

GSDMA

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**TENDER NOTICENO. 02/2017**

**TENDERDOCUMENT**

**For**

**SELECTION OF AGENCY FOR ORGANISING EXHIBITION**  
**2017- 2019**



**GUJARAT STATE DISASTER MANAGEMENT AUTHORITY**

(A GOVERNMENT OF GUJARAT UNDERTAKING)

GSDMA Block No.11, 5<sup>th</sup> floor, Udyog Bhavan, Sector -11, Gandhinagar- 382 011

# GSDMA

## NoticeinvitingTender

### Details about Tender:Tender NoticeNo.\_\_\_\_\_of2017

Department Name : GSDMA  
CEO,GSDMABlockNo.11,  
OfficerInvitingBids/BidOpening Authority : 5thfloor,UdyogBhavan,Sector -11, Gandhinagar-  
382 011

Name ofWork : Selection ofAgencyfororganizingExhibition, 2017  
– 2018

Period of Contract : **2 year**  
Tender CurrencyType : Single  
Tender CurrencySettings : Indian Rupee (INR)  
Joint Venture\Consortium : Not allowed

**Amount Details**  
BidDocumentFee : **Rs. 5,000/-**in form of Demand Draft  
ofNationalized Bank andschedule bank  
BidDocumentFee Payable to : Non refundablebyDemand Draft in favor of  
Director (Finance), Gujarat State Disaster  
Management Authority payable at Gandhinagar

Bid Security/EMD (INR) : **Rs. 3,00,000/-**  
BidSecurity/ EMD in favourof : “(Three LacsOnly) byDD/FDRin favor of  
Director (Finance), Gujarat State Disaster  
Management Authority payable at Gandhinagar

**Tender Dates**  
BidDocument DownloadingStartDate : 10/06/2017at 1530 hrs.  
BidDocument DownloadingEnd Date(Online) : 01/07/2017at 1630 hrs.  
:  
Last Date&Time for Receipt : 03/07/2017 at 1600 hrs.  
(Submission)ofTechnicalBid(physical)  
Date ofTender opening : 03/07/2017 at 1630 hrs.  
Bid ValidityPeriod : 180 daysfrom openingofpricebid  
Submission of certaingdocuments,etc. : Submission ofEMD,  
Tenderfee,TechnicalBid,Financial Bid and  
otherDocuments by**03/07/2017 at1600hrs.**in the  
officeofCEO,GSDMABlockNo.11,  
5thfloor,Udyogbhavan, Sector-11, Gandhinagar –  
382 011

Remarks : Bidder shall submit their financialoffer  
inelectronicformat on website,after  
digitallysigningthe same. Offerswhicharenot  
digitallysigned will not be accepted. No offer in  
physicalform will be acceptedand anysuch offer  
isreceivedbyCEO,GSDMA BlockNo. 11, 5th  
floor,Udyogbhavan,Sector-11,Gandhinagar– 382  
011will be outrightrejected.

Phone : +91 - 79 – 23259596, +91 9737712160

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Pre bid

: June 19, 2017 1600 hrs

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## General Terms and Conditions

- (1) Bidders can download the tender document free of cost from the website.
- (2) Bidders have to submit Price bid in Electronic form only on nprocure website till the last date & time for submission
- (3) Price bid offers in physical form will not be accepted in any case.

Bidders who wish to participate in online tenders will have to procure/should have a legally valid Digital Certificate as per Information Technology Act-2000 using which they can sign their electronic bids. Bidders can procure the same from any of the license certifying Authority of India or can contact (n) Code Solutions – A Division of GNFC Ltd., who are licensed Certifying Authority by Govt. of India.

All bids should be digitally signed. The bidder should contact at below mentioned address for :

Free vendor training camp will be organized every Saturday between 4.00 to 5.00 PM at (n) Code Solutions – A Division of GNFC Ltd. Bidders are requested to take benefit of the same.

**(n) Code**

**Solutions A Division of**

**GNFC**

**301, GNFC Info tower, Bodakdev, Ahmedabad – 380 054 (India), Tel: +91 26857316/ 17/ 18, Fax: +91 79 26857321, E-mail: [nprocure@gnfc.net](mailto:nprocure@gnfc.net)**

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## INVITATION FOR BIDS (IFB)

GSDMA is inviting agency for organizing Conferences 2017 -  
2019. The work includes demarking the site Conceptualizing, Designing, Execution and Supervision  
of temporary structures & related infrastructure, including exterior and interior decoration, developm  
ent of site, infrastructure service, general ambience etc. and related event management work.

The first conference will take place in July 2017 in Diu.

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## SCHEDULE FOR INVITATION OF TENDER

### TENDER NAME

Selection of Agency for organizing exhibition 2017-18 and 2018-19

To	<b>Name of Tender:</b> Selection of Agency for organizing Exhibition, 2017-18 and 2018-19
	<b>Issue of Tender</b> From 10/06/2017 at 1530 hrs. to 01/07/2017 upto 1630 hrs.
	<b>Bid Due Date:</b> 03/07/2017 upto 1600 hrs.
	<b>Technical Bid Submission:</b> 03/07/2017 upto 1600 hrs. (Online and Physical)
	<b>Bid Submission Address:</b> CEO, GSDMA Block No. 11, 5th floor, Udyogbhavan, Sector 11, Gandhinagar- 382 011
	<b>Technical Bid Opening Date &amp; Time:</b> 03/07/2017 at 1630 hrs.
	<b>Price Bid Opening:</b> Will be communicated later
	<b>Venue:</b> CEO, GSDMA Block No. 11, 5th floor, Udyogbhavan, Sector 11, Gandhinagar- 382 011.

### Note:

- 1 Please address all queries and correspondence to the CEO, GSDMA Block No. 11, 5th floor, Udyog Bhavan, Sector 11, Gandhinagar- 382 011.

**Email address:** [santosh.gsdma@gmail.com](mailto:santosh.gsdma@gmail.com); [pmscgdma@gmail.com](mailto:pmscgdma@gmail.com)

2. If the Office of the CEO, GSDMA happens to be closed on the day of receipt of the bids as specified, the bids will be received and opened on the next working day on opening of the Office upto the same time and at the same venue.
3. Please quote Ref. Number in all your correspondence.

### General Instructions

- 1.0 Bidders who wish to participate in this selection process will have to register on <https://www.nprocure.com>. Further, participating Bidders will have to procure Digital Certificate as per Information Technology Act 2000 using which they can sign their electronic commercial proposals. Bidders can procure the same from (n) Code Solutions – a division of GNFC Limited, or from any other agency licensed by Controller of Certifying Authority, Government of India. Bidders who already have a Digital Certificate need not procure a new digital certificate.

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**2.0 Technical Bid:** Bidders shall submit physically their bids in THREE SEPARATE PARTS in sealed envelopes superscribed with due date, time, project and nature of bid). **The technical bid shall be submitted both online and physically and price bid shall be submitted online only.**

**PART-I:** Bid Security and Price of the Tender Document in a separate sealed envelope superscribed with the Tender Document number. Please enclose EMD of Rs. 3,00,000/- and Price of one copy of the Tender Document of Rs. 5,000/- in form of Demand Draft/FDR drawn in favor of Management Authority payable at Gandhinagar (Online and Physical)

**PART- II:** Original and 1 copy of TECHNICAL BID complete with all technical and commercial details other than price i.e. identical to part-III with prices blanked out. (Online and Physical)

**PART-II:** Original FINANCIAL BID complete with full price details. (Online)

**Note:** Filling up prices in Part II will render the Bidder disqualified.

The envelopes containing Part-II of offers should be enclosed in a larger envelope duly sealed. The enclosed CUT-OUT Slip shall be filled and pasted on the envelopes. All pages of the offer must be signed.

**3.0 Financial Bid:** Bidders shall submit the FINANCIAL BID online through [www.nprocure.co](http://www.nprocure.co) only

**4.0** Services offered should be strictly as per specifications mentioned in this Tender Document. Please spell out any unavoidable deviations, article-wise, in your bid under the heading "Deviations".

**5.0** Once quoted, the Bidders shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the bid, even if any deviation or exclusion may be specifically stated in the bid. Such price changes shall render the bid liable for rejection.

**6.0** The price of one copy of the Tender Document is **Rs. 5,000/-**, which can be paid by crossed Demand Draft. The Demand Draft may be drawn in favor of Director (Finance), Gujarat State Disaster Management Authority payable at Gandhinagar

Yours faithfully,  
For and on behalf of

**CEO  
GSDMA,  
Block No. 11, 5th  
floor, Udyogbhavan, Sector 11, Gandhinagar – 382 011.**



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*To be pasted on the outer envelope containing Bid Security, Tender Fees, Technical bid and Main Cover.*

## Important Data

DO NOT OPEN– THIS IS ABID

### *Bid Security/Tender Fees/Technical Bid/Main Cover*

To	<b>Name of Tender:</b> Selection of Agency for organizing Exhibition 2017– 18 and 2018-19
	<b>Issue of Tender</b> From 10/06/2017 at 1530 hrs. to 01/07/2017 upto 1630 hrs.
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	<b>Price Bid opening:</b> To be communicated later
	<b>Venue:</b> CEO, GSDMA Block No. 11, 5th floor, Udyogbhavan, Sector 11, Gandhinagar– 382 011.

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## CHAPTER– I INSTRUCTIONS TO THE BIDDER

### ARTICLE-1: DEFINITIONS

In this document, unless the context specifies otherwise, the following words and phrases shall mean and include:

- 1) **“Agreement”** means the documents signed by the GSDMA and Bidder that incorporate any final corrections or modification to the Tender and is the Legal document binding both the parties to all terms and conditions of the Contract
- 2) **“Authority”** means the organization/institution, which is floating this, tender i.e. CEO, GSDMA, Government of Gujarat, Gandhinagar
- 3) **“Bid”** means the complete bidding documents submitted by the bidder to the CEO, GSDMA (GSDMA) and shall include any corrections, addenda and modifications made therein
- 4) **“Bidder”** shall mean a corporate entity or a society or a corporation or a firm eligible to participate in the tender in the stages of Pre-qualification, bidding process and shall include the successful bidder during the currency of the Contract
- 5) **“Contract”** shall include the Terms of Reference as outlined under Chapter III with in time limit as indicated under Article 1, Chapter IV in accordance with the terms and conditions of the Agreement
- 6) **“Contract Period”** shall mean entire term of the contract as indicated in the Article 1, Chapter IV
- 7) **“Corrupt Practice”** means the offering, giving, receiving or soliciting of anything of value, pressurizing to influence the action of a public official in the process of bidder selection and contract execution
- 8) **“Defects Liability Period”** shall mean the defects liability period from date of inauguration of the facilities upto the successful completion during which the selected agency shall undertake the responsibilities, and have the liability for the facility
- 9) **“Facility”** shall mean the entire system to be designed and constructed in accordance with the provisions hereof, including pathways, toilets, structures, ramps, pits, pipes, fencing, lighting, test in g and analysis equipment, tools, safety equipment, plant machinery, supplies, instruments and inventory incorporated therein, as well as all open areas within the site, and including any additions, modifications, alterations, replacement and repairs as may be made thereto from time to time and items executed under this contract
- 10) **“Financial Capability”** means financial worthiness of bidders as per the terms of the Tender

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- 11) **“Government Authority”** shall mean any Indian entity, authority or body exercising executive, legislative, judicial, regulatory or administrative functions, including, without limitation, any government authority, agency, department, board, commission or instrumentality of Indian or any political subdivision thereof, court, tribunal, arbitrator or self-regulatory organization
- 12) **“Law”** shall mean and include all the provisions of all Indian statutes, regulations, ordinances, codes, official or other standards, administrative or other rules, zoning and other plans and restrictions, building and other permits, judgments awards and decrees of, or agreements with any Governmental, semi-Governmental or quasi-Governmental Authority as currently in effect or as may be in effect from time to time and/or as may be amended or supplemented from time to time. The courts at Ahmedabad/Gandhinagar shall have exclusive jurisdiction over the matter
- 13) **“Local Language”** means the language declared by the concerned State Government as their official language.
- 14) **“Operator/Contractor”** shall mean successful bidders shortlisted and allotted this work
- 15) **“Operator’s Equipment”** shall mean all the equipment, instruments, tools, machinery and other appliances and things of whatsoever nature required for the fulfillment of the Contractor of the Operator’s Obligations, but not including those items which are intended to form, or which form part of the event
- 16) **“Professional Advisor”** shall mean the agency appointed by the Govt. of Gujarat or its body to assist in preparing conceptual layout, tender preparation, evaluation of the agency, Third Party Inspection and Quality Assurance, bill certification, and contractual matters related to appointing the bidder for venue preparation for the Event.
- 17) **“Proposal”** means all documents and information submitted by bidders supporting its bid to provide the service to GSDMA, as required under this document
- 18) **“Selection Procedure”** means the entire procedure conducted by GSDMA to select and appoint the Successful bidder for the provision of the Services pursuant to the Tender process and the subsequent negotiation, finalization and execution of the Agreement.
- 19) **“Site”** shall mean that specific area specified in the bid documents and shall include any other places as may be specifically designated by the GSDMA from time to time as forming part of the Site.
- 20) **“Total Accepted Tender Value”** means the total value of services and supplies as covered under this Tender and agreed upon by the Authority and the Bidder.

