

**Goa Industrial Development Corporation
(A Government of Goa Undertaking)
CORPORATE OFFICE :**

Plot no. 13A-2, EDC Complex, Patto Plaza, Panaji-Goa 403 001.
Tel.91-832-2437470 to 73;Fax : 91(0832)2437478-79;
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REQUEST FOR PROPOSAL NOTICE

(in electronic mode only)

NO:GIDC/GM(E)/34Th IITF/2014/E-Tender/RFP/A-07/ 2525 Date :- 14.10.2014

General Manager(Engg.), Goa-IDC, Panaji-Goa, invites Request For Proposal(R.F.P) under e-tender mode from interested parties for **appointment of agency for providing concept , design and management of Goa Pavilion and allied activities** at the 34th India International Trade Fair, 2014 at PragatiMaidan, New Delhi to be held from 14th to 27th November, 2014.

The last date and time for on-line submission of Request For Proposal (R.F.P) documents is 23.10.2014 upto 15.00 hrs. For Request For Proposal (R.F.P) details and for participation in e-tender, please visit website www.etender.goa.gov.in or www.etenderwizard.com/GOA or www.goaidc.com.

GENERAL MANAGER(ENGG.)

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REQUEST FOR PROPOSAL(R.F.P) DOCUMENT

**REQUEST FOR PROPOSAL FOR APPOINTMENT OF AGENCY FOR PROVIDING
CONCEPT, DESIGN & MANAGEMENT OF GOA PAVILLION AND ALLIED ACTIVITIES
AT THE 34TH INDIA INTERNATIONAL TRADE FAIR AT PRAGATI MAIDAN, NEW
DELHI FROM NOVEMBER 14TH TO 27TH, 2014 FOR GOA INDUSTRIAL DEVELOPMENT
CORPORATION ON BEHALF OF GOVERNMENT OF GOA.**

The Goa Industrial Development Corporation, Panaji-Goa desires to participate at the 34thIndia International Trade Fair-2014(IITF 2014) to be held at PragatiMaidan, New Delhi from 14th to 27th November 2014 by setting up of “Goa Pavilion” and organizing allied activities with a theme of “**Women Entrepreneurs**”**focusing on the notable progress made by women entrepreneurs and overall development made by Goa with thrust on expertise of Goa Tourism, Industries, Goan Handicrafts, Promotion of Women Self Help Groups, Women empowerment, Eco friendly projects, Cultural heritage of Goa. Besides rich Goan cuisine with courteous hospitality of Goan people is required to be projected along with projection of Goa’s developmental achievements through photographic display.** The Goa Pavilion will be a business to business & business to consumer platform, at the India International Trade Fair 2014, New Delhi to have direct interaction between producers and potential buyers and consumers.

Considering the magnitude and the significance of the event, the Goa-IDC invites Request For Proposal(R.F.P) in electronic mode only from reputed and well-established agencies for **providing services for concept ,design, media and PR services** during the Trade Fair.

The agency should fulfill the following criteria in order to be eligible.

1. The Agency should have a minimum annual turnover of Rupees one crore each of last three financial years i.e. 2011-12, 2012-13 and 2013-2014. Proof of this condition in form of valid documents shall be uploaded in the technical bid, without which tenders will be rejected. Valid document for this purpose shall mean a certificate from registered Chartered Accountant, clearly stating the turnover of the agency for the past three financial years.
2. The agency should be based in Goa and showing an existence in State of Goa for more than 3 years. (proof such as documents pertaining to registration as establishment, company etc. or lease of commercial premises in this regard is to be uploaded).
3. The Agency should have a minimum of five years experience in similar capacity, of conceptualizing, designing, setting up of pavilions/stalls, organizing events and publicity campaigns, entertainment programmes at the national and International level. Proof of this condition in form of valid documents (like work orders, certificates issued by clients, photographs etc.) shall be uploaded in the technical bid, without which Request For Proposal (RFP) will be rejected.

The National event means where various States from India participate whereas The International event is such event wherein various countries participate. The events must have been organized by the State or Central Government or statutory bodies or organizations constituted by the State or Central Government.

4. The agency must have organized a minimum of 5 trade or B2B shows in past five years, each valued at minimum ₹. 40 lakhs. Valid proof to this effect has to be uploaded.

The Bidder shall furnish, as part of his bid, an amount of ₹ 5.00 lakh (**Rupees Five lakh only**) towards Earnest Money Deposit towards bidding. ₹ 5000/- towards the cost of Request For Proposal document in favour of The Managing Director(MD), Goa-IDC, and ₹ 1,500/- towards Request For Proposal processing fees in favour of I.T.G. The mode of payment towards the cost of R.F.P document, E.M.D &R.F.P .processing fees to be paid online through e-payment mode via NEFT/RTGS/OTC/debit card facility/net banking with preprinted challans for NEFT/RTGS/OTC.

