pm)
Opening of Technical bid	04.10.2017 (11:00 am)
Presentation of Proposal & Opening of Financial bid of selected firms	05.10.2017 (11:00 am)

2. The bidders are required to submit bid document online. The bidder shall also upload the scanned copy of DD's for EoI fee, Earnest Money and other documents mentioned in the EoI Documents online.
3. For online submission of proposal, the applicant is required to have Digital Signature Certificate (DSC) from one of the authorized certifying authorities.
4. EoI fee of Rs. 2000.00 (Rs. Two Thousands only) shall be submitted in the form of demand draft in favour of Nodal Officer, World Food India, 2017.
5. Earnest Money of Rs. 32000.00 (Rs. Thirty Two Thousands only) shall be submitted in the form of demand draft in favour of Nodal Officer, World Food India, 2017.
6. The firm will be required to make presentation of technical proposal before the Committee.
7. The interested firms are advised to carefully go through the EoI document and instructions available on given website and ensure compliance before submitting their EoI. The condition of the firms other than those mentioned in the EoI Notice and the EoI Documents shall not be acceptable and such offers may be ignored.
8. A hard copy of the EoI submitted online along with the DDs of EoI fees and Earnest Money in original shall be submitted in a sealed envelope in the office of Director, Department of Horticulture & Food Processing, Uttarakhand and Nodal Officer, World Food India, 2017 Govt. Garden, Circuit House, Dehradun on or before 03.10.2017.
9. Nodal Officer, WFI, 2017 and Director, Horticulture & Food Processing, Uttarakhand reserve the right to accept or reject any proposal or all the offers without assigning any reason.
10. All other conditions relevant to EoI process can be seen in instruction to bidder given in EoI document. For further details, please log on to [www.uk.tenders.gov.in](http://www.uk.tenders.gov.in) and [www.shm.uk.gov.in](http://www.shm.uk.gov.in).



## Department of Horticulture & Food Processing

### (A). General:

Uttarakhand is participating in World Food India, 2017 as a "Focus State" to be organized at India Gate, New Delhi from 03<sup>rd</sup> to 05<sup>th</sup> November, 2017. Uttarakhand State Pavilion will be put up in the Hanger F in C- Hexagon Park, 2 & 3, India Gate, New Delhi. For this purpose, 200 sqm open raw space has been provided. The Event Manager is required to be hired for interior decoration / design of the allotted space in the Pavalion.

The sectors/areas where the State Government has taken initiatives towards digitization and use of digital technology in improving the deliverance of various services are to be highlighted in the State Pavilion. Mainly Food Processing sector will be highlighted. Other important traditional areas like Tourism and Culture, Industries, SIDCUL, Agriculture (Organic Commodity Board), Animal Husbandry, Dairy Development, HRDI, Uttarakhand Horticulture Marketing Board, Centre for Aromatic Plants, Sericulture are also to be highlighted.

#### ➤ The State Pavilion

The Pavilion will be divided broadly into four main areas.

1. Reception and Information.
2. Main theme area including product display.
3. Entrance gates and exteriors/pathways.
4. Stalls of different Government/Private organization. These stalls will be used for display of various products.

### (B). Name of the Work:

1. Design and Installation of Uttarakhand Pavilion at WFI, 2017, C- Hexagon Park, 2 & 3, India Gate, New Delhi on 200 sqm raw space.
2. Concept of Design and creating overall ambience such as: Entrance Gate/Reception Counters, VIP lounge/Officers lounge, Synthetic Carpeting of 200 sq.mtr. and Potted Plants.
3. Lighting of the Pavilion. Emergency lighting provision must be installed in the pavilion to guard against Power failure.
4. Two 3D Dioramas on the theme area.
5. Surveillance close circuit TV cameras may be installed at strategic location as per safety requirements described in the guidelines issued by CII.