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## **ARTICLE-2: PROPOSED PROJECT**

GSDMA is inviting agency for Organizing Exhibition. The work includes identifying the site, Conceptualizing, Designing, Execution and Supervision of temporary structures & related infrastructure, including exterior and interior decoration, development of site, infrastructure service, general ambience etc. and related Event management work.

## **ARTICLE-3: ELIGIBILITY CRITERIA FOR BIDDERS**

The bidders shall be evaluated in three stages

### **1) Pre-qualification stage**

### **2) Technical Evaluation of Proposal**

The bidder fulfilling pre-

qualification criteria shall be shortlisted for Technical Stage. The bidders should be fulfilling the following preconditions and must also submit documentary evidence in support of fulfillment of these conditions while submitting the technical bid. **Bids from consortiums are not allowed.**

GSDMA reserves the right to verify the claims made by the bidders and

to carry out the capability assessment of the bidders and the GSDMA's decisions shall be final in this regard. GSDMA may, in its absolute discretion, waive any of the conditions and / or requirements in this tender in respect of any or all of the bidders.

### **a) Stage- I: Pre-qualification Criteria for bidders**

<b>Sr. No.</b>	<b>Pre-qualification criteria</b>	<b>Documentary evidence</b>
1	The bidder should have a minimum experience of 7 years in conceptualizing, designing, execution, supervision of temporary structure, related works, and event management	Work Order/Work Completion certificate  <b>Annexure 8</b>
2	The Bidder should have achieved Minimum Annual Average Financial Turnover (in equivalent temporary structure, event management, related work etc) of Rs. 300 Lacs during the last 3 financial years (FY 2015-16, 2014-15 and 2013-14)	Audited Financial Statements for 2015-16, 2014-15 and 2013-14. CA certificate indicating minimum annual average financial turnover from concept, design, execution, temporary structure/infrastructure, event management, similar work etc.
3	The bidder should have executed a minimum one similar work of at least Rs. 75 Lacs at a single place in last financial year (FY 2015-2016).	The bidder shall provide work order and work completion certificate which mentions clearly the amount of work completed as well as scope of work.
4	The bidder shall submit a power of	Power of Attorney as per the

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Sr. No.	Pre-qualification criteria	Documentary evidence
	attorney authorizing the Signatory of the bid to sign and execute the contract.	format given in Annexure -2
5	The bidder shall provide PAN, GST Number(provisional no in case permanent allocation is not made) and Service and Income Taxfor last 3 Financial Years (FY 2015-16, 2014-15 and 2013-14)	A copy of PAN, GST No(provisional no in case permanent allocation is not made).Income Tax and Service tax Returns
6	The bidder shall provide a valid EMD acceptable to GSDMA. EMD deposit of Rs. 3,00,000/- has to be submitted along with bid document. Non-refundable Tender fees of Rs5,000/- through DD favoring CEO GSDMA payable at Gandhinagar has to be annexed with the bid document.	Tender fee DD and EMD – DD/FDR
7	The bidder has to submit self certified letter indicating that they have not been blacklisted by any Government Department, Organization, Corporation	Self -certified letter – As per format given in Annexure-10.
8	The Bidder Has to compulsorily submit true copy of the bank solvency of any nationalized bank / schedule bank of Rs. 200 lacs of the current year (FY 2016-2017)	True Copy Of Bank Solvency Certificate
9	The Bidder must have an office and warehouses at Gandhinagar	A copy of address proof along with the landline numbers and fax numbers must be provided for the same
10	The Bidder must have Electrical License from Govt. body in the name of his own firm issued since 5 years by licensing board under office of chief electrical inspector, GOVERNMENT OF GUJARAT	True copy of the same is to be submitted online and physically
11	Thebiddershallprovide Director Identification Number(DIN Number) allotted By Ministry Of Corporate Affairs in case of a company	A True Copy Of The Document To Be Attached and Uploaded

### b) Stage-II: Technical Evaluation

The bidders fulfilling pre-qualification criteria will be shortlisted for Technical Evaluation. The technical evaluation criteria are given in the following table:

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Sr. No.	Criteria	Documentary Evidence	Max Marks
1	The bidder should have a minimum experience of 7 years in conceptualizing, designing, execution, supervision of temporary structure, infrastructure, event management. Experience will be considered as on last date of submission of tender	Work Order, Work Completion Certificate clearly indicating experience	20
2	The Bidder should have achieved Minimum Annual Average Financial Turnover (in equivalent temporary structure, event management, related work etc.) of Rs.300 Lacs in each of the last 3 financial years (i.e. FY 2015-16, 2014-15 and 2013-14)	Audited Financial Report . Chartered Account certificate indicating minimum annual financial turnover from similar works	30
3	No. of similar work in value executed in last year (FY 2015-16)	Work Order/Work Completion certificate clearly mentioning the detail scope of work, cost of work etc.	30
4	No. of technical manpower with relevant experience Civil Engineer: 2 Electrical Engineer: 2 Event Manager/Team Leader: 2 Architect - 1  <b>(Above is minimum indicative requirement)</b>	Attach CV of each technical person on permanent payroll allotted to this work	16
5	Availability of appropriate structures/equipment & other technical resources	Attach list of owned/ in possession list of structures /equipment, like H frame, Portals, crane, stage/decoration material, sofa/chairs etc. Provide asset register as per latest balance sheet. As per format given in <b>Annexure 11</b>	4
<b>Total</b>			<b>100</b>

After detailed evaluation of above details, as per marking system, GSDMA shall shortlist the bidder securing 60 or more marks. Such bidder shall be called "Technically Eligible bidder" and such technically eligible bidder shall be called for Presentation on Concept, Design, Methodology to execute the work etc.

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## c) Stage – III – Presentation on Concept , Design and Methodology

The agencies fulfilling primary technical evaluation criteria will be shortlisted for Secondary Technical Evaluation. In this the bidders shall give presentation on concept and methodology: **Indicative points to be covered in presentation are:**

- Concept, Designing, methodology to execute & run the proposed project.
- Details of license/accreditations
- Detail of Joint Venture/Consortium/Tie-up, technical & financial strength of the members
- Past Experience in handling similar projects.
- Key Personnel for the project.
- Safety measures for the proposed activities.
- Action plan in case of miss-happening of any proposed activity
- Implementation schedule

The eligible bidders will have to make a presentation on the date and time intimated as aforesaid on the concept and design before the Committee for a secondary technical evaluation. Eligible bidders will be informed about the date and time by E-mail or by Telephonic communication.

Eligible bidders shall have to secure minimum 60 marks out of 100 in Concept Presentation (Secondary technical evaluation) for price bid opening. Such bidders shall be called "Technically Eligible bidder" and such technically eligible bidders shall only be eligible for financial bid opening.

## d) PRICE BID

- a. The evaluation will be based on **Quality Cost Based System (QCBS)**
- b. **The technically eligible bidder securing minimum 60 marks in Presentation shall be considered for opening the price bid and further process.**
- c. The Committee will evaluate the bidder by giving 70% weightage on the Quality of Concept and Design presented before it and 30% weightage to the Price Bid. All concerned details mentioned in price bid are to be supported with Annexure.
- d. Bidders shall fill up net price bid along with final amount as part of price bid. This final amount shall be considered for further evaluation in QCBS formulae.
- e. The Technical marks obtained by bidders shall be taken as Technical score (T) of technically eligible bidder
- f. Comparison of Price Bid shall be done by the formula as under:

$$Sf = 100 \times Fm/F$$

Where: Sf is the standard financial score of the Price Proposal being evaluated

Fm is the lowest price bid

F is the Price Proposal under consideration

- g. Based on combined marks of Technical and Financial Bid, bidder securing highest score/ranking will be selected and the Committee if required will further negotiate and finalize the price.

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$$\text{Highest Score} = T \times 0.7 + S \times 0.3$$

GSDMA reserves the right to make the appointment of the Successful bidder subject to such further terms and conditions as it considers appropriate in relation to the Tender process and/or the provision of these services. GSDMA shall not be obliged to give any reason(s) for the selection and/or rejection of any Proposal or any part thereof.

GSDMA reserves the right, at any time and in its absolute discretion, to accept or reject Proposals, to pursue negotiations with any number of bidders, to withdraw from negotiations with any bidder at any time and to suspend, discontinue, modify and/or terminate the Tender process at any time.

## **ARTICLE – 4: CORRECTION OF ERRORS**

Price Proposals determined to be substantially responsive will be checked by the GSDMA for any arithmetic errors. Arithmetic errors will be rectified on the following basis:

If there is discrepancy between total price bid amount and summary of total cost of all components/parts, then the following will be procedure.

- a) Where there is discrepancy between the rates in figures and in words, whichever is less shall govern
- b) Where there is discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
- c) If the total amount of bid quoted is less than actual summation of cost of all the components/parts as the case may be, then the total quoted amount shall govern and difference between the actual summation and amount quoted shall be considered as a discount.
- d) If total amount of bid is more than actual summation of cost of all components/parts as the case may be, then the individual cost of the components/parts shall govern and total amount shall be reduced to actual summation and it shall be considered as a mistake in totaling.  
However, the decision of GSDMA in this regard shall be final and binding.

The amount stated in the Form of bid for Price Proposal will be adjusted by the GSDMA in accordance with the above procedure for the correction of errors and, shall be considered as binding upon the bidder. If the bidder does not accept the corrected amount of bid, its bid will be rejected, and the EMD may be forfeited in accordance with relevant clause.

## **ARTICLE – 5: COMPARISON OF PRICE BIDS**

- GSDMA will evaluate and compare only the bids determined to be substantially responsive in accordance with relevant clause.
- GSDMA's evaluation of a bid will take into account, in addition to the bid prices indicated in the Schedule of Prices, the following costs and factors that will be added to each Bidder's bid price in the evaluation using pricing information available to the GSDMA, in the manner and to the extent of the requirement of the GSDMA.
  - a) If the price stated is not realistic the bid is liable to be rejected.
  - b) Compliance within the time schedule called for in the appendix to price proposal within



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- and evidenced as needed in a milestone schedule provided in the bid;
- c) The functional guarantees of the facilities offered against the specified performance criteria of the plant and equipment; and
  - d) The extra cost of work, services, facilities etc., required to be provided by the Employer of third parties.
- GSDMA reserves the right to accept or reject any variation or deviation and other factors, which are in excess of the requirements of the bidding documents or otherwise result in the accrual of unlicensed benefits to the GSDMA, may not be taken into account in bid evaluation.
  - If the bid of the successful bidder is substantially below the GSDMA's estimate for the contract, GSDMA may require the bidder to produce detailed price analysis to demonstrate the internal consistency of those prices.
  - If a discount has been offered in any price proposal, such discount will be applied pro-rata against each item, the GSDMA reserves the right to reject, will call for submission of new price proposals. In order to allow comparison on a common basis, each Price Proposal will be carefully scrutinized in accordance with the procedure outlines in relevant Clauses.