5. The technical and financial bid will have to be uploaded on the website www.etender.goa.gov.in and www.tenderwizard.com/GOA, as per the procedure prescribed for the electronic bids. Financial bid of only those parties will be opened, who qualify in the technical bid and score minimum 50 Marks in creative presentation.

The final ranking of bidders will be done by applying a weightage of 30% as Financial Score (FS) and 70% as Technical Score (TS) respectively to the Financial and Technical scores of each of the evaluated Technical and Financial bid and then computing the relevant combined total score for each Agency as per the Formula stated below:

The total score will be of 100 marks with 70 marks as Technical score and 30 marks as financial score.

The Technical evaluation will be done by TAC/WAB of Goa-IDC on the parameters stated below. The creative elements & professional services will have to be presented before the Committee as a power point presentation. The corresponding financial cost should be included in the financial bid. The agency will be allotted marks by the Committee based on the following parameters.

Overall décor and artwork for the venue - 30 Marks weightage in the overall selection process. The marks will be allotted for innovativeness, creative ideas, explanation of concept and décor, spatial distribution of creative elements, originality of thought and concept, artwork, relevance of concept to the theme, etc.

Layout and event planning - 30 Marks The concept will be evaluated on event flow and planning, conduct of daily programmes / activities, management of promoting the state of Goa in all the aspects. Detailed plan to be uploaded.

Past experience in conducting exhibitions, road shows and promotional events for State or Central government organization-2.5 Marks weightage per event subjected to furnishing of documentary proof in the technical bid. Subject to a maximum of **10 Marks weightage**.

The agency will have to secure a **minimum of 50 Marks in the 70 Marks technical weightage** component to be eligible for opening of the financial bids. Financial bids of those agencies who fail to secure the minimum weightage will not be opened.

The final selection will be done after adding marks secured in the technical /creative presentation and the financial bid and the agency scoring the highest marks will be awarded the work order.

The party quoting the lowest amount will get full weightage, ie. 30 marks in the financial score and the second lowest party will be awarded marks depending on the percentage of financial bid quoted over the L-1 amount.

For e.g. – F1 = 30

F2 = 30 x L1 Quote

L2 Quote.

F3 = 30 x L1 Quote

L3 Quote.

The marks will be clubbed with technical marks to judge the best agency for the selection.

6. The Request For Proposal(RFP) document also includes section I to IV and the bidder must adhere and follow the instructions and guidelines.

The detailed terms and conditions of this offer along with the Request For Proposal (RFP) documents may be obtained from the websites www.etender.goa.gov.in or www.tenderwizard.com/GOA by submitting an application on the agency's letter head accompanied by the payment through e-payment mode. The last date for uploading of bids will be 23/10/2014 by 15:00 hrs. Applications uploaded beyond this date and time or those applications not accompanied with the Request For Proposal(RFP) fee receipt copy will be summarily rejected. Goa-IDC reserves the right to verify the particulars furnished by the applicant. Goa-IDC also reserves the right to reject all or any of the applications and to restrict the final list of **agencies without assigning any reasons thereof.**

SECTION – I

GUIDELINES FOR SUBMITTING TECHNICAL & FINANCIAL BIDS

(I) GOA PAVILION:

- ❖ 192.00 m2 .
- ❖ Layout plan is attached with dimensions-Enclosed as Annexure “A” & “A-A”
- ❖ Terms and Conditions from ITPO to be followed.

The services required to be carried out/provided by the Agency are given below:

1. The Agency would have to conceptualize, design, and erect the Goa Pavilion promoting the State of Goa on the lines of the theme mentioned herein above. The details of the theme are enclosed as Annexure-“B”.
2. The allocation of the Space will be done by Goa-IDC as per the layout done by the organizers of the fair – India Trade Promotion Organization (ITPO). The Pavilion will have to be located in exactly the same place and as per the approved layout earmarked by the ITPO. The special requirements of the Tourism Department is enclosed as Annexure-“C”.
3. **The agency will have to take necessary permissions from relevant Government authorities, like Police, Traffic police, Fire Department, Health Department, FDA Department, Excise Department, Pollution Control Board, IPRS & PPL permissions etc., on behalf of Goa-IDC solely at its own cost and expense.**
4. The dimensions of the space for Goa Pavilion to be erected will be as per the layout plan submitted by ITPO and will have to be adhered to. The Goa Pavilion will have to conform to the aesthetic design, duly approved by the Goa-IDC, failing which appropriate deduction in the bills will be made and penalty will be levied against the agency.