**Note: All works to be done strictly adhering to guidelines issued by CII. The Event Manager will provide the following services. Price to be quoted shall include cost of all these services.**



(C). **Services:**

**Management of the Pavilion:-**

1. The applicant firm will be responsible for the smooth conduct of overall affairs related to State Pavilion and State Government functions in WFI, 2017. The applicant firm will appoint their representative/staff in pavilion during the period for attending any work/exigencies and to comply instructions from the pavilion officers. The representative/in-charge appointed in the pavilion should be competent and capable of coordination with the CII, local authorities and officers of the State related to WFI, 2017 activities.
  - Girls Guide will be appointed by the firm during the WFI, 2017 in Uttarakhand Pavilion. These girls will be preferably from Uttarakhand and should be well versed with Uttarakhand's culture, history & Geography. These girls would be properly dressed and suitably trained.
  - Housekeeping and cleanliness: The event manager will be responsible for housekeeping and cleanliness in the pavilion and shall make necessary arrangements.
  - Flower Decoration: Providing proper flower decoration on important days like inauguration day, Seminar day etc. (3 days during the event) as decided by the pavilion Director. Daily arrangement of five fresh bouquets for VIP and flowers pots in VIPs lounge, reception, office & pavilion/gates will also be done by the Event Manager. Changing the flower pots in reception/VIP Lounge & Office (daily).
  - On the occasion of Uttarakhand Seminar day, Stage Decoration, sitting arrangements for VIPs and tea, snacks will be provided by the Event Manager.
  - Transportation: Providing one or two number of suitable vehicles as required by the official/staff in Delhi during the WFI, 2017 w.e.f. 2.11.2017 to 6.11.2017.
2. Security Arrangements: The event management firm will be responsible for security arrangements and round the clock security of the pavilion which will be ensured through CII approved security agencies of exhibits and stall, licensed by local police authorities as per guidelines/rules and regulation by the CII. Event Managers are required to apply for licenses before hand in prescribed form to CII.
3. Fire Safety Arrangements: The event management firm will be responsible for fire arrangements of exhibits and stall, licensed by local police authorities as per guidelines/rules and regulation by the CII. Event Manager are required to apply for licenses before hand in prescribed form to CII.
4. The Event Manager will setup an Office, equipped with one telephone with fax/internet facilities and one computer/printer along with a multipurpose operator, who can handle these equipments and also can type in Hindi/English, will be arranged by the firm.
5. Insurance: The Event Manager will also ensure that proper comprehensive insurance cover is obtained as per CII advice.



**(D). Submission of bids:**

EoI should be uploaded on the basis of two-bid system, "Technical Bid and Financial Bid" in their respective format respectively.

1. The Technical Bid should have the following information's/documents:-

- i. EoI fee & Earnest Money in the form of Demand Draft.
- ii. Full description of work along with concept of design, 3D Modeling and creating overall ambience/layout plan.
- iii. Technical capabilities of the firm, registration details and past experience in similar works.
- iv. Proof of having executed State Pavilions at various such events.
- v. List of works done in National/State level exhibition in the last 3 years.
- vi. Copy of Trade Tax, Service Tax and Income Tax registration certificate.
- vii. The minimum turnover in the head of Event Management during the last 3 years should not be less than Rs. 100.00 lakhs per annum with proof.
- viii. Name of the organization where the quoted work had been implemented and feedback from the organization regarding satisfactory working of the exhibition/conference should also be enclosed.
- ix. List/No. of staffs proposed to be dedicatedly appointed in the Pavilion with Qualification & Experience.

2. 70 Mark will be given to the Technical bid, Presentation/Concept plan and 30 marks to the financial bid.

i. **Technical Score (T):** Technical bid will be of total 70 marks (points)

- 35 Marks for overall concept plan/design/layout plan & presentation
- 10 Marks for Theme Area Design & Concept.
- 10 Marks for Manpower & Services
- 15 Marks for Previous Similar Experience

The bidder will have to score minimum 70% marks (49 Marks) to be eligible for inclusion in the next stage, i.e. Financial bids will be opened for those firms only securing minimum 70% marks (49 marks) in the Technical Bid.