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## CHAPTER-II GENERAL TERMS AND CONDITIONS

### **ARTICLE-1: CHECKLIST OF DOCUMENTS COMPRISING THE BID**

1.1 The bids submitted shall have the following documents:

#### **Part-I (Online and Physical)**

Earnest Money Deposit and Price of one copy of the Tender Document in the form prescribed in the Tender.

#### **Part-II (Online and Physical)**

1. Bids signed and sealed (with official seal) in Original (with photocopies in copy) on all pages with all pages duly numbered.
2. ACD containing the soft copy of the Technical Bid and scan copy of the documents submitted.
3. In case bidder is a company - Certified copy of Certificate of incorporation for companies & Memorandum and Articles of Associations,

Or

In case Bidder is a corporation - Authenticated copy of the parent statute Or  
In case of Firm - Certified copy of the Registration Deed

Certified copies of documents submitted, as above, must be signed and carry the seal of the authorized signatory.

4. List of present Directors/owners/executive council members/trustees/Board members as applicable.
5. Technical Proposal elaborating the Bidders concept of the proposed Project should include the following:
  - i. All the annexures except the financial bid format shall be submitted with Technical Proposal.
  - ii. All legal and mandatory obligations to be fulfilled by bidder as mentioned in **Annexure-7**
  - iii. Team structure, size, capability and manpower deployment plan (Total Staffing plan including numbers) for execution of the work.
  - iv. Profiles of resources (technical personnel) proposed for the project (to be provided in the format included in **Annexure 6**). The bidders shall provide an undertaking, on a separate letter on company letterhead signed by the authorized signatory, in the technical bid that all the profiles of the proposed

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resources are complete and accurate. In addition, each profile shall be signed by the resource (of whom the profile is submitted) and the authorized signatory. If the signature of the resource (technical personnel) could not be obtained, the authorized signatory, in each profile shall mention and certify that he has obtained the consent of the respective employee on the accuracy and completeness of qualifications and experiences specified in the profile.

- v. A specific description of the prior experiences as per format given in **Annexure -8.**
  - vi. Indemnity undertaking as per the format given in **Annexure -9.**
6. Income Tax and Service Tax Return Statement for Financial Years 2015-16, 2014-15 and 2013-14
  7. General power of attorney/Board of Directors resolution/Deed of Authority contract and all correspondences/documents thereof. Format for General Power of Attorney is given at **Annexure-2.**
  8. Audited Balance sheet and Income statement duly signed by the statutory auditors and authorized signatory/ies of the Bidder for the financial years 2015-16, 2014-15, 2013-14. Firms that do not publish financial statements, such as partnerships, submit specially prepared statements. A qualified external auditor should certify such statements. Annual reports shall include the auditor's certification.
  9. Documentary evidence (signed by authorized signatory) proving that bidder fulfills the criteria as stated in **Article 3, Chapter I.**
  10. Clause by clause compliance statement for the whole Tender Document including all Annexures
  11. All deviations and/or non-compliance clauses shall be listed separately
  12. Details in the format as given at Annexures. (please check all the Annexures)

## **Part-III (Online Only)**

- a) Financial Bid as per **Annexure-1** to be **submitted on-line only**. No deviations and/or non-compliance clauses shall be allowed.

## **ARTICLE- 2: BIDDING DOCUMENT**

- 2.1 Bidder is expected to examine all instructions, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submit a bid not substantially responsive to the bidding documents in every respect may result in the rejection of the Bid. **Bidder has to submit hard bound document duly numbered.**

## **ARTICLE- 3: CLARIFICATION ON BIDDING DOCUMENTS**

### **3.1**

Bidders can seek written clarifications within stipulated time from the date of issue of the tender document, to CEO, GSDMA, Gandhinagar. The clarifications shall be issued without any delay.

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## **ARTICLE– 4: AMENDMENT OF BIDDING DOCUMENTS**

- 4.1** At any time prior to the deadline for submission of bids, GSDMA for any reason, whether it is so in initiative or in response to the clarifications requested by prospective bidders may modify the bidding documents by amendment.
- 4.2** All prospective Bidders who have received the bidding documents will be notified of the amendment through website <https://www.nprocure.com> and such modification will be binding on them.
- 4.3** In order to allow prospective bidders a reasonable time to take the amendment into account in preparing their bids, GSDMA, at its discretion, may extend the deadline for the submission of bids.

## **ARTICLE– 5: LANGUAGE OF BID**

- 5.1** The bid prepared by the Bidder, as well as all correspondence and documents relating to the bid exchanged by the bidder and GSDMA shall be in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant pages in English. For purposes of interpretation of the bid, the translations shall govern.

## **ARTICLE– 6: COST OF BIDDING**

- 6.1** The bidders shall bear all costs associated with the preparation and submission of the bid and GSDMA will in no case be responsible for those costs, regardless of the conductor or outcome of the bidding process.

## **ARTICLE-7: BID FORMS**

- 7.1** Wherever a specific form is prescribed in the tender document, the bidders shall use the form to provide relevant information. If the form does not provide space for any required information, space at the end of the form or additional sheets shall be used to convey the said information.
- 7.2** For all other cases, the Bidders shall design a form to hold the required information.
- 7.3** Authority shall not be bound by any printed conditions or provisions in the Bidder's Bid Forms

## **ARTICLE-8: FRAUDULENT & CORRUPT PRACTICE**

- 8.1** Fraudulent practice means a misrepresentation of facts in order to influence a procurement process or the execution of a Contract and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the GSDMA of the benefits of free and open competition.
- 8.2** Authority will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for, or in executing, contract(s).

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## **ARTICLE-9:LACKOFINFORMATIONTOBIDDER**

**9.1** The bidder shall be deemed to have carefully examined all contracts documents to his entire satisfaction. Any lack of information shall not in any way relieve the bidder of his responsibility to fulfill his obligation under the document.

## **ARTICLE-10:CONTRACTOBLIGATIONS**

**10.1** If after the award of the contract the bidder does not sign the agreement or fail to furnish the performance guarantee within the prescribed time limit, the GSDMA reserves the right to cancel the contract and apply all remedies available to him under the terms and conditions of this document.

## **ARTICLE-11:BIDPRICE**

- 11.1** The financial bids should indicate the prices in the format/prices schedule given at **Annexure-1**. Bidders shall categorically confirm strict compliance with the following stipulation in respect of their offer.
- a) Any effort by a bidder or bidder's agent/consultant or representative howsoever describe to influence the GSDMA in any way concerning scrutiny/consideration/evaluation/comparison of the bid or decision concerning award of contract shall entail rejection of the bid.
  - b) The Bidders should indicate a single consolidated rate for contract period based on the payment terms specified in the tender.
  - c) Bids should be submitted directly by the bidder.
- 11.2** GSDMA reserves the right to seek clarification/justification from the bidder on the bid price in case GSDMA deems it necessary. Based on the justification provided by the Bidder, if GSDMA feels that the price is unrealistic/infeasible in order to execute a project of this nature, GSDMA reserves the right to reject the said bid. The Bidders shall be governed by the decision of GSDMA.

## **ARTICLE-12:BIDCURRENCY**

**12.1** For the services required in the tender the prices shall be quoted in Indian Rupees. Payment for such services as specified in the agreement shall be made in Indian Rupees only.

## **ARTICLE-13:BIDSECURITY/EARNESTMONEY DEPOSIT(EMD)**

- 13.1** The bidder shall furnish, as part of the Bid, a bid security for the amount of **Rs.3,00,000/- (Three Lacs Only)** in favor of "Director (Finance), Gujarat State Disaster Management Authority payable at Gandhinagar issued by any nationalized bank or scheduled bank in India in a separate envelope. Only after the confirmation of valid bid security, the Technical Bid will be opened.
- 13.2** No interest shall be paid on bid security.
- 13.3** EMD of bidders not short-listed will be refunded within 30 days from the date of declaration of short-listed bidders. If the bidder is short-listed then the security will be refunded within 30 days from the date of signing of the Agreement.

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- 13.4** The successful bidder's bid security will be discharged upon the bidder signing the contract/Agreement, and furnishing the Security Deposit and Bank Guarantee.
- 13.5** The bid security may be forfeited either in full or in part, at the discretion of GSDMA, on account of one or more of the following reasons:
- a) The bidder withdraws their bid during the period of bid validity specified by them on the bid letter form.
  - b) Bidder does not respond to requests for clarification of their bid.
  - c) Bidder fails to co-operate in the bid evaluation process, and
  - d) In case of a successful bidder, the said bidder fails:
    1. to sign the Agreement in time; or
    2. to furnish Performance Guarantee and Security Deposit

## **ARTICLE-14: PERIOD OF VALIDITY OF BID**

- 14.1** Bid shall remain valid for 180 days after the date of bid opening prescribed by GSDMA. A Bid valid for a shorter period shall be rejected as non-responsive.
- 14.2** In exceptional circumstances, the GSDMA the responses thereto shall be made in writing. The bid security shall also be suitably extended. A bidder granting the request is not required nor permitted to modify the Bid.

## **ARTICLE-15: FORMAT AND SIGNING OF BID**

- 15.1** The bidders shall prepare required number of copies of the bid, clearly marking each "**Original Bid**" and "**Copy of Bid**" as appropriate. **The bidders shall submit all the bid documents appropriately hard bound. If bid is submitted in loose form it shall be outrightly rejected.** In the event of any discrepancy between original bid document and the copy of the bid, the original shall govern.
- 15.2** The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by the bidder or a person duly authorized to bind the bidder to the Contract/Concession Agreement. All pages of the bid, except for un-amended printed literature, shall be initialed by the person or persons signing the bid.
- 15.3** The complete bid shall be without alteration or erasures, except those to accord with instruction issued by the GSDMA or as necessary to correct errors made by the bidder, in which cases such corrections shall be initiated by the person or persons signing the bid.

## **ARTICLE-16: SEALING AND MARKING OF BID**

Bidders shall submit their bids in **THREE SEPARATE PARTS**, out of which two parts are to be submitted in sealed envelopes prescribed with due date, time, project and nature of bid (Bid Security, Technical) and Financial Bid to be submitted online.

### **Part: I**

**Tender Fee & Bid Security in a separate sealed envelope superscribed with the Tender Document number. (Online)**

### **Part: II**

**Original and 1 copy of TECHNICAL BID complete with all technical**

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## landcommercialdetailsotherthanpricei.e.identicaltopart-IIIwithpricesblankedout. (Online and Physical)

***NOTE: Filling up prices in Part-II will render the Bidder disqualified.***

### **PART: III Original FINANCIAL BID online Only with full priced details.**

The envelopes containing Part-I and Part-II of offers should be enclosed in a larger envelope duly sealed. The enclosed CUT-OUT Slips (Formats given below) shall be filled and pasted on the envelopes. All pages of the offer must be signed.

The outer envelope shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared 'late' or the bidder has not submitted the price through online process.

- 16.1** If the outer envelope is not sealed and marked as required, GSDMA will assume no responsibility for the bid's misplacement or premature opening.
- 16.2** The Tender Fee, Bid Security and Technical bid shall be placed in separate envelopes and then placed in double envelope as explained above.
- 16.3** If these envelopes are not sealed and marked as required, GSDMA will assume no responsibility for the bid's misplacement or premature opening and rejection.