5. The agency will have to take design approval of the Goa Pavilion to be erected from the Architecture Cell of ITPO, PragatiMaidan, New Delhi.
6. **The power supply requirements, cabling arrangement etc. for the Goa Pavilion will have to be arranged and paid for by the agency themselves from the concerned authorities at the PragatiMaidan.**
7. The Agency will have to maintain the Goa Pavilion in the following manner during the entire duration of the 34th India International Trade Fair 2014 i.e. from 14th to 27th November, 2014.
8. Will have to provide adequate dustbins to every unit in the pavilion and collect the garbage periodically (minimum thrice daily) and dispose the same at an appropriate place approved by the authorities at PragatiMaidan. The entire responsibility of the garbage management will be that of the agency and the Goa-IDC will not be responsible for any negligence in this regard.
9. The agency will be responsible to design; print 15000 high quality brochures printed in four colours with ten pages 170 gsm star mass art paper for distribution to the visitors at the Goa Pavilion. The content for the same will have to be approved by Goa-IDC. These brochures are to be distributed for Business visitors to the Goa Pavillion.
10. The agency will be responsible to design; print 75000 brochures printed in four colours with ten pages 170 gsm star mass art paper for distribution to the visitors at the Goa Pavilion. The content for the same will have to be approved by Goa-IDC. These brochures are to be distributed to general public visiting the Goa Pavillion.

11. The agency will have to organize Cultural performances depicting the traditional Goan folk art for minimum two hours every day with performance scheduled after every 20 minutes at the Goa Pavilion.
12. The agency will have to organize Business Meet/ Seminars/Workshops etc. at the Goa Pavilion besides any other activity that can be suggested by the agency including conduct of visit of Goan industrialists at the Pavilion.
13. The agency should envisage on the facilities and services best required at the Goa Pavilion to make the participation effective & successful.
14. The agency shall factor in the costing of the expenditure on the number of personnel/volunteers at the event that will be engaged for effective management of the Goa Pavilion and Allied Activities during 34th India International Trade Fair 2014. The entire liability of such personnel/volunteers engaged by the agency shall totally lie with the agency.
15. The Goa-IDC reserves the right to engage hostesses/volunteer at the exhibition drawn from various Government Departments including Goa Sadan.

GENERAL TERMS & CONDITIONS

- a. The contract will be limited to the period of the 34th India International Trade Fair 2014.
- b. The agency will have to strictly adhere to the Terms and Conditions and Rules and Regulations of India Trade Promotion Organization during 34th India International Trade Fair 2014. Same are uploaded at Annexure 'V'.
- c. Necessary deduction of statutory taxes as applicable from time to time shall be recovered from the Agency's bill, before releasing the payment.

- d. The agency shall indemnify and keep indemnified Goa-IDC against any claims/compensation/damages caused on account of any or all actions of the agency or its employees. The agency shall be fully responsible for verifying the credentials/background of its agents, employees, volunteers and personnel from the security point of view. The agency will have to submit details about the volunteers/personnel/suppliers and other support staff engaged by it for the smooth conduct of various activities during the fair. The agency shall be completely responsible for issuing identity cards to all such personnel engaged by it, directly or indirectly at their own cost and expense, and that the agency will have to fully cooperate with the Goa-IDC, ITPO and Authorities at PragatiMaidan during the process of issue of the identity cards, to their staff members/volunteers.
- e. The total cost submitted by the agency shall only be the upper limit for executing all the services procured by Goa-IDC for IITF 2014. The agency will not be entitled for any additional claims unless approved by the Goa-IDC in writing.
- f. Due consideration will also be given to the Concept, Design and Creative aspects of various elements , programmes, quality of the program, and the overall quality of the event. Actual execution of the work shall conform to the creatives submitted by it, else the Goa-IDC shall be at liberty to deduct, necessary charges, as deemed fit. The agency shall be specific, focused and shall bring out the exact plan of action for GOA PAVILION AND ALLIED ACTIVITIES at IITF 2014.
- g. The agency will have to submit breakup of cost against various heads and sub-heads followed by the summary that will finally considered by the Goa-IDC, for arriving at an appropriate decision. It shall be up to the agency to conceptualize, anticipate and work out the various costing. The broad outline of requirements is only indicative, and it shall be the duty of the event management agency to visualize the requirements of the event and quote the corresponding cost giving all

details and specifications. Any subsequent increase or escalation of costs shall have to be borne by the agency unless the same has been requested by Goa-IDC in writing. No extra items will be added without the written approval of the Goa-IDC.

- h. The agency will be responsible to arrange for travel from Goa to Delhi & back & hospitality to the special guests invited by Goa-IDC. including the officials/staff on duty as per the list made available to the agency. This also includes the local transport arrangement to officials on duty at New Delhi. However the cost shall be reimbursed by Goa-IDC on actuals after concluding the event and the agency submitting the claim with the actual bills attached.
- i. The agency will have to submit a complete roadmap of all the concurrent events / services engaged by Goa-IDC from ITPO for the state of Goa to showcase & promote Goa in every aspect. The agency has to also produce various activities to generate investments in every sector chosen by the Government.
- j. It shall be the entire responsibility of the agency; to depute suitable personnel for obtaining government permissions from various authorities. However the Goa-IDC will render all possible support and help in this activity to the short listed agency.
- k. The agency should ensure that all its liabilities including that of its staff/volunteers/contractors/equipment/material etc. and especially third-party liabilities are covered **by a suitable insurance policy**. The details of this policy will be intimated to the Goa-IDC as soon as the same is finalized. The agency shall fully be held responsible for any fire or other calamity and Goa-IDC shall not bear any responsibility in this regard. The agency shall therefore make available the necessary fire fighting equipment's and personnel to deal with any such incident.