**Note: The certificate/documentary proof in respect of the above must be enclosed along with the EoI.**

The firm will have to make Theme/Concept Presentation before the Committee which will form part of the Technical Bid.

3. "Financial Bid" shall be submitted in the "BOQ" format online.

The rate to be quoted in financial offer will be F.O.R. destination. Rates quoted are Inclusive/Exclusive of GST must be specified by the bidders, failing which this shall be considered as net price.

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4. First, Technical bid shall be opened and eligibility of the firm shall be ascertained. Those proposals who do not qualify in the technical bid, their EoI shall be rejected and their financial bid shall not be opened.
5. The firm, whose technical bid is found to be in order, shall be asked to make a presentation of their concept plan/model and other details including previous experience and assignment under taken before the Committee constituted for selection of Event Manager.
6. Successful firm will have to submit 2% performance security of the financial bid in shape of security money in the form of DD/Bank Guarantee pledged in the name of Nodal Officer, World Food India- 2017.
7. **Financial Bid:** Financial Bids of only those firms will be opened who are found technically qualified and suitable by the Committee. The minimum financial bid will be awarded 30 marks. The other will be awarded as per following formula:-

$$F = \frac{L1}{L2} \times 30, \quad \frac{L1}{L3} \times 30, \quad \frac{L1}{L4} \times 30 \dots\dots\dots$$

After the financial marks are obtained, Technical and Financial marks will be added up (F+T) and the bidder scoring highest aggregate marks will stand selected. The Committee may negotiate the final price with firm securing highest marks.

The rate/unit must not under any circumstances be altered and the rates must be entered in words as well as figures. The bidder must mention all the items/works and additional facility/services they will offer in their financial bid. No cutting, over writing & fluid will allowed and such bid shall be rejected.

8. Payments shall be due and payable by the Nodal Officer, World Food India- 2017, only when the exhibition work is completed to the satisfaction of the Nodal Officer, Uttarakhand, WFI, 2017. In case the quality of the material and the work is found to be inferior, the Nodal Officer, Uttarakhand, WFI, 2017 will have all the rights to impose penalties and such firm will not be eligible to bid in future events.
9. Estimated cost may increase or decrease. Accordingly, cost of B.O.Q. may vary.
10. No representation will be accepted after opening of financial offer.
11. All documents/information's which are required to be submitted by the participating firm against the EoI enquiry in the quotation to be submitted at the time of submitting the proposal.
12. NODAL OFFICER, WORLD FOOD INDIA, 2017 AND DIRECTOR, HORTICULTURE AND FOOD PROCESSING, UTTARAKHAND, RESERVE THE RIGHT TO ACCEPT OR REJECT THE EoI EITHER IN PARTIAL OR FULL WITHOUT ASSIGNING ANY REASON THERE OFF.





13. The firm will have to make presentation/demonstration of concept and layout plan/projection of the work with 3D modeling as per specifications before the Technical Committee on the due date.
14. In case of dispute, matter will be referred to the Secretary, Horticulture, Government of Uttarakhand and his decision will be acceptable to both parties.
15. For legal remedies, District Court, Dehradun shall be the sole Jurisdiction.
16. The Bidders are advised to read carefully the details of works/service to be provided and in case of any doubt it should be cleared before submitting bids.

**TDS:**

The tax deduction at source will be applicable as per rules prevailing at the time of making the payment.

**EoI Fee:**

EoI fee of Rs. 2000.00 payable to Nodal Officer World Food India, 2017 through demand draft, should be enclosed along with "Technical Offer".

**Earnest Money:**

The EoI shall be accompanied by the Earnest Money for Rs. 32,000.00 (Rs. Thirty Two Thousand only) in the form of Draft/Pay Order in the favour of Nodal Officer, World Food India, 2017. The Earnest Money shall be accepted only if it is valid for minimum period of three months.

**Authorized Signatory of the Firm  
With Name and Address**

**Director,  
Horticulture & Food Processing, Uttarakhand and  
Nodal Officer, World Food India, 2017**