### ***ARTICLE-17: BIDDUE DATE***

- 17.1** Bid must be received by the GSDMA at the address specified in the Tender Document not later than the date specified in the bid. Late bid shall be outrightly rejected by GSDMA.
- 17.2** GSDMA may, at its discretion, on giving reasonable notice by fax or any other written communication to all prospective bidders who have been issued the Tender documents, extend the bid due date, in which case all rights and obligations of the GSDMA and the bidders, previously subject to the bid due date, shall thereafter be subject to the new bid due date as extended.

### ***ARTICLE-18: LATE BID/CONDITIONAL BID***

- 18.1** Any bid received by GSDMA after the bid due date/time prescribed in the tender documents shall be rejected.
- 18.2** Any bid indicating conditions beyond those indicated in this tender document i.e. conditional bid shall be rejected.

### ***ARTICLE 19: MODIFICATION AND WITHDRAWAL OF BID***

- 19.1** The bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification included substitution or withdrawal of the bids, is received by the GSDMA prior to the deadline prescribed for submission of bids.
- 19.2** The Bidder's modification or withdrawal notices shall be prepared, sealed, marked and dispatched in a manner similar to the original bid.
- 19.3** No bid may be modified subsequent to the deadline for submission of bids.

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- 19.4** No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the bidder on the bid letter form. Withdrawal of a bid during this interval may result in the bidder's forfeiture of its Bid security.

## ***ARTICLE-20: OPENING OF BIDS BY THE GSDMA***

- 20.1** Bids will be opened in the presence of Bidder's representatives, who choose to attend. The Bidder's representatives who are present shall sign a register evidencing their attendance.
- 20.2** The bidder's names, bid modifications or withdrawals and the presence or absence of relevant Bid security and such other details as the GSDMA at his/her discretion, may consider appropriate, will be announced at the opening.
- 20.3** At the pre-decided time, the GSDMA contact person shall open the Technical Bids and list them for further evaluation. The Financial Bid will be submitted online. Financial Bids shall be in custody of a designated officer for opening after reevaluation of Technical Bids. Any participating Bidder may deputize a representative to witness these procedures.

## ***ARTICLE-21: CONTACTING THE GSDMA***

- 21.1** Bidders shall not approach GSDMA officers outside of office hours and/or outside the GSDMA premises, from the time of the Bid opening to the time the Contract is awarded.
- 21.2** Any effort by a Bidder to influence the GSDMA officers in the decision on bid evaluation, bid comparison or contract award may result in rejection of the bidder's offer. If the bidder wishes to bring additional information to the notice of the GSDMA, it should do so in writing.

## ***ARTICLE-22: BIDEVALUATION***

### **22.1 Parameters and Procedure of Evaluation**

The bidders shall bid for the said work mentioned in this document. GSDMA is not bound in any manner to select any of the bidders submitting proposals or to select the bidder offering lower quote. The bidder fulfilling the pre-qualification criteria and technical eligibility criteria mentioned in this document shall be shortlisted for presentation and financial bid opening.

The technically eligible bidder securing Highest Combined Score as per Quality and Cost Based Evaluation Method will be shortlisted and may be invited for negotiation and contract will be awarded to the bidder after clarifying any outstanding points, to finalize technical and financial arrangements and, in case of successful negotiations, to sign a Contract Agreement. Bidders submitting the bid should clearly understand that any or all parts of their bids are liable to be part of the negotiation procedure.

Evaluations shall be carried out based on the above parameters and the data and documents provided by the Bidders in support of their claims.

The above evaluations shall be done by an Evaluation Committee decided by the GSDMA. The Committee shall determine the approach and methodology for the issues, which may arise during the above referred evaluation exercise and have not been addressed in this Tender Document. The decision of the Committee shall be final and binding on all the Bidders.

## ***ARTICLE-23:***



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## ***GSDMA'S RIGHT TO VARY SCOPE OF CONTRACT AT THE TIME OF AWARD***

**23.1** If any such change causes an increase or decrease in the cost of, or the time required for, the Bidder performance of any part of the work under the Contract whether changed or not changed by the order, an equitable adjustment shall be made in the Contract Price or schedule of implementation, or both, and the Contract, shall, accordingly be amended. Any claims by the Bidder for adjustment under this Para must be asserted within thirty (30) days from the date of the Bidder receipt of the GSDMA changed order.

## ***ARTICLE-24: GSDMA'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY ORAL BIDS***

**24.1** GSDMA reserves the right to reject any bid and to annul the bidding process and reject all bids at any time prior to award of Contract. Without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder(s) of the grounds for such decision.

## ***ARTICLE-25: NOTIFICATION OF AWARD & SIGNING OF CONTRACT***

**25.1** Prior to expiry of the period of bid validity, GSDMA will notify the successful bidder in writing that its bid has been accepted and send the successful Bidder the Contract Form.

**25.2** Within Two (02) days of receipt of the Contract Agreement, the successful bidder shall sign and date the Contract Agreement and return it to the GSDMA. Extension of the time contained in this clause shall be at the sole discretion of the employer. Failure on the part of bidder to sign the contract agreement within the prescribed time shall empower the employer to cancel the Letter of Acceptance and take appropriate action against the contract including forfeiture of the 'EMD' and blacklisting of the bidder.

**25.3** The person to sign the Contract Agreement shall be the person as described in relevant clause.

**25.4** It shall be incumbent upon the successful bidder to pay stamp duty on the Contract and all other legal charges for preparation of the Contract Agreement, as ruling on the date of execution of the Contract as specified in the Conditions of Contract.

## ***ARTICLE-26: PERFORMANCE SECURITY AND SECURITY DEPOSIT***

**26.1** The selected bidder shall deposit **2.5%** of the agreed project amount in the form of DD/FDR on issuance of LOI as a security deposit which shall be released after successful completion of the Event. The Security Deposit shall be valid up to 30 days after completion of the event.

**26.2** The selected bidder shall submit Performance Security equal to **5%** of the contract price to the GSDMA at the time of signing of Agreement and shall be issued as per the given format and shall be issued from any Nationalized Bank.

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- 26.3** The performance security shall be valid for the period of contract and which will be released after successful and satisfactory completion report from GSDMA/Concerned Authority/Consultant.
- 26.4** If the selected bidder fails to remit the performance guarantee, the EMD remitted by him will be forfeited by the GSDMA and his bid will be held void.
- 26.5** Upon the selected bidder's furnishing of performance security/guarantee and signing of contractual documents, the GSDMA will promptly notify all Short-listed Bidders and will refund their Bid Security.
- 26.6** In case of bidder does not perform the work at all, or bidder shuts down the services of event before the duration of as agreed upon, the amount of performance guarantee shall be forfeited and the agent shall be blacklisted. It may also result into heavy penalty as decided by GSDMA.
- 26.7** Format of Performance Security as per **Annexure-3**.

## ***ARTICLE-27: FORFEITING OF SECURITY DEPOSIT/BANK GUARANTEE***

- 27.1** If bidder fails to sign the contract/agreement within the prescribed time shall empower GSDMA to cancel the LOI and take appropriate action against the contract including forfeiture of the 'EMD' and blacklisting of the bidder
- 27.2** The successful bidders shall be required to give satisfactory assurance of its ability and intention to complete the work pursuant to give the Contract, within the time set forth therein and according to other terms, conditions and specifications of contract. Failing to which, shall lead to forfeit of security deposit.  
This security deposit may be fortified in case of but not limited to this:
- (1) In case of complains in regard to poor performance or non performance of facilities as mentioned in tender documents**
  - (2) In case of damage to GSDMA property**
  - (3) In case of Termination of Contract by GSDMA for any breach of contract mentioned in this document/agreement**
- 27.3** In case, if bidder does not perform the said work at all, or bidder shuts down the services before the duration as agreed upon, the amount of security deposit/bank guarantee shall be forfeited and the bidders shall be blacklisted. It may also result into heavy penalty as decided by GSDMA.

## ***ARTICLE-28:***

### ***GSDMA's RIGHT TO AWARD THE CONTRACT TO ONE OR MORE BIDDERS***

GSDMA reserves the right to award the contract to one or more than one Bidder and split the order among different Bidders.

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## **ARTICLE-29:INSURANCE**

The insurance liability under this clause shall cover full reinstatement cost including the cost of demolition and professional fees and profit. The Insurance cover under this clause shall be as under and policy shall be taken at entire cost by the bidder during the erection period & till demobilization period. Submit the same to GSDMA with 15 days after awarding work order.

- Loss of human life including loss of life due to sea surface (i.e. drawing) - **Rs. 3.00 Lakhs**
- Permanent Disability of human beings - **Rs. 1.00 Lakhs**
- Human Body Injury not resulting into permanent disability - **Rs. 10,000/-**
- Besides this, any damage occurred to GSDMA/Consultant/Govt. Officers or bidder's personnel, equipment, asset etc. shall be liability of bidder.
- All insurance taken by bidders should be in the name of GSDMA as beneficiary. Life insurance policy and risk coverage for rest people, visiting the venue during event, shall be taken by bidder

## **ARTICLE-30: BIDDER AS SUBCONTRACTOR**

The bidders shall not be sub-contractor of another bidder at the bidding stage.

## **ARTICLE-31: FORCE MAJEURE**

Force Majeure shall mean such an event or circumstance or combination of events and circumstances which are beyond the reasonable control of the affected party and which the affected party could not have prevented by Good Industry Practice or by the exercise of reasonable skills and care for the purpose of discharging its obligations under the Contract. The Force Majeure will tend to have a material adverse effect on the performance of such affected party.

### **Following shall be the events and circumstances of Force Majeure:**

Act of War (whether declared or undeclared), invasion, armed conflict or act of foreign enemy, blockade, revolution, riots, insurrection, civil commotion, act of terrorism, or sabotage. The expropriation or compulsory acquisition or seizure of the assets of the Agency by any Governmental Instrumentality, provided that this clause shall not apply where such Act constitutes a remedy or sanction lawfully exercised as a result of a breach by

the Agency of any Indian law or Indian Directive but excluding any change in law.

Act of God epidemic, lightning earthquake, cyclone, whirlwind, flood, tempest, storm, drought, lack of water or other unusual or extreme adverse weather or environmental conditions, action of the elements, meteorites, fire or explosion to the extent generated from the source external to the Agency or his assets due to reasons other than, those caused by negligence of the Parties, chemical or radioactive contamination or ionizing radiation.

**Procedure for Calling Force Majeure:** The affected party shall notify the other party in writing of the occurrence of the Force Majeure as soon as reasonably practicable, and in any event within 24 hours (Twenty Four hours) after the Affected Party knew, or

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ought reasonably to have known, of its occurrence and that the Force Majeure would be likely to have a material impact on the performance of its obligations under the Contract. The notices shall include full particulars of the nature of Force Majeure event, the effect it is likely to have on the Affected Party's performance of its obligations and the measures which the Affected Party is taking, or propose to take to alleviate the impact of the Force Majeure Event and restore the performance of its obligations. When the affected Party is able to resume performance of its obligations under this Contract, it shall promptly give the other party written notice to that effect provided that in no event shall the suspension of performance be of greater scope and of longer duration than is necessitated by Force Majeure. The rights and obligations of the Affected Party shall be suspended to the extent they are affected by the Force Majeure. GSDMA shall not be liable to make any payments to the Agency for it being affected on account of Force Majeure.

GSDMA reserves the right to terminate the contract if the Force Majeure continues for more than 15 (Fifteen) days at a stretch.