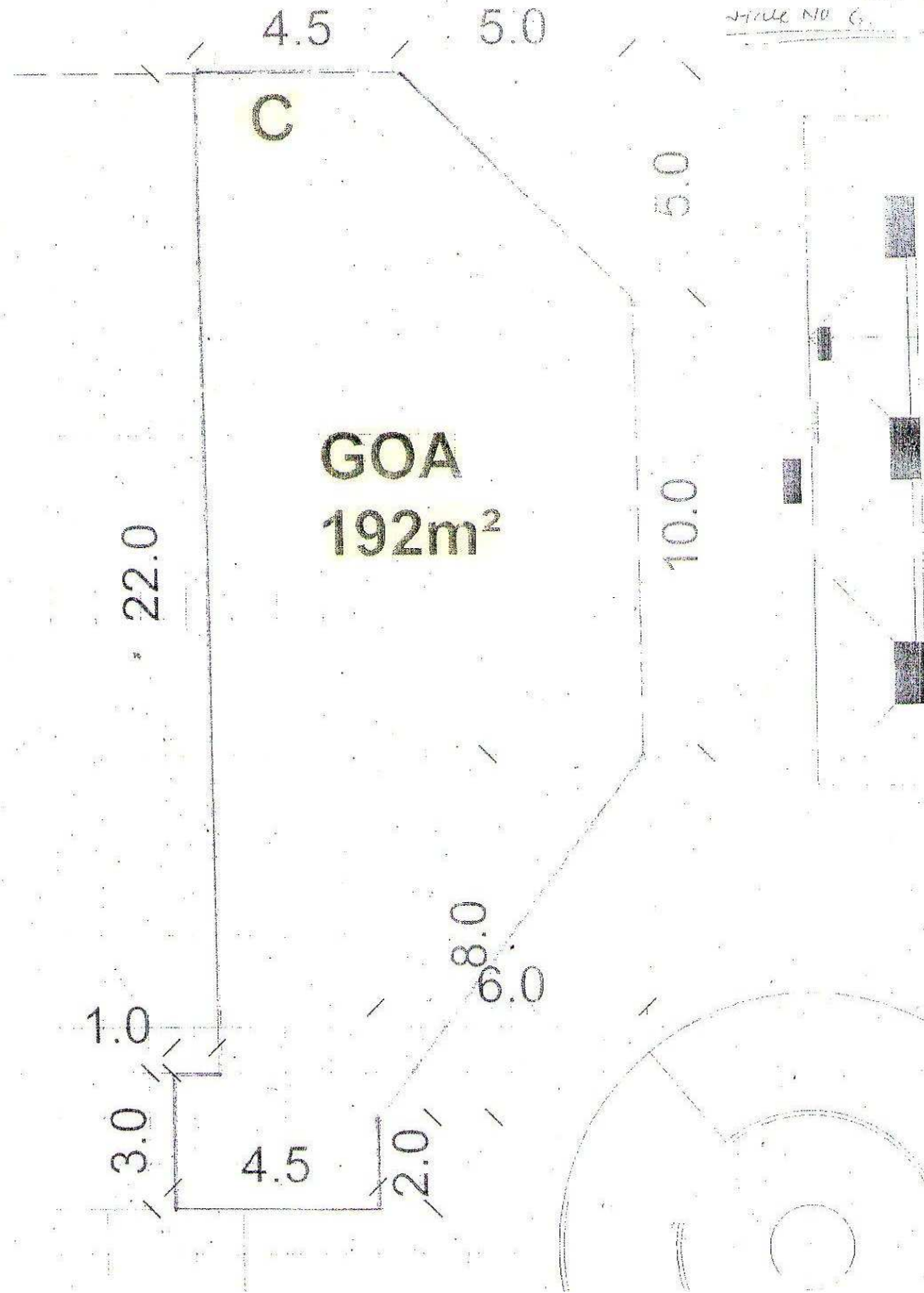
- l. In the event of cancellation of the event in part or in full on account of force majeure, natural calamities, government guidelines etc. the event management agency shall be compensated in full towards the expenditure incurred by them as per actuals against production of necessary documentary evidence.
- m. The Technical and Financial bid will have to be uploaded on the website www.etender.goa.gov.in or www.tenderwizard.com/GOA. as per the procedure prescribed for the electronic bids. Financial bid of only those parties will be opened, who **qualify in the technical bid and score minimum 50 Marks in creative presentation.**
- n. The agency shall furnish an EMD amounting to Rs.5,00,000/- (**Rupees five lakh only**) through e-payment mode only in favour of The Managing Director, Goa-IDC In case the same is not furnished by the agency before 15: 00 hrs. on 23/10/2014 i.e. the time of the uploading of the bid, the R.F.P is liable to be summarily rejected and no further correspondence in this regard shall be entertained.
- o. It will be the responsibility of the agency to propose and convince the prospective State Government Departments, Corporations, Autonomous bodies and private participants who can contribute to best showcase Goa and promote Goa to the future. This part should also figure in the complete roadmap.
- p. **After the event is over a detailed report on the impact of the Goa Pavilion at IITF 2014 shall have to be submitted within one month of the event.**
- q. **At the end of the IITF, 2014 exhibition, material used for construction of Goa Pavilion shall be taken back by the agency for which the salvage value to be deducted shall be given in financial bid .**

