



Prasar Bharati  
(India's Public Service Broadcaster)  
DG: Doordarshan  
Doordarshan Bhawan  
Copernicus Marg, Mandi House  
New Delhi-110001



No: BES (EXPO2020)/PBS/2019-20

Dated: 10 /01/2020

**Short Term E-Tender Enquiry**

**Subject: Fabrication of Prasar Bharati Stall for BES EXPO2020 at "Pragati Maidan (Hall No. 7(A/B/C & E), New Delhi"- 1 Job.**

E-tenders are invited online in [www.tenderwizard.com/PB](http://www.tenderwizard.com/PB) under two bid systems for Fabrication of Exhibition Stall as per scope of work from reputed fabricators/authorized agents dealing with exhibition/event management work as detailed below:

Sr. No.	Tender Ref. No.	Description of Stores/Works	Qty.	Tender fee (In Rs.)	Estimated cost (In lakh)	EMD (In Rs.)
1.	BES(EXPO2020)/PBS/2019-20	Fabrication of Prasar Bharati Stall as per scope of work	1 Job	0.00	5.00	10,000.00

**NOTE:**

1. Tender document, bid forms, general instructions to bidders and other details including amendments/charges can be viewed/downloaded from the website- [www.tenderwizard.com/PB](http://www.tenderwizard.com/PB).
  2. Only online bids will be considered. Bids sent by post/fax/email shall be rejected straightaway. No correspondence in this regard shall be entertained.
  3. Tender without mandatory documents will not be accepted.
  4. All the pages of tender document should be filled as per requirement, signed & stamped before uploading.
  5. Pre-Bid meeting with interested bidder will be held on 15/01/2020 at 1500 Hrs in this office for discussion & it is desirable that bidders come with preparation with queries if any regarding the scope of work as in (Annexure-II).
1. **Time and date for opening of online Bids:** The tenders will be received online by only those interested bidders who have participated in the aforesaid Pre-Bid meeting up to 21/01/2020 (1400Hrs) and opened at 1530 Hrs. on the same day (i.e. dated 21/01/2020). The online Bids should be uploaded by the due date and time. The responsibility to ensure this lies with the Bidder.
  2. **Two bid system-** It is a two bid system. Only the technical bids would be opened on the time and date mentioned above. Date of opening of financial/price bid will be intimated after evaluation and acceptance of technical bids by Technical Evaluation Committee (TEC). Bidders will have to submit **one soft copy of the stall design/drawing along with their offer for evaluation**. Technical Evaluation Committee shall examine the design as per scope of work & give marks in the scale of 10 to the offered design. Criteria for technical acceptance of the bid shall be 70% of the total marks. The offer shall be technically acceptable on the

recommendation of TEC. Financial bid of only technically acceptable offer shall be opened. **The Technical & Commercial Bid are required to be uploaded separately on the portal.**