## **ARTICLE-32: ARBITRATION**

- (a) If a dispute of any kind whatsoever arises between the GSDMA and Bidder in connection with, or arising out of, the contract or the execution of the works or after their completion and whether before or after the repudiation or other termination of the Contract, including any disagreement by either party with any action, inaction, opinion, instruction, determination, certificate or valuation of the Engineer, the matter in dispute shall be settled by arbitration in accordance with the Indian Arbitration and Conciliation Act, 1996 or any statutory amendment thereof.
- (b) There is no reference to arbitration may proceed notwithstanding that the works shall not then be or be alleged to be completed, provided always that the obligations of the GSDMA, the tender and the bidders shall not be altered by reason of the arbitration being conducted during the progress of the works. Neither party shall be entitled to suspend the works, payments to the bidders shall be continued to be made as provided by the Contract.
- (c) Arbitration proceedings shall be held at Gandhinagar and the language of the arbitration proceedings and that of all documents and communications between the parties shall be English.
- (d) The decision of the majority of arbitrators shall be final and binding upon both parties. The expenses of the arbitrators as determined by the arbitrators shall be shared equally by the GSDMA and the bidder. However, the expenses incurred by each party in connection with the preparation, presentation, etc., of its case prior to, during and after the arbitration proceedings shall be borne by each party itself.
- (e) All arbitration awards shall be in writing and shall state the reasons for the award.

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## ***ARTICLE-33: BID CORRENDUM/CLARIFICATIONS***

The bid corrigendum if any shall be provided through procure only. All the clarifications if required shall be raised through email and will be provided through GSDMA website/email only.

## ***ARTICLE-34: COMPLETION OF CONTRACT***

On the date of Contract Completion or if the Contract is terminated, all the installations, works and equipment placed under the bidder's responsibility shall be handed over to the GSDMA, at no cost, in good working order, except for normal wear and tear. GSDMA may perform many inspections, tests or expert appraisals which shall consider necessary with a view to checking that the property is in good working order.

## ***ARTICLE-35: UNFORESEEABLE DIFFICULTIES***

Preliminary data/survey data generated by the GSDMA is available for the guidance of the bidder. However, GSDMA does not take any responsibility of its correctness. The bidder shall carry out independent additional investigations and surveys to collect the data required to design and construction of above/below ground (sub-soil) structures/facilities if he considers necessary for his own satisfaction at his own cost without any liability whatsoever on the employer. The bidder shall make provision in his bid for any unforeseen sub-soil condition encountered at the time of execution of the Works separately and it shall be loaded during his price evaluation.

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## CHAPTER– II TERMS OF REFERENCE

### **ARTICLE– 1: INTRODUCTION**

Government of Gujarat through GSDMA. (GSDMA) has planned to organize exhibition at destination in the State of Gujarat. During this year the GSDMA has decided to organize exhibition.

GSDMA is inviting agency for organizing exhibition. The work includes demarking the site at venue, Conceptualizing, Designing, Execution and Supervision of temporary structures & related infrastructure, including exterior and interior decoration, development of site, infrastructure service, general ambience etc. and related Exhibition work for 2 years.

### **ARTICLE–2: SCOPE OF SERVICES**

The activities of the successful bidder would include all the necessary tasks to execute the work but not limited to this and BOQ and specifications are given at **Annexure-12** respectively of this document.

- The bidder has to demark the site at the place for the proposed event. The site should be selected keeping in view of rain and wind velocity during the event. The bidder shall take prior approval of site from authority before commencing the work.
- The bidder has to develop the concept, design and prepare detailed layout plan, working drawings & specifications. The specifications and design of the stage and other structures may require to be modified to suit the situation and as per the direction of GSDMA/Professional Advisor.
- The structures should be erected considering season, forces and codes with safety of public being a prime concern
- For VIP seating, the bidder has to provide well cushioned sofa and chairs. The bidder has to provide chairs for the visitors at the site. Execution of related structures including design and layout plan of various works such as Ambience, Public Convenience, VIP seating, Infrastructure, Services etc. as asked by GSDMA/Professional Advisor.
- The bidder has to erect stall at the site. The stall shall be allocated by GSDMA.
- The entry gate each for visitor and VVIP & VIP shall be erected in accordance with the theme of the event and flags to be installed at & around the site.
- For cultural program the bidder has to erect stage with backdrop and provide light, sound and video projection for the same.
- The bidder has to design and get printed invitation cards as required. The invitation cards shall have details such as date of event, events on daily basis, activities, timing etc with logo of GSDMA. The design of invitation cards shall be finalized in consultation with authority.
- The bidder has to manage the event and deploy event manager for coordination and smooth execution of the event.
- The bidder has to welcome the VIP/VVIP and escort them towards the seating area.
- The bidder has to erect portable toilets and provide water distribution line from main source to it and maintain it for the period of event. Apart from this, the toilet already available at the site shall also be well maintained during the period of event.
- Manage the event including housekeeping like maintaining toilets, drinking water facility, cleanliness, garbage disposal, security, upkeep of the structures etc.
- Modify the conceptual design incorporating required changes as may be suggested by the GSDMA/Professional Advisor.

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- The bidder shall provide a counter for first aid kit with proper medicines, consumables required for emergency treatment.
- The bidder has to setup, operate and manage the drinking water counter.
- The bidder has to create GI sheet/MS pipe barricading/wooden bamboo barricading/fabric walling (cloth barricading) / for boundary as per requirement.
- The bidder has to develop and manage the parking area.
- The bidder shall install CCTV camera with night vision of good quality as per the requirement at appropriate site.
- Preparing drawing necessary for submission to statutory bodies for sanction.
- Bidder shall arrange/liaison for all necessary approvals like fire, electricity, fire fighting, police department, loudspeakers etc. and shall abide by all statutory rules and regulations as may be applicable. The bidder shall obtain the permission from dept. of forest as per need and however the GSDMA shall assist the bidder for obtaining statutory and other approvals. In case any fees are to be paid in connection with the said approval, the same shall be borne by GSDMA.
- Bidder shall depute adequate staff for supervision of the work under execution. Bidder shall depute one 'Works Manager' and one 'Coordinator' for the efficient handling of the project and to ensure that the project proceeds in accordance with conditions of contract and time schedule.
- The supervision work at site will be constantly done by the qualified staff employed by Bidder and no extra payment on such recruitment of staff will be charged or payable by the GSDMA.
- Bidder will provide regular supervision and inspection as may be necessary to ensure that work is being executed in accordance with the designed concept, working drawing and specification.
- Bidder shall undertake to complete their professional services by the date hereafter, in accordance with the instruction by GSDMA. Bidder shall furnish the schedule of implementation to the GSDMA so that systematic and timely monitoring of the project can be done.
- Bidder shall clear the site on possession and handover back the site once the event is over into pre-event condition within seven days of the completion of event. GSDMA advertisement with attached terms & conditions, original letter of offer of Bidder, initial presentation, subsequent discussions and addendum to the same becomes part & parcel of the Contract.
- The scope also covers application of insecticides and use of fly catching machine to keep the venue hygienic.
- Use of flex material shall be minimum and shall be preferably restricted to signages and similar item only, unless specified.

**NOTE: USE OF FIRE RETARDANT MATERIALS IN MAKING ALL STRUCTURES IS MANDATORY.**

## ***ARTICLE-3: SITE VISIT***

Bidder is advised to depute a suitable team to visit the site to fully understand the job and ascertain the difficulties that may be encountered during execution of works and for obtaining all information for himself on his own responsibility that may be necessary for preparing the bid and entering into Contract. The site visit shall be entirely at bidder's own expense. Study of existing soil conditions is mandatory.

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The bidders and any of his personnel or agents shall be granted permission by the GSDMA to enter upon its premises and lands for the purpose of such inspection, additional surveys and investigation if he proposes to do etc. but only upon the explicit condition that the bidder, his personnel or agents, shall release and indemnify the GSDMA and his Personnel and agents from and against all liability in respect thereof and shall be responsible for personal injury (whether fatal or otherwise), loss of or damage to property and any other loss, damage, costs and expenses however caused, which but for the exercise of such permission would not have arisen.

## **ARTICLE-4: USE AND CARE OF SITE**

- i.** The bidders shall not demolish, remove or alter structures or other facilities on the site without prior approval of GSDMA.
- ii.** All garbage/debris shall be removed from site daily or as they accumulate. All garbage/debris shall be disposed to the approved locations by GSDMA/Consultant. The necessary materials required i.e. cartons/dustbin set to be provided by the contractor at his cost. The transportation for disposing the debris shall also be arranged by the bidder. The Waste disposal shall be done in sealed condition without affecting the Environment.
- iii.** All surface and sub-soil drains shall be maintained in a clean, sound and satisfactory state of performance.

## **ARTICLE- 5: ECOLOGICAL BALANCE**

- i.** The bidders shall maintain ecological balance by preventing deforestation, water pollution and defacing of natural landscape. The bidders shall also conduct this cleaning operations such as to prevent any avoidable destruction, scarring or defacing of natural surroundings in the vicinity of work. In respect of ecological balance, the bidders shall observe the following instructions.
- ii.** Where destruction, scarring, damage or defacing may occur as a result of operations relating to Cleaning activities, the same shall be repaired, replanted or otherwise corrected at Contractor's expense. All work areas shall be smoothed and graded in a manner to conform to natural appearance of the landscape as directed by the Engineer.
- iii.** All trees and shrubbery, which are not specifically required to be cleared or removed for cleaning purposes, shall be preserved and shall be protected from any damage that may be caused by bidder's cleaning operations and equipment. The removal of trees or shrubs will be permitted only after prior approval by the Engineer. Trees shall not be used for anchorage. The bidders shall be responsible for injuries to trees and shrubs caused by his operations. The term "injury" shall include, without limitation, bruising, scarring, tearing and breaking of roots, trunks or branches. All injured trees and shrubs shall be restored as nearly as practicable, without delay, to their original condition at bidder's expenses.
  - a.** In the conduct of cleaning activities and operation of equipment, the bidders shall utilize such practicable methods and devices as are reasonably available to control, port facility and otherwise minimize air/noise pollution.
  - b.** Separate payments shall not be made for complying with provisions of this clause and all cost shall be deemed to have been included in the price in the Bill of Quantities.
  - c.** Bidders shall use Environmental friendly chemical/ detergents /reagents, for the purpose of Cleaning of structures.



# GSDMA

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## **ARTICLE-6: SAFETY MANAGEMENT AND RESPONSIBILITIES**

The bidder shall be responsible for ensuring the fitness and safety of all persons employed at work. In this regard, the supervisor must be present on site at all times of work to carry out safety audits to ensure safety requirements are properly observed. Smoking & Consumption of Liquor in any form is not allowed on site.

The contractor is responsible to ensure that necessary and adequate personal protective equipment are all the times available for the service personnel working. The carrying and consumption of intoxicating liquor, drugs or other substances that may affect the proper performance is strictly prohibited in the depots.

## **ARTICLE-7: OVERHEAD WIRES & CABLES**

Assume that overhead wires & cables are live at all times, and must not work near or on them.

## **ARTICLE-8: FIRE**

Know fire escape route. When fire alarm bells sound, stop working immediately, switch off equipment being used and report the appropriate fire officer.

## **ARTICLE-9: SAFETY RULES AT WORK**

The bidder's supervisor is responsible for ensuring that the workers comply with the safety rules at work.

## **ARTICLE-10: ACCIDENTS**

It shall be the sole responsibility of the contractor to adopt all the safety measures & deploy personnel who are adequately trained in safety.

- a) If any accident occurs due to operations or due to negligence on the part of the contractor's personnel it shall be the full responsibility of the Contractor.
- b) If any damage occurs to the structures/material & equipment as well as rolling stock due to erection operations, the cost of damage will be recovered from the contractor's bill.

## **ARTICLE-11: ELECTRICITY, WATER & GAS**

GSDMA shall make available power free of cost to the bidder required for the execution of work, operation and maintenance of the works except welding facilities. For welding works, bidder shall have to make his own arrangement. However, such power shall be supplied only to the maximum extent of the requirement of power indicated by the bidder in his bid. Any additional power required, cost of such additional power should be recovered from the bidder's bills.

## **ARTICLE-12: STAFF AND LABOUR**

A reasonable proportion of the applicant's superintending staff

# GSDMA

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shall have a working knowledge of Gujarati, English and/or Hindi language.