- r. It will be the duty of the appointed agency to have a site survey done for understanding the locations, interacting with the officials of ITPO for obtaining all the guidelines & rules for the areas Goa-IDC has engaged for the state of Goa. This exercise will have to be carried out at the total cost of the agency to make sure that no ITPO rule will be flouted on site at PragatiMaidan, New Delhi.

Annexure - "A-A"

U4

Dimensions of Area
for Core Pavilion in
Scale NO. G.



THEME – WOMEN ENTREPRENEURS

The position of women and their status in any society is an index of its civilization. Woman constitutes the family, which leads to Society and Nation, Social and Economic Development of women is necessary for overall economic development of any society or a country.

Woman has entrepreneurial abilities but has not been capitalize in a way in which it should be, where they can excel their skills with maintaining balance in their life.

Women are considered as equal partners in the process of development. However, women have not been actively involved in the mainstream of development even though they represent equal portion of the population and labour force. Primarily women are the means of survival of their families, but are generally unrecognized and undervalued.

In the present changing scenario, skill in entrepreneurial development have become important. Women entrepreneurs are making considerable impact in almost all the segment of the economy. Many entrepreneurial opportunities particularly for women are still emerging in various fields such as computers, electronics, machine, agriculture, food technology, fashion designing etc.

"Women Entrepreneurs" is an act of business ownership and business creation that empowers women economically, increase their economic strength and position in the society.

***SPECIAL REQUIREMENT OF TOURISM DEPARTMENT ***

The agency would be responsible for arranging the following items as a part of the scope of work :

- The stall should be designed in three dimensional mode using cardboard, wood and other permissible material and should essentially reflect a proper Goan décor and ambience with a professional business type layout, conducive for conducting Buyer-seller meetings and with effective branding (The sketch of the stall design is enclosed in the 'IITF Delhi : Goa Stall design' presentation).
- Information counters as shown in the design.
- Arrangements of two hostesses having knowledge of Goa Tourism at the stall.
- Visible fascia for the stall and all on ground support.
- The scope of the work will cover electrical fittings in the stall as per the requirements, as well as daily cleaning of the stall during the course of the exhibition.
- The work will include construction of the stall at site well in time, maintenance activities during the period of the exhibition and dismantling of the stall after the event.
- Arranging one counter fully equipped with Plasma T.V., LCD Project, DVD Player at the venues.
- A space with adequate chairs, sofas and center tables for arranging meetings and get together with liaisoning with the buyers should be arranged in the stall.
- Arrangement of flowers bouquets for VIP's.

SECTION II
INSTRUCTIONS TO BIDDERS

1. The agency should have a minimum annual turnover of **Rs. 1 crore** for the past 3 financial years. A certificate from a registered chartered accountant will have to be submitted by the agency in the technical bid document, which shall clearly state the annual turnover of the agency for the past three financial years 2011-12, 2012-13 and 2013-14, failing which the R.F.P bids will be rejected – **Certificate to be uploaded alongwith the technical bid.**
2. The agency should have experience of five years for setting up of Pavilion/Stalls for major events, B to B exhibitions, major product launches like automobiles etc., award functions, mega musical concerts etc.. Necessary supporting documentation needs to be uploaded to prove the claim.
3. The Agency should have a minimum experience of **5 years** in setting up of stalls and related event management activities. A complete list of events covered and executed by the agency for the past 5 years along with photocopies of supporting documents like work order, names and addresses of the clients along with their email ids, fax and telephone numbers should be uploaded alongwith the technical bid.
4. The agency should not have been blacklisted by any Central / State Government Department/ organization/autonomous body or agency anywhere in the country. An undertaking to this effect will have to be uploaded alongwith the technical bid.
5. The agency should also upload service tax registration certificate, PAN card copy. Number and details about the ownership / holding pattern of the agency.
6. If any information submitted by the agency is found to be incorrect or false and misleading, then the R.F.P will be rejected and the EMD will be forfeited, without any notice.
7. The bidder is expected to examine the R.F.P Documents thoroughly. Failure to furnish all information required as per the R.F.P Documents or submission of the Bids not substantially responsive to the R.F.P Documents in every respect will be at the bidder's risk and may result in the rejection of the Bid and the bid security/EMD of false and misleading parties will be forfeited without any notice.