3. **Manner of submission of online Bids:** All the required documents in support of the eligibility criteria along with scanned copy of EMD are also to be uploaded along with the bids. The bidders are advised, in their own interest, to submit the requisite papers/documents with their bid as per the scope of work /eligibility criteria failing which their bids may be declared as non-responsive/ineligible. Corrigendum related to this tender if any will be made available/uploaded only on the website of Tender Wizard Procurement Portal. Such amendments/modifications shall be binding on all the prospective bidders.
4. **Place of opening of the Bids:** O/o ADG (A&G), DG: Doordarshan, Doordarshan Bhawan, New Delhi-110001.  
The Bidders may depute their representatives, duly authorized in writing, to attend the opening of technical bids/financial bid on the due date and time. Details of EMD and technical clauses quoted by all Bidders will be read out in the presence of the representatives of all the Bidders. **This event will not be postponed due to non-presence of bidder's representative.**
5. **Submission of online Bids:** Online bids should be submitted by the Bidders under their original memo/letter head inter alia furnishing details like PAN Number, GST Number, Bank Branch address, account number with IFSC code for e-payment with complete postal & e-mail address of their office. Scanned copy of PAN card, GST Registration Certificate, Annual Income Tax Returns filed for last three years, EMD, work experience of similar nature with requisite proof and scanned copy of the tender acceptance letter duly signed by the authorized representative of the firm as a token of acceptance of the terms & conditions of the RFP are also to be submitted online.
6. **Validity:**
  - i) Tender should remain open for acceptance for a short period before commissioning of the Exhibition BES EXPO2020 from the date of opening.
  - ii) The bid will be considered even in case of the L1 also if the bidder ensures completion of work up to evening of **dated 12/02/2020** due to utmost exigencies of work.
7. **Earnest Money Deposit:** Bidders are required to submit Earnest Money Deposit (EMD) for an amount of **Rs.10,000.00/- (Rs. Ten Thousand only)** along with their bids. The EMD may be submitted in the form of an Account Payee Demand Draft, Banker's Cheque in favour of PRASAR BHARATI BROADCASTING CORPORATION OF INDIA (NEW DELHI). EMD of the unsuccessful bidders will be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30<sup>th</sup> day after the award of the contract. The Bid Security (EMD) of the successful bidder would be returned, without any interest whatsoever, after the receipt of the Security deposit from them as called for in the contract. EMD is not required to be submitted by those Bidders who are registered with the Central Purchase Organization and Micro and Small Enterprises (MSEs) as defined in MSEs Procurement Policy issued by Department of MSME as per Rule 170 of GFR-2017. **The EMD will be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of their tender.**
8. **Security Deposit:** Successful bidder is required to submit 10% of the quoted amount in the form of an Account Payee Demand Draft, Banker's Cheque in favour of PRASAR BHARATI BROADCASTING CORPORATION OF INDIA (NEW DELHI) as a security deposit which will be returned back without interest after satisfactory completion of the event BES EXPO2020.

## **9. Eligibility criteria:**

- 9.1 Only Delhi/NCR based reputed Event Management Group/fabricator having experience in this field are eligible to participate in this tender.
- 9.2 Bids should be from original fabricator/event management group or companies dealing with such fabrication work of exhibition stall at National/International events.
- 9.3 One Agent/dealer/fabricator shall not represent two or more firms of quote on their behalf in a particular tender (i.e. one bidder shall quote one offer with one design for the Prasar Bharati Stall in a particular tender).
- 9.4 Only vendors who have prior three years experiences as on the date of advertisement in fabricating exhibition stall in different kind of exhibition/event are eligible to participate in the tender.
- 9.5 The bidder may submit past experiences if any of similar type of work in this department.

## **10. Requirement of Fabrication of Prasar Bharati Stall as per scope of work:**

- 10.1 The complete lay out plan/item wise details required as per scope of work should be furnished along with tender. Relevant design/drawing/photographs shall have to be uploaded along with the bid documents.
- 10.2 All risk or loss or damage to the material/item to be used in BES EXPO2020 Prasar Bharati Stall shall be upon the supplier/contractor till completion of the work as in accordance with the terms and condition.
- 10.3 Fabrication of Prasar Bharati Stall will include all material & services required for completeness of the Prasar Bharati Stall as per approved scope of works. The bidder shall have to arrange all the fabrication material required for the fabrication work and insure all the personnel associated in the installation work at their own cost.
- 10.4 The firm shall at its own expense obtain all required permits necessary for the work to be performed.
- 10.5 The firm will be responsible to remove all debris and leave premises in broom clean condition.
- 10.6 The supplier/contractor shall be responsible for any loss to this organization consequent to the furnishing of the incorrect data/drawings.
- 10.7 **Completeness of the fabrication work within stipulated time given by the BES EXPO Organizer shall be the sole responsibility of the fabricator (i.e. Fabrication Work must be complete by the evening of 12/02/2020).**
- 10.8 ADG (A&G), DG: Doordarshan reserves the right to accept any quotation not necessarily the lowest. Further, ADG (A&G), DG: Doordarshan reserves the right of increasing/decreasing the quantity of the material of tender depending on actual requirements. The unit rate quoted in tender shall be applicable to the quantity for which the order is placed.
- 10.9 Bidders are advised to inspect and examine the scope of work as in Annexure -II and satisfy themselves before submitting their bid. Bidders shall be deemed to have full knowledge of the scope of work whether he inspects it or not. No extra charges consequent on any misunderstanding or otherwise shall be allowed.
- 10.10 Submission of a tender by a tenderer implies that he has read this notice and all other contract documents and has made himself aware of the scope and specifications of the work to be done and other factors having a bearing on the execution of the work.
- 10.11 Fabricator shall follow the best modern practice in fabrication of an attractive & good looking Prasar Bharati Stall in all respect to the satisfaction of this organization.
- 10.12 The fabrication of stall complete in all respect will be the sole responsibility of the bidder.