## **ARTICLE-13: MEASURES AGAINST INSECT AND PEST NUISANCE**

The bidder shall at all times take the necessary precautions to protect all staff and labour employed on the Site from insect and pest nuisance, and to reduce the danger to health and the general nuisance occasioned by the same. The bidder shall provide his staff and labour with suitable prophylactic facilities of malaria and take steps to prevent the formation of stagnant pools of water. The applicant shall comply with all the regulations of the local health authorities and shall arrange to spray thoroughly with approved insecticide all buildings erected on the Site. Such treatments shall be carried out at least once or as instructed by such authorities". The bidder shall install repellent at site as required.

## **ARTICLE-14: EPIDEMICS**

In the accommodation facility of any outbreak of illness of an epidemic nature, the applicant shall comply with and carry out such regulations, orders and requirements as may be necessary and issued by the Government, or the local medical or sanitary authorities, for the purpose of dealing with and overcoming the same.

## **ARTICLE-15: ALCOHOLIC LIQUOR OR DRUGS**

The bidder shall not, other than in accordance with the statutes, ordinances and government regulations or orders for the time being in force, impart, sell, give, barter or otherwise dispose of any alcoholic liquor or drugs, or permit or suffer any such importation, sale, gift, barter or disposal by his Subcontractors, agents, staff or labour.

## **ARTICLE-16: ARMS AND AMMUNITION**

The bidder shall not have, barter or otherwise dispose of to any person or persons, any arms or ammunition of any kind or permit or suffer the same as aforesaid.

## **ARTICLE-17: ASSIGNMENT**

The bidder shall not sub-contract any part of his obligation to any third party without prior approval of the GSDMA.

## **ARTICLE-18: TOURIST DATA/INFORMATION/REPORT**

The bidder shall collect data related to people feedback related to event, etc. The bidder shall hand over such data to GSDMA as and when required by GSDMA for verification.

## **ARTICLE-19: BURIAL OR CREMATION OF DEAD**

The bidder shall make all necessary arrangements for the transport, to any place as required for burial/cremation of any of his expatriate employees or members of their families who may die in the Country. The bidder shall also be responsible, to the extent required by local regulations, for making any arrangements with regard to burial/cremation of any of his local employees who may die while engaged upon the Works.

## **ARTICLE-20: RIGHT TO VARY**

The Professional Advisor will make any variation of the form, quality or quantity of the works relating to any item of a component according to site conditions or any part thereof that may, in his opinion

# GSDMA

n, be necessary and for that purpose, or if for any other reason it shall, in his opinion, be appropriate, he shall have the authority to instruct the bidder to do and the bidder shall do any of the following:

- Increase or decrease the quantity of any work included in the Contract.
- Omit any such work (but not if the omitted work is to be carried out by the GSDMA.), before the end of stipulated time limit of the contract.
- Change the character or quality or kind of any such work.
- Change the levels, lines, position and dimensions of any part of the works,
- Execute additional work of any kind necessary for the completion of the works, or
- Change any specified sequence or timing of construction of any part of the works.

No such variations shall in any way vitiate or invalidate the contract, provided that where the issue of an instruction to vary the work is necessitated by some default or breach of contract by the bidder or for which he is responsible, any additional cost attributable to such default shall be borne by the bidder.

The bidder shall not make any such variation without informing the Owner and Professional Advisor

Provided that no instructions shall be required for increase or decrease in the quantity of any work where such increase or decrease is not the result of an instruction given under this clause, but is the result of the quantities exceeding or being less than those stated in the Bill of Quantities. The payment to such variations, modifications and deletions shall be governed according to the payment modality as outlined in the mode of payments schedule as deemed decided by the owner and no objection either in written or oral shall be accepted

## **ARTICLE – 21: VARIATION, MODIFICATION**

- i. Quantity of items may vary according to requirements of the program; same basis of pricing shall be applicable. In case of variation to an extent of +10% of original work, no extra payment shall be made or deducted.
  
- ii. If the additional or altered work includes any class of work for which no rate is specified in the schedule contract, then such class of work shall be carried out:
  - (a) At the rate derived from the item within the contract which is comparable to the one involved in additional or altered class of work; where there are more than one comparable items, the item of the contract which is nearest in comparison with regard to class or classes of the work involved shall be selected and the decision of the GSDMA as to the nearest comparable item shall be final and binding on the bidder.
  - (b) If the rate cannot be derived in accordance with (a) above, such class of work shall be carried out at the market rate. The detail cost breakup shall be provided by the bidder for such items.
  - (c) If it is not possible to arrive at the rate from (a) and (b) above, such class of work shall be carried out at the rate decided by the competent authorities on the basis of detailed rate analysis

# GSDMA

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safterhearingthebidder  
beforeaCommitteeformedbyGSDMAstationedatthesameplaceorthenearestplace,a  
smaybeappointedbyGSDMA.

- (d) Biddershallnotexecutetheextra/additionalworkwithoutpriorapprovaloftheGSDM  
A/PMCCommitteeMemberoftheEvent.Anyextraitemifexecutedmusthavewrittenc  
onsentoftheconcerneddecisionmakerandtobesubmittedwithdetail cost analysis.
  - (e) ThebiddershallkeepallthejointrecordsofmeasurementdulysignedbytheBidder/PM  
Cwithproperjustificationasandwhenrequire.Noextracostorrateshallbeconsideredif  
bidderisunabletojustifytheextraoradditionalwork.Ifrequired the measurements  
shall be supportedbyTotal Station Survey.
- The rates shown in the tender are invited taking into account the exhibition of 1 day , the  
bidder should quote the rate for 1 day per unit invariably.

## CHAPTER– IV SPECIALTERMS AND CONDITIONS OFCONTRACT

### ***ARTICLE-1: CONTRACT PERIOD***

Thecontractperiodshallbefromdateofsigningofcontractto  
successfulcompletionoftheExhibition  
GSDMA reserves therightto reschedule the Event dates whichshall be intimated to the  
agencyat leastbefore oneweek.

### ***ARTICLE-2: BIDDER'S OBLIGATION***

- 1) ThebiddershallbefullyresponsibleforsitereviewandeventoftheworksconformingtorelevantI  
ndianorInternationalstandardsasper scopeofworkandbasespecificationsfurnishedinthisbid  
document.Thebiddershallberesponsibleforfurnishing,design,executionofeventincludingPro  
curement,Construction,CompleteManagement,Coordination,Testingand Commissioning.

# GSDMA

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- 2) Information, material etc. borrowed by the bidders, if any, shall remain the property of the GSDMA and shall be provided by the GSDMA for information, solely for the purpose of execution of this Contract. All such borrowed material shall be sole property of the GSDMA and shall be returned to GSDMA after submission of the bids.
- 3) The bidders shall utilize optimally the allotted land area available for installation/construction of various facilities/components of the event. The details of the costings shall form part of the proposal. The selected agency shall be responsible for furnishing, design, execution of event including Procurement, Construction, Complete Management, Coordination, Testing and Commissioning. The bidders shall provide a detailed scheme of installation & commissioning, operation and maintenance.
- 4) The bidders shall take into consideration all aspects of the event at the time of bidding, namely, though not restricted to:
  - Execution and management by construction of structures as per scope Procurement of requisite materials and manpower.
  - Civil Works including site grading, development, toilets and other services Quality control.
  - Installation, testing and commissioning of electrical works under the scope.
  - Quality control
  - Environmental and social safeguards
  - Security and risk coverage
- 5) The bidder has to bear in mind that if selected for the award of contract he shall have to ensure that in any case no damage is caused to the environment while executing the event.
- 6) The bidder if selected shall ensure that while excavating operation for execution of various works, habitat animals are not disturbed.
- 7) Necessary safety measures shall be the responsibility of the bidder. Any loss of human/cattle or damage to property, shall be the responsibility of the bidder including any liability and/or compensation to be paid towards the life lost damages so caused.
- 8) All infrastructure works covered in the contract shall be managed and executed such that they maintain safe distance from the public roads and other structures, services and sensitive areas like forest, sanctuaries, historical places, national monuments, schools, hostels and residential areas.
- 9) Cutting of trees shall not be permitted.
- 10) Once the event is completed, the debris and other waste material shall be removed and shifted to safe place, as directed.
- 11) The workmanship shall be of high order and quality so as to prevent facility accidents and damaging the environment and surroundings.

# GSDMA

- 12) No Damage shall be caused to the existing structure if any. The selected bidder shall be held responsible in occurrence of any such incident and will be responsible for the cost of required rectifications.
- 13) Site shall be returned to the GSDMA as it was in the original condition and completely free of any garbage and temporary structures.
- 14) The bidder shall bear all costs associated with the preparation and submission of its bid, and the GSDMA in no case is responsible or liable for these costs, regardless of the outcome of the bidding.
- 15) The successful bidder shall make his own arrangements for all the materials, power and water required for all purposes in connection with the construction and implementation of the event. If possible the GSDMA shall help for obtaining such facilities at an appropriate cost, which will be recovered, from the bidder in a suitable way.

## **ARTICLE-3: GSDMA 'SOBLIGATION**

- i) GSDMA will provide land for the said project.
- ii) Grant in a timely manner all such approvals, permissions and authorizations which the Bidder may require or is obliged to seek from in connection with the execution of the work and the performance of the bidder obligations.
- iii) GSDMA will provide one point water and power connection for the said work..
- iv) GSDMA shall appoint an authorized person as **'Coordinator- GSDMA'** to coordinate with the Bidder in all matters related to project for the successful execution of the work and to be responsible for all necessary exchange of information required.

## **ARTICLE-4: ACCEPTANCE AND QUALITY CHECK BY THIRD PARTY AGENCY**

The Acceptance/Quality check shall involve testing/inspection of the entire set, which consist of measurements infrastructure & other facilities etc, in the presence of a Committee of experts comprising of representative/s of GSDMA or institution nominated by the GSDMA. The committee of experts reserve the right to evolve procedure of quality checking to ensure that the deliverables provided by the Bidder are as per as according to the prescribed norms.

## **ARTICLE-5: LIQUIDATED DAMAGES**

The completion period of the entire work shall be as per the dates specified for the Event; this shall be deemed to be the essence of the contract. The time limits specified above and as approved in writing by

GSDMA, shall be strictly adhered to and followed. Liquidated Damages will be applicable, on the entire value of the contract. In case of delay in completion of a specific job beyond the date of completion given by the bidder and accepted by GSDMA, unless extended by GSDMA in writing, penalty would be applicable at the rate of **5%** of the contract value for delay of each day taken by the bidder, subject to maximum of **25%** of the contract value.

The penalty shall be recoverable from the Deposit provided by the bidder and if the Security Deposit is not sufficient, by revoking the Bank Guarantees submitted by the bidder or from any sum payable to the bidder under this or any other Contract with GSDMA.

In case of delay to deliver the work within stipulated program, GSDMA reserves the right to terminate the contract and get all the jobs or the delayed job completed through another agency of its choice. Any extra expenditure that GSDMA will have to incur

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for completion of the balance job/sthrough another agency on account of high rates quoted by the agency will be recovered from the bidder's account, retention money, Security deposit. Moreover, GSDMA shall be entitled to all other legal proceedings as may be required for shortfalls in recovery.

## ***ARTICLE-6: TERMINATION OF THE CONTRACT***

- 6.1 GSDMA will have the right to cancel the contract if the Bidder commits breach of any or all conditions of the contract. Breach of Contract includes, but not limited to, the following:
- a) It is found that the schedule of implementation of the work is not being adhered to.
  - b) Bidder stops work and such stoppage has not been authorized by GSDMA.
  - c) Bidder may become bankrupt or goes into liquidation other than for project or amalgamation.
  - d) GSDMA gives notice to correct a particular defect/irregularity and the Bidder fails to correct such defects/irregularity within a reasonable period of time determined by the GSDMA.
  - e) Any action/omission not in line with laws of State Government/GSDMA

## ***ARTICLE-7: "NO CLAIM" CERTIFICATE***

The Bidders shall not be entitled to make any claim, whatsoever, against the Government/GSDMA, under or by virtue of or arising out of this Contract, nor shall the Government/GSDMA entertain or consider any such claim, if made by the Bidder and the Bidders shall have signed a "No Claim" Certificate in favor of the Government/GSDMA in such forms as shall be required by him after the works are finally accepted.