8. A prospective bidder, requiring any clarification on the Bid Documents shall notify the Goa-IDC in writing or by FAX at the Goa-IDC mailing address indicated in the invitation of Bid.
9. The Goa-IDC shall respond in writing to any request for the clarification of the Bid Documents.
10. Any clarification issued by Goa-IDC in response to query raised by prospective bidders shall form an integral part of bid document and it may amount to an amendment of relevant clauses of the bid documents.
11. At any time, prior to the date of submission of Bids, the Goa-IDC may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify bid documents by amendments.
12. The amendments shall be notified in writing or by FAX to all prospective bidders on the addresses intimated at the time of purchase of the bid document from the Goa-IDC and these amendments will be binding on them.
13. In order to afford prospective bidders a reasonable time to take the amendment into account in preparing their bids, the Goa-IDC may, at its discretion, extend the deadline for the submission of bids suitably.
14. The bidders are required to quote their best and final amount. There will be no R.F.P bid amount variation but Goa-IDC reserves the right to negotiate with the bidder who has quoted the lowest rate.
15. The EMD of the unsuccessful bidder will be discharged/ returned after receipt of the written application for refund of the same at the earliest but not later than 30 days after the successful bidder has been appointed.
16. Earnest Money, deposited by the successful bidder at the time of R.F.P, will be treated as the Security Deposit. The Security Deposit will be refunded to the agency within 30 days from the date of closure of the event only after receipt of NOC/letter from ITPO that the agency has cleared all the dues.
17. R.F.P uploaded without Earnest Money Deposit are liable for summary rejection.

18. The original bid and all copies of bid shall be typed or printed and all the pages numbered consecutively, shall be signed by the Bidder or a person or 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 literatures, shall be signed by the person or persons signing the bid.
19. The Bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case the person or persons signing the Bid shall initial such corrections.
20. The Technical and Financial bid will be uploaded on the website www.etender.goa.gov.in or www.tenderwizard.com/GOA as per the procedure prescribed for the electronic bids.

The responsibility for ensuring that the R.F.P/Bids are uploaded in time would vest with the bidder. The Goa-IDC will not be responsible for any postal delays. R.F.P. received after specified time and date will not be accepted.
21. Bids which are not uploaded by 15:00 hrs. on 23/10/2014 shall not be considered.
22. Venue of the R.F.P/Bids opening: The R.F.P documents/Bid will be opened at the address mentioned at clause 21 herein above. If due to administrative reason, the venue of Bid opening is changed, it will be displayed prominently at the mentioned address.
23. The Goa-IDC may, at its discretion may extend the deadline for the uploading of bids.
24. Not more than one independent and complete offer shall be permitted from the bidder.
25. No modification of R.F.P bid will be allowed once the same is uploaded on the website. The bid will be allowed to be withdrawn upon the written request of the agency. However, the Goa-IDC will forfeit earnest money deposit submitted by the agency, and no further request in this regard will be entertained.
26. To assist in the examination, evaluation and comparison of R.F.P bids, the Goa-IDC may, at its discretion ask the bidder for the clarification of its bid. The request for the clarification and the response shall be in writing. However, no post bid clarification at the initiative of the bidder shall be entertained.

27. Goa-IDC shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether required documents have been furnished, whether the documents have been properly signed and whether the bids are generally in order.
- 28. The financial bids will be evaluated of only those bids that fulfill the Technical criteria.**
29. Goa-IDC may waive any minor infirmity or non-conformity or irregularity in a bid that does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.
30. If there is discrepancy between the words and figures, the amount in words shall prevail.
31. The financial bid will be evaluated on the basis of lowest amount quoted in the final total amount.
32. Goa-IDC shall consider notifying the Letter of Intent (LOI) only to the eligible bidder whose offer have been found technically, commercially and financially acceptable, in writing by letter. Said LOI shall constitute the intention of Goa-IDC to enter into Contract with the bidder. The Goa-IDC reserves the right to counter offers price(s) against price(s) quoted by any bidder.
33. The bidder shall within two days of issue of the Letter of Intent (LOI), give his acceptance to the same.
34. Failure of the successful bidder to comply with the requirement of any Clause after issuing the work order by Goa-IDC and acceptance of the same from the bidder, shall constitute sufficient ground for the annulment of the award and the forfeiture of the bid security in which event, Goa-IDC may make the award to any other bidder at the discretion of Goa-IDC or call for new bids. Goa-IDC reserves the right to blacklist a bidder for a suitable period of time in case he fails to honor his bid without sufficient grounds.
35. The contract will be limited to the period of IITF 2014.
36. Goa-IDC shall, at any time, by written order given to the Agency, make changes within the general scope of the Contract.