- 11. Terms of Payment:** 100% payment after completion of the work on the basis of recommendation of the monitoring committee that the work executed satisfactory & as per scope of work.

## **12. Inspection & Inspection Authority:**

12.1 Inspection of all items ready to install at BES EXPO2020 site will be carried out by official of ADG (A&G), DG: Doordarshan on 10/02/2020. If fabricator/contractor is unable to complete the work within the stipulated time limit Prasar Bharati, New Delhi shall have the right to cancel work order & on event of this no payment will be made to the firm & their Security Deposit will be forfeited.

12.2 Workmanship Criteria for acceptance: as per scope of work (Annexure-II).

**13. Arbitration:** All disputes, differences or question including the subject matter of the contract on the rights and liabilities of the parties, hereunder of whatsoever arise between parties except those, the decision thereof is herein before otherwise expressly provided for shall be referred to the sole arbitration of ADG (A&G), DG: Doordarshan, New Delhi or any person nominated by him/her and his/her decision shall be final and binding on the parties. The provisions of Arbitration and Conciliation Act, 1996 or any statutory modifications or re-enactment thereof and the rules made there under for the time being in force shall apply to such arbitration. The arbitration proceedings shall be held in New Delhi.

**14. Liquidated Damages:** In case of failure to complete the job in time ADG (A&G), DG: Doordarshan shall impose a penalty of Rs.5,000/- per hour apart from legal action, which the department may deem fit. The contractor may also be blacklisted for future work. In such situation, ADG (A&G), DG: Doordarshan shall have the right to make alternative arrangement for completion of the work through some other contractor of its choice. In that event, the entire cost so incurred by the Prasar Bharati will have to be borne by the original contractor and may be deducted from their bill or Security amount.

**15. Paying Authority:** Prasar Bharati. The payment would be made on submission of following documents:-

15.1 Ink signed copy of contractor bills in triplets.

15.2 Signed Photocopy of firm/company PAN Card.

15.3 Signed copy of GST registration certificate,

15.4 Details for electronic payment viz Account holder's name, Bank name, Branch name and address, Account type, Account number, IFSC code, MICR code (if these details are not incorporated in supply order/contract).

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### **Billing of Quantity (BOQ)**