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## ***ARTICLE-8:SUSPENSION***

GSDMA may, by a written notice of suspension to the Bidder, suspend the contract if the Bidder fails to perform any of its obligations under this contract (including the carrying out of the services) provided that such notice of suspension:

1. shall specify the nature of the failure and
2. Shall request the bidder to make good such failure within a specified period from the date of receipt of such notice of suspension by the bidder.

## ***ARTICLE-9:DETAILS TO BE KEPT CONFIDENTIAL***

The Bidders shall treat the details of the contract as private and confidential, save insofar as may be necessary for the purposes thereof, and shall not publish or disclose the same or any particularst hereof in any trade or technical paper or elsewhere without the previous consent in writing of the Government.

If any dispute arises as to the necessity of any publication or disclosure for the purpose of the Contract the same shall be referred to the Government whose decisions shall be final.

The Bidder or his representatives should neither disclose the data of project nor sell the data or use it for commercial exploitation or research work without the written permission of the Government.

## ***ARTICLE-10: TRANSFER OF RIGHTS***

The Bidders shall not transfer the Contract to anybody except with the prior permission of the Government/its Department.

## ***ARTICLE-11: ELIGIBLE PLANT, MATERIALS, EQUIPMENT AND SERVICES***

For the purpose of these Bid documents, the word "works" means civil, mechanical, interior electrical works, plants, materials and equipment to be hired, procured, tested, supplied and installed, field tested, commissioned together with the other services to be carried out by the bidder, within the scope and ambit of the Contract.

All engineering processes, plants, materials and other resources required for the execution of this contract shall be of Indian origin to the extent possible. Imports if any shall be at the risk and the cost of the bidder. For purpose of this clause, "origin" means the place where the plants and materials or components part thereof are mined, grown, or produced.

## ***ARTICLE-12: PAYMENT TERMS***

### **a) Payment of Professional Fees**

GSDMA hereby agrees to pay the amount of consideration of the contract including its professional services to bidder which is a amount of the work order. The amount of work is inclusive of design fees, execution, hiring, transportation, conveyance, handling, loading, unloading, fabricating, erecting, installation, dismantling, commissioning, supervising, overheads, services, other infrastructure, housekeeping, security, personnel, consumables, tools.

The service tax shall be paid extra over agreed payment. The above costs are subject to review as executed on completion of the work. Besides its



# GSDMA

owns supervision, GSDMA may appoint a Third Party Professional Advisor/Professional Advisor for auditing of quality and costs of the event and the final payments shall be made to bidder after considering PMC's report covering quality and costs of executed work. Bidders shall provide all the finer details of the work executed and manpower deployed in order to assess the work.

**b) Mode of Payment**

Each of the services in the scope of works of bidders shall be paid in the following stages consistent with the work done plus reimbursable expenses as agreed upon, the payments made to the bidder are on account and shall be adjusted against the final amount payable.

**c) Stages of Payment**

All the payments made till stage-

5 as indicated below shall be treated as advance payment which shall be given only against irrevocable bank guarantee of 50% value of the payment under consideration from nationalized bank and as per approved format, in case the agency chooses to raise invoices before event completion.

On completion of the project the balance amount, if any, shall be released after PMC's detailed cost & quality report, after duly considering actual services rendered by Bidder, joint measurements and subject to timely availability of such services with desired quality. Any bill raised after event completion shall not be considered as advance payment, thus not requiring any bank guarantee to support the same.

The stages of payment shall be as under:

Mile Stone	Amount (%)
Site Mobilization	10%
Submission of working drawings and details specifications & detailed constructions	10%
On completion of all/entire structures (frameworks, electrical work and façade developments) and after submission of structural engineer certificates and other related approvals /	10%
On Inauguration	20%
On successful completion of event	20%
On adjusting advances after final completion and event	Balance

**d) Reimbursable Expenses**

- All the expenses, taxes, fees etc. towards the event shall be borne by bidder. However all the actual amount paid towards temporary power installation charges, charges for operation staff deputed by Electricity board for the installation, and energy charge shall be reimbursed. The power cost will be borne by Authority. No additional charge will be given to the bidder for liaising work with Authority.

- No other expenses incurred by the bidders shall be entitled for reimbursement.

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## **ARTICLE-12 OTHERS SPECIAL CONDITION OF TENDER**

1. Bidders shall be liable for all necessary concept planning, layout, designs for structures, plumbing, electrical, interiors, working drawings etc. for execution of project and for structural soundness of the works. Certificate of authorized structural engineer pertaining to entire scope of works and related structures shall have to be obtained in advance before the commencement of event.
2. The concept developed shall be consistent as per proposed theme.
3. Looking at the nature of work, in order to bring in innovation into the Event, bidder is permitted to propose additional work or enlarge the existing specifications. For all the works conceived by the bidders shall have to get approved by GSDMA and detailed specifications for the same shall have to be provided by the bidder.
4. The bidders shall visit the sites before applying.
5. The bidders shall not assign sub-let or transfer their interest in this agreement without written consent of GSDMA. Though they may outsource the particular task.
6. Bidders shall not, without the written sanction of GSDMA, make any deviation in the approved plans, details, specifications, etc.
7. GSDMA shall communicate all changes, decisions, etc. in writing in as short time as possible.
8. Bidders shall not assign sub-let or transfer their interest in this agreement without written consent of GSDMA. Though they may outsource the particular task.
9. The bidders shall submit a soft copy of the presentation to GSDMA.
10. The successful bidder has to submit hard and soft copy of all drawings and specifications in a software version as specified by GSDMA/Professional Advisor. Any deviation from the specifications as indicated by the bidder/Professional Advisor shall be liable for deductions from the value of item of work.
11. Drawing, plans and specifications are the property and ownership of GSDMA, irrespective of whether the work for which they are made has been executed or not.
12. If the bidder fails to deliver required work as per agreed schedule or quality, GSDMA can appoint to the agencies; contractors and actual payment made to these agencies plus 25% overhead cost shall be debited to the bidder.
13. The scope is likely to increase or decrease, depending upon the requirements the bidders shall accommodate all such changes without prejudice to the condition of this contract and within the timeframe. In case of increase or decrease in area of the

# GSDMA

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structures and all items pertaining to stipulated scope of work to an extent of + or - 10%, no payments shall be made but if the variation is beyond that the quoted rates shall be prorated at increased or decreased taking into account the prevailing market rates and rate analysis.

14. The bidders shall make all necessary arrangements for potable drinking water for visitors, service persons and staff from outside source.
15. Cost of all the works necessary to carry out a successful organization of event including deployment of necessary manpower, equipment, facilities, structures, services etc. but not exclusively mentioned in bills of quantity and specifications, shall have to be carried out by the bidder and the cost of same deemed to be inclusive in the rate of items quoted by bidder. No reimbursement or extra item in this regard shall be permitted.
16. Bidders shall be responsible for housekeeping of the entire venue during the event.
17. Where explicit specifications are not available the work shall be executed as per the instruction of CEO, GSDMA. Additionally GSDMA may appoint any other agency as a Third Party Professional Advisor/Professional Advisor to monitor the work. The instructions by such Professional Advisor shall be binding to the Bidder.
18. VIP and VVIP security related arrangements including barricading but not restricted to shall have to be worked out by the Bidder with the Police and relevant department, the cost of such arrangements shall be deemed to have been included in the quote by the bidder. Bidders shall take necessary safety measures to work where required. Bidders shall maintain first aid kit for emergency.
19. If there is any ambiguity or contradiction found/observed in the tender document between technical bid and financial bid, the bidder shall bring it to the notice of the GSDMA/Professional Advisor appointed by the Bidder prior to pre-bid meeting.
20. The bidder shall apply fire resistant coating which shall be non-allergic, odorless, non-toxic, VOC free, non-carcinogenic, and earth friendly clear fire retardant of 'Flame Resist' or equivalent as approved by the Committee members/GSDMA/Professional Advisor on all internal and external structures wherever applicable including stage and as and where specified by Professional Advisor /Client.
21. Quality and finishing of all structures will be reviewed after final execution of work. Any deviations or non-compliance from approved designs are bound for deductions.
22. Stipulated time frame for completion of necessary structures is to be implemented. In case of any deviations a penalty will be imposed upon as per the directions of Committee members/GSDMA/Professional Advisor.
23. Necessary arrangements for fabrication yard, godown, and storage space for required installation works will be managed by the bidder at no additional cost within or outside the venue.

## GSDMA

24. Stipulated Tender requirements indicated/mentioned in the terms in bids related especially to personnel, and assets are to be complied. Non-compliance with such conditions/non-compliance to project schedules resulting into delay of works/inferior quality of execution of works/non-compliance to any services can lead to penalty as finalized by the constituted Committee for the project.
25. Necessary changes/suggestions suggested by the committee members during selection process or during execution of the works are to be incorporated at no additional/extracost.
26. Any change of work/deviation in case of quantity/area increases shall be as per the directions of Committee members/GSDMA.
27. Joint measurements along with GSDMA and PMC shall be considered valid.
28. Annual agreement shall be entered for the period of two years. After the expiry of this period. The Institute may get the said work carried out by the contractor for the further period of one year at the same rate if required, which will be binding to the contractor.
29. Quality and finishing of all structure/related works will be reviewed after final execution of work. Any deviations or non-compliance from approved designs are bound for deductions.

Range of quality and quantity deductions applicable due to Non-compliance of tenders specifications and requirements based on scope of work for various items		
Sr.	Range of Quality Deduc	Probable Deviations
1	Min 2.5%-5%	Non adherence to Tenders specifications for materials & finishing
2	Min 5%-10%	Late Commissioning of structures/areas/utilities
3	Min 10-20%	Improper finishing, Improper alignment of components and structures, lack of facilities as per stipulations, Improper methodology in execution
4	Min 15-35%	Improper Maintenance of structures/areas, Improper functioning of areas/structures/utilities, non-compliance to structural stability, Improper leveling/site clearance and site developments
5	Min 10-15%	Late or Non submission of statutory clearances and necessary approvals. Non-compliance of comments/matters raised by concerned Authorities. Non-compliance in pre-event and post event works.
6	Min 25-35%	Deviations in terms of overall quality and design of works, executed against approved/projected design
Note:		
1	Range will be decided based on quantum of deviations observed and as decided by concerned authorities. GSDMA reserves rights for any modifications	
2	Stipulated mode of measurement and related tender conditions will be considered final	
3	Any additional quantity executed based on bidders availability of inventory or resources shall not be considered for payment even though executed	

**CHAPTER-V**

**ANNEXURES**

# GSDMA

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## TECHNICAL PROPOSAL SUBMISSION LETTER

To:

[Location, Date]

CEO  
GSDMA (GSDMA)  
Block No. 11, 5th Floor, Udy  
og Bhavan, Sector 11, Gand  
hinagar-382011

Dear Sir:

We/I, the undersigned, offer to provide the services **For Selection of Agency for organizing Exhibition for 2 years (2017-18 and 2018-19)** as per the Guidelines, terms & conditions mentioned in this Tender document. We/I are/am hereby submitting our Proposal, which includes the Technical Proposal.

The enclosed technical proposal includes the authority document in partners of the Authorized Signatory and \_\_\_\_\_ Consent letters, in Original and Copy. (We are submitting our Proposal in association with: [Insert the list of partners Member with full name and address of each associated Consultant])

We confirm that we are qualified as per the Qualification Criteria specified in your document. We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it would lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., 180 calendar days from the last date of proposal submission, we undertake to negotiate without any alteration in the staff proposed for the assignment. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the services related to the assignment not later than a week from the date of issue of letter of award.