Section III
Part of Technical Bid

ANNEXURE - I

I. **STRUCTURAL & ORGANISATIONAL SET UP**

1.	Name & Full Address of the Agency with Registration particulars	
2.	Contact Telephone/Fax./E-Mail nos.	
3.	Status of the Organization (Company/Partnership/Pvt. Limited/Ltd., etc.	
5.	PAN/GIR No. (compulsory, enclose photocopy of PAN card)	
6.	Date of Incorporation(enclose copies)	
8.	Name, Qualifications and Bio-data of Proprietor/ Director/Partners/Executives.	
9.	Total number of employees	
10.	Number of years in Business	

Date:

AUTHORISED SIGNATORY

(With Official Seal)

ANNEXURE – II

II. CAPABILITIES:

1.	Experience in carrying out similar Work.(Please enclose proof i.e. copy of Work Order, any other supporting documents)	
2.	Office address with proof	
4.	Experience in related field.	

AUTHORISED SIGNATORY

(With Office Seal)

Date:

ANNEXURE – III

III. FINANCIAL CAPABILITY:

1.	Audited General Accounts for the Last three years. (please enclose duly attested or notarized)	
2.	Banker's Solvency Certificate	
3.	Turn-over during each of three years 2011-12 2012-13 2013-14 This needs to be signed by a registered CA.	

Date:

AUTHORISED SIGNATORY

(With Official Seal)

ANNEXURE – IV

IV. PERFORMANCE RECORDS:

1.	Provide details of prestigious clients worked with during past indicating: -	
	(a) Name of the Client (attach supporting documents)	
	(b) Type of Services presented	
	(c) Value of Work per annum. (with proof	
2.	Provide details of Accounts with Public Sector & Govt. Departments held during the past indicating:	
	(a) Name of the Client	
	(b) Type of Services	
	(c) Value of Work.	

Date:

AUTHORISED SIGNATORY

(With Official Seal)

Section IV
Part of Financial Bid

GENERAL (COMMERCIAL) CONDITIONS OF CONTRACT

1.Submission of bid against this offer shall bind the bidder for the acceptance of all the conditions specified herein or unless otherwise agreed by Goa-IDC.

2.The time period as stipulated in the work order shall be deemed to be essence of the contract.

3.Payment Terms: The payment terms will be as below

1. 50% advance shall be given along with the work order against the submission of Bank guaranty, of equal amount of advance plus ₹ 20 lakhs and the balance payment will be made within 45 days from the conclusion of the event, subject to satisfactory execution of the event & after submission of NOC dues certificate from ITPO. In case of non-implementation of some items either partly or wholly, the Goa-IDC will make necessary deductions from the bill payable or Bank Guarantee.

Arbitration:

- i) If as a result of any post audit, any amount is found to be recoverable from the agency, the same will be recovered first from any amount due to the agency against any current bill of the agency and/or from their security deposit and/or from any other amount due from the Goa-IDC and/or on demand.
- ii) If the agency makes default in proceeding with the work with due diligence, due to lack of resources or organization or work operated is not up to the expected standards, the Goa-IDC reserves right to cancel the contract at 7 (seven) days notice at any time during the currency of the contract. The Goa-IDC would be entitled to with-hold any sum due and payable to the agency towards the sum as a result of the said breach or default.
- iii) Any disputes arising out of this contract should be tried in the courts of law within the jurisdiction of the State of Goa only.

Annexure 'V'

The interested agencies should also go to the website www.iitf.in to see and confirm any other technical or Architectural Guidelines regarding the stalls/pavilion and consider the same while preparing the design. The full set of guidelines are also available in the office of the Director, G.M.(Engg.), Goa-IDC, Plot no. 13A-2, EDC Complex, Patto-Plaza, Panaji-Goa.

IITF Architectural Guidelines

General Guidelines:

- Drawings that need to be submitted to Architecture Division for approval:
- Covering Letter (preferably on Letter-head) including details of company name, product, Hall no., stall no. with signature and contact numbers;
- Plan/Layout with dimensions and material specifications;
- Elevation with dimensions;
- Coloured View with dimensions,
- The drawing submitted should be legible and preferably on A3 size paper.
- Drawings are to be submitted before giving order of any material, part, etc. as the drawings may need to be altered in accordance to IITF Architectural Guidelines.
- The general public safety and public movement should be ensured while planning and designing the scheme of stall/pavilion.

IITF Stall/Ministry/States Guidelines in ITPO Halls:

- Dimensions allotted should strictly be followed.
- Side facing passage should be transparent or translucent.
- General height of stall should not exceed 2.4m and display aids/lights etc. should not exceed 3.0m. Feature/logo/branding can go uptill the height of 4.0m (feature/branding should not be on entire side wall and should be central feature only).
- Fire retardant paint to be used on wooden members.
- Wall adjoining stall/back wall should not be more than 2.4m.

IITF State Pavilion (Permanent Pavilion) Guidelines:

- No passage should be less than 4.0m.
- Proper traffic flow should be ensured.
- Direct access to all the electrical panels and services like toilets etc. should be ensured.
- Provision of sufficient no. of fire safety equipment's like fire extinguishers and emergency exits having direct access and lit up sign boards of emergency exits to ensure public safety.