<b>Sr.No.</b>	<b>Items</b>	<b>Qty</b>	<b>Unit</b>
<b>A</b>	<b>Fabrication Work</b>		
1	Wooden platform at 4" height from ground level with L channel- With side lighting (10.5m x 5m)	52.5	Sqm
2	New Synthetic carpet in blue color	35	Sqm
3	Wooden Flooring in white laminate finish	20	Sqm
4	Single side wooden wall in paint finish at a height of 2.5 Meters	16	RMtr
5	Double side wooden wall in paint finish for store room at a height of 2.5 Meters with lockable door	3	RMtr
6	Curved wooden panel in paint finishes at a height of 3.5 Meters for LED display	6	RMtr
7	Round wooden branding structure in paint finish at a height of 4.0 Meters supporting with wooden pylon & pillars	1	Job
8	L shaped wooden reception counter in paint finish with laminated top & below lockable	1	No.
9	L shaped wooden glass counters in paint finish & below lockable for product display	1	No.
<b>B</b>	<b>Providing &amp; Fixing (On Hire Basis)</b>		
10	Round wooden podium in paint finish for product display with laminated top	2	Nos
11	Wooden demo table in paint finish with laminated top & below lockable top	4	Nos
12	Wooden demo table in paint finish with laminated top & below lockable top (Size: 4' x 38" x 3')	1	No.
13	Catalog Stand	2	Nos
14	Bar Stool	2	Nos
15	Round table with glass top	2	Nos
16	Executive Chair	8	Nos
17	40" LED TV with USB & HDMI Port	9	Set
18	60" LED TV with USB & HDMI Port	1	Set
19	32" LED TV combined as video wall with minimum bezel	4	Nos
20	General lighting as per design	1	Job
21	Vinyl cutting logos as per design	1	Job
22	Transportation of Logistics	1	Job
23	Pantry accessories like water dispenser, Tea/Coffee Machine etc with	1	Job
24	MP3 player with one sound system with multiple jacks for 4 headphones/output facility	1	No.
25	DVD player of MP4 player	1	No.
26	Service boy	1	No.
27	Laptops with HDMI Port	10	Nos.
28	Stars flex print on the side wall	1	Nos.
29	Glass Bowl for toffee/mouth refresher etc & Visiting cards	2	Nos.
30	Brass flower pot with fresh flowers	4	Nos.
31	Digital print on vinyl and pasted on sunboard	6	Sqm

**Un-Price Bid Format:** The Un-Price Bid Format is given below and bidders are required to fill this up in excel format available on tender wizard correctly without quoting rate/cost/prices of individual items only make/model of the offered store to be mentioned & upload along with the technical bid.

**Prorata Break up Details of the Identifiable Items of Supply and ITC/ETC cost**  
(To Be Signed & uploaded by Tenderer)

**RATES ARE NOT BEING QUOTED HERE. PRICE SHOULD BE QUOTED IN COMMERCIAL BID HOWEVER THE ANNEXURE IS FOR THE CONFIRMATION OF BOQ TO BE FILLED**

Tender No. BES(EXPO2020)/PBS/2019-20

Dated: /01/2020

Tenderer's Name: \_\_\_\_\_

Due Date: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Tenderer's Quotation No. \_\_\_\_\_

Validity of Quotation: \_\_\_\_\_

Sr.No.	Description of items/works	Qty.	Cost (in figures)	GST (%)	Total Amount of GST	Total Amount
1.	Fabrication of Prasar Bharti Stall as per scope of work (Annexure-II)	1 Job				

### **DECLARATION**

I hereby certify that the information furnished above is true and correct to the best of my/our knowledge and I have read and understood the terms and conditions contained in the RFP/Tender Document. I understand that in case any deviation is found in the above statement at any stage, I/We will be blacklisted and will not have any dealing with the DFF in future.

(Signature of Authorized signatory with date and seal)

Note:

1. Indenter reserves the right to choose & decide the quantity of Equipments at the time of finalization of Tender.

Sr. No.	Checklist Parameters	Yes	No
1.	Name of Company/Firm		
2.	Earnest Money Deposit Draft/Bankers Cheque/FDR.		
3.	IT Returns and financial statement (Balance Sheet) 3 years.		
4.	Relevant Contractor Licenses/authorization certificate of the contractor.		
5.	Performance certificate from 3 reputed Govt./PSU/Private sector.		
6.	Compliance/deviation report on parameters/Scope of work.		
7.	Tender documents duly signed in each page by the authorized person.		
8.	Photo copy of GST registration & PAN etc.		

## Undertaking

From \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dated: \_\_\_\_\_

To,  
ADG (A&G)  
DG: Doordarshan  
Doordarshan Bhawan  
Copernicus Marg, Mandi House  
New Delhi-110001

Sub.: Submission of Tender fabrication of Prasar Bharati stalls as per scope of work.

Dear Sir/Madam,

With reference to your above-mentioned notice inviting tenders, I/We hereby offer to provide required services to Prasar Bharati. I/We shall execute the work truly and faithfully as set forth in the attached terms and conditions. I/We shall be responsible for all complaints as regards the quality of service and in case of any dispute; the decision of ADG (A&G) DG: Doordarshan shall be final and binding on me/us.