- Provision of sufficient no. of emergency lights to ensure safe public movement in case of power failure.
- Structural stability certificate in respect of temporary construction or addition & alteration or facade elements from qualified Structural Engineer to be submitted to ITPO before taking up construction at site.
- Only fire proof/ retardant material should be used for construction & decoration.
- Open setbacks around the pavilion are meant for movement of fire tenders in case of any emergency. Therefore, it is essential that these Setbacks are left totally free of obstruction, levels and temporary blockades.
- No extension or projection or cantilever is permissible outside Building-line. The façade elements should not go beyond the height of the permanent structure of the pavilion and your adjacent pavilion.
- NOC from Delhi Fire Service and License from Additional Commissioner of Police (Licensing) Delhi Police will be taken directly.
- No F&B stall permitted in the pavilion premises.
- Compliance to all Engineering and Architectural guidelines.
- Compliance to all detailed guidelines shall be confirmed before starting of the construction.
- For any violation ITPO shall free to take punitive action including disconnection of electrical and water supply.
- Joint inspection of Committee of ITPO Officers and representative of State Pavilion on 8th & 12th November.

IITF Ministry Pavilion (Permanent Pavilion) Guidelines:

1. No passage should be less than 4.0m.
2. Design drawing of all constituents to be submitted for approval of ITPO.
3. Proper traffic flow to be ensured.
4. Direct access to all fire safety equipment's, emergency exits, fire escape stairs & electrical panels etc. to be left.
5. Design drawing for facade/frontage at the entrance wall to be submitted for approval.
6. Only fire proof/retardant material should be used for construction & Decoration.
7. General heights of stalls should not exceed 2.4m. Only feature/logo/branding can go up till the height of 4.0m.
8. Compliance to all Engineering and Architectural guidelines.
9. Compliance to all detailed guidelines shall be confirmed **before** starting construction.
10. For any violation ITPO shall be free to take punitive action including disconnection of electrical and water supply.

**Goa Industrial Development Corporation
(A Government of Goa Undertaking)**

CORPORATE OFFICE :

Plot no. 13A-2, EDC Complex, Patto Plaza, Panaji-Goa 403 001.

Tel.91-832-2437470 to 73;Fax : 91(0832)2437478-79; email :

goaidc1965@gmail.com;[ww.goaidc.com](http://www.goaidc.com)

**REQUEST FOR PROPOSAL NOTICE
(E-TENDERING MODE ONLY)**

No. Goa-IDC/GM(E)/34THIITF-2014/E-TENDER /RFP/A-07/2525 Dated: 14/10/2014

The General Manager(Engg.) invites on behalf of Goa Industrial Development Corporation from the interested eligible agencies Request For Proposal(R.F.P) for providing concept. design and management of Goa Pavilion and allied activities at the 34th India International Trade Fair, 2014 at New-Delhi.

Sr. no	Name of the work	Earnest money deposit	Cost of R.F.P document	R.F.P processing fee
1.	Appointment of agency for providing concept, design and management of Goa Pavilion and allied activities at the 34 th India International Trade Fair, 2014 at New-Delhi.	Rs. 5 lakhs	Rs. 5000/-	Rs. 1500/-

1. Last date for online request of application is on 23/10/2014 upto 15:00 hrs.
2. Last date for online submission of duly filled Tender documents is on 23/10/2014 upto 15:02 hrs.
3. The R.F.P(Technical bid) will be opened online on 23/10/2014 at 15:30 hrs in the Board Room of Goa-IDC,2nd Floor, Panaji-Goa.
4. The R.F.P. (Financial bid) will be opened online on 27/10/2014 at 11:00 hrs in the Board Room of Goa-IDC, 2nd Floor, Panaji-Goa.

REQUEST FOR PROPOSAL DOCUMENTS

Eligible Agencies /Bidder may request for the Request For Proposal (R.F.P) documents through the website www.tenderwizard.com/GOA or www.etender.goa.gov.in on the following mode of payments:

.....2/-

.....2.....

1. Earnest money deposit, cost of RFP documents in favour of **The Managing Director, Goa-IDC payable at Panaji-Goa** and RFP Processing Fee in favour of **Infotech Corporation of Goa Ltd.** to be paid online through e-payment mode via NEFT/RTGS/OTC/debit card/credit card facility/net banking with pre-printed challans available on e-tendering website and directly credit the amount to ITG account as generated by challans for NEFT/RTGS/OTC.
2. The intending bidder must have/obtain a valid digital signature to submit the R.F.P/Bid.
3. The eligible Agencies/Bidder who have not registered with Goa Infotech Corporation Ltd., Porvorim and intending to participate in online Bidding may register now and apply before the last date of application i.e by 15.00 hrs on 23.10.2014.

*For further details the intending bidder may contact the General Manager, Goa-IDC, Patto Plaza, Panaji-Goa. Ph. 08322437475/2437883 during the office hours.

*The dates mentioned above shall be treated as the next working day if any of the date falls on holiday.

(Mario J. S. Colaco)
General Manager(Engg.)