As desired, the Tender Fee and EMD vide Demand Draft Nos. (1) \_\_\_\_\_ (2) \_\_\_\_\_ Dated (1) \_\_\_\_\_ (2) \_\_\_\_\_ drawn on \_\_\_\_\_ respectively in favour of PRASAR BHARATI BROADCASTING CORPORATION OF INDIA payable at New Delhi are enclosed. I fully understand that in the event of my/our tender being accepted, you shall adjust this earnest money in security deposit payable by me/us for the faithful and satisfactory execution of the contract.

The details of the documents as required are submitted as under:

1. Registration Number of the Firm \_\_\_\_\_
2. Service Tax/GST (whichever is applicable) Number \_\_\_\_\_
3. PAN Card Number \_\_\_\_\_
4. Electrical License Number \_\_\_\_\_

I/WE shall have no claim to the refund of earnest money/Security prescribed against this tender in the event of my/our non-compliance of the contract, provided such contract is implemented within the period of validity of my/our tender. I/We further understand that my/our earnest money shall stand forfeited in case of unsatisfactory services/violation of any term/terms or if I/We withdraw my tender at any stage during the period of validity. My/our tender shall remain valid before commissioning of the Exhibition BES EXPO2020 from the date of opening. My/Our tender along with terms and conditions with relevant columns and annexure duly filled in under my/our attestation and with each page of the tender paper including the enclosed terms and conditions signed by me/us (in the capacity of sole owner/general or special attorney attached) is submitted for your favorable consideration. I/We have read the enclosed terms and conditions carefully and have signed the same in token of our absolute and unconditional acceptance.

Thanking you,

Yours faithfully,

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

Signatures with stamp & Full Address



## Annexure-II

**PRASAR BHARATI**  
**(India's Public Service Broadcaster)**  
**DG: Doordarshan**  
**Doordarshan Bhawan**  
**Copernicus Marg, Mandi House**  
**New Delhi-110001**

BES (EXPO2020)/PBS/2019-20

Date: 10/01/2020

### Scope of work:

Prasar Bharati is participating in BES EXPO2020 to be held during the period 13/02/2020 to 15/02/2020 (3 days) at "Hall No.7 (A/B/C & E), Pragati Maidan, New Delhi". There will be a Prasar Bharati stall two side open (52.5 Sqm raw spaces, measuring dimension 10.5m x 5m) as per floor plan (Annexure-III) for the showcase of services & product of All India Radio & Doordarshan. In view of this a Prasar Bharati stall is to be fabricated at the site. A planning regarding this has been formulated by Prasar Bharati after consultation with various section department of Prasar Bharati. To execute the plan fabrication work of the stall & providing/fixing of required constituent on hiring basis to complete the task and to give an attracting view of the proposed stall, following work has to be carried out.

### A) Fabrication Work:

1. Wooden platform at 4" height from ground level with L channel with side lighting 10.5m x 5m. **(52.5 Sqm)**
2. New Synthetic carpet in blue color. **(35 Sqm)**
3. Wooden Flooring in white laminate finish. **(20 Sqm)**
4. Single side wooden wall in paint finish at a height of 2.5 Meters. **(16 Running Meters)**
5. Double side wooden wall in paint finish for store room at a height of 2.5 Meters with lockable door. **(3 Running Meters)**
6. Curved wooden panel in paint finishes at a height of 3.5 Meters for LED display. **(6 Running Meters)**
7. Round wooden branding structure in paint finish at a height of 4.0 Meters supporting with wooden pylon & pillars. **(1 Job)**
8. L shaped wooden reception counter in paint finish with laminated top & below lockable. **(1 No.)**
9. L shaped wooden glass counters in paint finish & below lockable for product display. **(1 No.)**

**B) Providing & Fixing (On hire basis):**

1. Round wooden podium in paint finish for product display with laminated top. **(2 Nos)**
2. Wooden demo table in paint finish with laminated top & below lockable top. **(4 Nos)**
3. Wooden demo table in paint finish with laminated top & below lockable top. **(1 No)**
4. Catalog Stand. **(2 Nos)**
5. Bar Stool. **(2 Nos)**
6. Round table with glass top. **(2 Nos)**
7. Executive Chair. **(8 Nos)**
8. 40" LED TV with USB & HDMI Port). **(9 Sets)**
9. 60" LED TV with USB & HDMI Port). **(1 Set)**
10. 32" LED TV combined as video wall with minimum bezel. **(4 Nos)**
11. General lighting as per design. **(1 Job)**
12. Vinyl cutting logos as per design. **(1 Job)**
13. Transportation of Logistics. **(1 Job)**
14. Pantry accessories like water dispenser, Tea/Coffee Machine etc with consumables. **(1 Job)**
15. MP3 player with one sound system with multiple jacks for 4 headphones/output facility. **(1 No)**
16. DVD player of MP4 player. **(1 No)**
17. Service boy. **(1 No.)**
18. Laptops with HDMI Port. **(10 Nos)**
19. Stars flex print on the side wall. **(1 No)**
20. Glass Bowl for toffee/mouth refresher etc & Visiting cards. **(2 Nos)**
21. Brass flower pot with fresh flowers. **(4 Nos)**
22. Digital print on vinyl and pasted on sun board. **(6 Sqm)**

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**Technical Evaluation/Assessment Form**  
**BES EXPO2020**

**Marks: 100**

Ref: Prasar Bharati Stall

<b>Sr. No.</b>	<b>Assessment Parameter</b>	<b>Total Marks</b>	<b>Marks Obtained</b>		
1.	Requirement as per scope of work	30			
2.	Drawing Design & Layout	40			
3.	Aesthetic Look	30			
	<b>Total</b>	<b>100</b>			

Remarks:

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**Signature of TEC (Member)**



Prasar Bharati  
(India's Public Service Broadcaster)  
DG: Doordarshan  
Doordarshan Bhawan  
Copernicus Marg, Mandi House  
New Delhi-110001



### **UNPRICE BID**

<b>Tender No.</b>		<b>BES(EXPO2020)/PBS/2019 20</b>				
<b>Project</b>		<b>BES EXPO2020</b>				
<b>Discription of work</b>		<b>Fabrication of Prasar Bharti Stall for BES EXPO2020 at "Pragati Maidan (Hall No.-7(A/B/C &amp; E), New Delhi"-1 Job</b>				
<b>Name of bidder</b>						
<b>S.No.</b>	<b>Description of items/ works</b>	<b>Qty</b>	<b>Cost ( in figures)</b>	<b>GST in (%)</b>	<b>Total GST</b>	<b>Total Cost</b>
1	Fabrication of Prasar Bharti Stall as per scope of work(Annexure-I)	1 Job			0	0.00
<b>Total( In Fig.)</b>						0.00
<b>TOTAL( In Words )</b>						
<b>Additional Information</b>						
<b>Any other information</b>						
<b>Note: Name of the bidder should be filled in this sheet along with other coloums by the bidder.</b>						



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### **PRICE BID**

<b>Tender No.</b>		<b>BES(EXPO2020)/PBS/2019-20</b>				
<b>Project</b>		<b>BES EXPO2020</b>				
<b>Description of work</b>		<b>Fabrication of Prasar Bharti Stall for BES EXPO2020 at "Pragati Maidan (Hall No.-7(A/B/C &amp; E), New Delhi"-1 Job</b>				
<b>Name of bidder</b>						
<b>S.No.</b>	<b>Description of items/ works</b>	<b>Qty</b>	<b>Cost ( in figures)</b>	<b>GST in (%)</b>	<b>Total GST</b>	<b>Total Cost</b>
1	Fabrication of Prasar Bharti Stall as per scope of work(Annexure-II)	1 Job			0	0.00
<b>Total( In Fig.)</b>						0.00
<b>TOTAL( In Words )</b>						
<b>Additional Information</b>						
<b>Any other information</b>						
<b>Note: Name of the bidder should be filled in this sheet along with other coloums by the bidder.</b>						