Thanking You, Yours  
Sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

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

\*Proposal should be submitted on the official letterhead of the company

# GSDMA

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## ANNEXURE-1 FINANCIAL BID FORMAT

Tender  
Notice No.: Tender  
Document No.:

To  
CEO  
GSDMA (GSDMA)  
Block No. 8, 5th Floor, Udyog  
Bhavan, Sector 11, Gandhinagar-382011

Dear Sir:

I/We hereby bid for **For Selection of Agency for organizing exhibition for 2 years**, as per the Terms of Reference given in this Tender Document of the GSDMA, Gandhinagar with in the time specified and in accordance with the specifications, design and instructions as per Special Terms and Conditions as well as General Terms and Conditions. **The detail price bid format is available online on procure/GSDMA. The price bid is to be filled in the given separate sheet format online on n-procure only.**

**Signature of the Bidder with Seal**

# GSDMA

**ANNEXURE- 2**  
**PROFORMA OF GENERAL POWER OF ATTORNEY**  
**(To be signed and executed in non-judicial stamp paper of Rs. 10/=)**

GENERAL POWER OF ATTORNEY

Be it known all to whom it concern that:

1. Sri/Smt \_\_\_\_\_ S/O \_\_\_\_\_  
\_\_\_\_\_ Residing at \_\_\_\_\_
2. Sri/Smt \_\_\_\_\_ S/O \_\_\_\_\_  
\_\_\_\_\_ Residing at \_\_\_\_\_
3. Sri/Smt \_\_\_\_\_ S/O \_\_\_\_\_  
\_\_\_\_\_ Residing at \_\_\_\_\_

I/We all the Partners/Directors/Board members/trustees/Executive council member  
s/proprietors/ Leaders of M/S \_\_\_\_\_ having its registered  
office  
at \_\_\_\_\_ hereby appoint Sri \_\_\_\_\_ S/O  
\_\_\_\_\_ residing at \_\_\_\_\_  
\_\_\_\_\_ as my/our attorney to act my/our name and on behalf and sign and execute all Doc  
uments/Agreements binding the firm for all contractual obligations (including reference of cases to arb  
itrators) arising out of contracts to be entered into by the company/Corporation/society/trust/firm with  
the GSDMA of Gujarat Gandhinagar in  
connection with its tender No. \_\_\_\_\_ Dated \_\_\_\_\_ For the supply of \_\_\_\_\_ due for opening on  
\_\_\_\_\_

In short, he is  
fully authorized to do all, each and everything requisite for the above purpose concerning M/s  
\_\_\_\_\_ and I/We hereby agree to confirm and rat  
ify his all and every act of this or any documents executed by my/oursaid Attorney within the scope of the  
authority hereby conferred on him including references of cases to arbitration and the same shall be bind  
ing on me/us and my/our company/Corporation/society/trust/firm as if the same were executed by  
me/us individually or jointly.

Witness (with address)

Signature of the Partners/Directors/Board me  
mbers/trustees/Executive council members/propri  
etors/Leaders

- 1.
- 2.
- 3.

ATTESTED

ACCEPTED

Signature: (Seal and Signature of Signatory of Tender  
offer of the company/Corporation/society/trust/ firm)



# GSDMA

## ANNEXURE -3 FORMAT FOR PERFORMANCE GUARANTEE (On Non-Judicial Stamp Paper)

To be stamped according to Stamp Act and  
to be in the name of the executing Bank

To  
CEO  
GSDMA  
Udyog Bhavan, block no. 11,  
5<sup>th</sup> floor, Sector 11, Gandhinagar - 382011

In consideration of the CEO of GSDMA, Gandhinagar having its registered office at Gandhinagar (hereinafter called the "GSDMA" which expressions shall unless repugnant to the subject or context include its administrator, successors and assigns) having agreed under the terms and conditions of the Award Letter bearing No \_\_\_\_\_ dated \_\_\_\_\_ issued by the **GSDMA, Block No. 11.5<sup>th</sup> floor, Udyog Bhavan, Gandhinagar 382011**, which has been unequivocally accepted by the Vendor (*refer NOTE below*) work of **For Selection of Agency for organizing Exhibition for 2 years**, (hereinafter called the said Contract) to accept a Deed of Guarantee as herein provided for Rs. \_\_\_\_\_ (Rupees only) from a Nationalized Bank, in lieu of the security deposit, to be made by the agency or in lieu of the deduction to be made from the agency's bill, for the due fulfillment by the said agency of the terms and conditions contained in the same Contract. We, the \_\_\_\_\_ (hereinafter referred to be "the said Bank" and having our registered office at \_\_\_\_\_ do hereby undertake and agree to indemnify and keep indemnified to the GSDMA from time to time to the extent of Rs. \_\_\_\_\_ (Rupees only) against any loss or damage, costs, charges and expenses misused to or suffered by or that may be caused to or suffered by the GSDMA by reason of any breach or breaches by the agency and to unconditionally pay the amount claimed by the GSDMA on demand and without demand to the extent aforesaid. We, \_\_\_\_\_ Bank, further agree that at \_\_\_\_\_ the GSDMA shall be the sole judge of and as to whether the said agency has committed any breach or breaches of any of the terms and conditions of the said Contract and the extent of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the GSDMA on account thereof and the decision of the GSDMA that the said agency has committed such breach or breaches and as to the amount or amounts of loss, damage, costs, charges and expenses caused to or suffered by or that may be caused to or suffered by the GSDMA from \_\_\_\_\_ time to time shall be final and binding on us.

# GSDMA

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1. We, the said Bank, further agree that the Guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said contract and till all the dues of the GSDMA under the said Contract or by virtue of any of the terms and conditions governing the said Contract have been fully paid and its claims satisfied or discharged and till the owner certifies that the terms and conditions of the said Contract have been fully and properly carried out by the Agency and accordingly discharges this Guarantee subject, however, that the GSDMA shall have no claim under the Guarantee after 90 (Ninety) days from the date of expiry of the contract period.
2. The GSDMA shall have the fullest liberty without affecting in any way the liability of the Bank under this Guarantee or indemnity, from time to time to vary any of the terms and conditions of the said contract or to extend time of performance by the said Agency or to postpone for any time and from time to time any of the powers exercisable by it against the said Agency and either to enforce or forbear from enforcing any of the terms and conditions governing the said contract or securities available to GSDMA and the said Bank shall not be released from its liability under these presents by any exercise by the GSDMA of the liberty with reference to them matters aforesaid or by reason of time being given to the said Agency or any other forbearance, act or omission on the part of the GSDMA or any indulgence by the GSDMA to the said Agency or any other matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of releasing the Bank from its such liability.
3. It shall not be necessary for the GSDMA to take legal action against the Agency before proceeding against the Bank and the Guarantee herein contained shall be enforceable against the Bank, notwithstanding any security which the GSDMA may have obtained or obtain from the Agency shall at the time when proceedings are taken against the Bank hereunder be outstanding or unrealized.
4. We, the said Bank, lastly undertaken not to revoke this Guarantee during its currency except with the previous consent of the GSDMA in writing and agree that any change in the Constitution of the said Agency or the said Bank shall not discharge our liability hereunder. If any further extension of this Guarantee is required the same shall be extended to such required period on receiving instructions from M/s. \_\_\_\_\_ on whose behalf this guarantee is issued.

5. In presence of

WITNESS

For and on behalf of (the bank)

1. \_\_\_\_\_

Signature

2. \_\_\_\_\_

\_\_\_\_\_ Name

& Designation \_\_\_\_\_

\_\_\_\_\_ Autho

rization No.

Date and

Place Bank Seal

The above guarantee is accepted by the GSDMA, Gandhinagar

# GSDMA

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## NOTES

### FOR PROPRIETARY CONCERNS

Shri \_\_\_\_\_ son of \_\_\_\_\_ resident of \_\_\_\_\_ carrying on business under the name and style of \_\_\_\_\_ at \_\_\_\_\_ (hereinafter called "The said Agency" which expressions shall unless the context requires otherwise include his heirs, executors, administrators and legal representatives).

### FOR PARTNERSHIP CONCERNS

M/s. \_\_\_\_\_ a partnership firm with its office \_\_\_\_\_ (hereinafter called "the said Agency" which expressions shall unless the context requires otherwise include their heirs, executors, administrators and legal representatives); the name of their partners being

- 1) Shri \_\_\_\_\_ S/o
- 2) Shri \_\_\_\_\_ S/o

### FOR COMPANIES

M/s. \_\_\_\_\_ a company registered under the Companies Act 1956 and having its registered office in the State of \_\_\_\_\_ (hereinafter called "the said Agency" which expressions shall unless the context requires otherwise include its administrators, successors and assigns).

# GSDMA

## ANNEXURE- 4 PROFILE OF THE BIDDER

All individual firms and each partner are requested to complete the information in this form. Information should be provided for all owners or applicants that are partnerships or individually owned firms.

Where the Applicant proposes to use sub-contractors for critical components of the work or for work contents in excess of 10 percent of the value of the whole works, the following information should also be supplied for the specialist subcontractors.

Sr.	Particular	
1	Name of bidder	
2	Type of firm: Proprietary/Partnership/Pvt Ltd, Public Ltd Company/Society/NGO	Partnership deed /MoA- AoA/Society as applicable
a	Year of Incorporation/Registration number	Incorporation certificate as applicable
3	Communication Detail	
a	Head Office address /Local Office address (if any)	
b	Head Office address	
4	Contact detail	
a	Mobile Number	
b	Landline Number	
c	Fax Number	
d	Email detail	
5	Nature of Business	
	1. Since _____	
	2. Since _____	

No disclosure or wrong information/non-acceptance any shall result the disqualification of the firm. Change of the name of company or firm shall be supported by legal resolution as per applicable norms.

Signature of the bidder with seal

# GSDMA

## ANNEXURE- 5 CHECKLISTFORFULFILLMENT OFELIGIBILITYCRITERIA(CHAPTER-I, ARTICLE-3)

### PRE-QUALIFICATION CRITERIA

Sr. No.	Pre-qualification criteria	Documentary evidence
1	The bidder should have a minimum experience of 7 years in conceptualizing, designing, execution, supervision of temporary structure, related works, and event management	Work Order/Work Completion certificate  <b>Annexure 8</b>
2	The Bidder should have achieved Minimum Annual Average Financial Turnover (in equivalent temporary structure, event management, related work etc) of Rs. 300 Lacs during the last 3 financial years (FY 2015 - 16, 2014 -15 and 2013-14)	Audited Financial Statements for FY 2015-16, 2014-15 and 2013-14, CA certificate indicating minimum annual average financial turnover from concept, design, execution, temporary structure/infrastructure, event management, similar work etc.
3	The bidder should have executed a minimum one similar work of at least Rs. 75 Lacs at a single place in last financial year (FY 2015-2016).	The bidder shall provide work order and work completion certificate which mentions clearly the amount of work completed as well as scope of work.
4	The bidder shall submit a power of attorney authorizing the Signatory of the bid to sign and execute the contract.	Power of Attorney as per the format given in Annexure -2
5	The bidder shall provide PAN, GST Number (provisional no in case permanent allocation not made) and Income Tax& Service Tax Return for last 3 Financial Years (FY 2015-16, 2014-15 and 2013-14)	A copy of PAN, GST No (provisional no in case permanent allocation not made), Income Tax& Service Tax Return
6	The bidder shall provide a valid EMD acceptable to GSDMA. EMD deposit of Rs. 3,00,000/- has to be submitted along with bid document. Non-refundable Tender fees of Rs5,000/- through DD favoring <b>Director (Finance), Gujarat State Disaster Management Authority payable at Gandhinagar</b> has to be annexed with the bid document.	Tender fee DD and EMD – DD/FDR
7	The bidder has to submit self certified letter indicating that they have not been blacklisted by any Government Department, Organization, Corporation	Self -certified letter – As per format given in Annexure-10.
8	The Bidder Has to compulsorily submit true copy of the bank solvency of any nationalized bank / schedule bank of Rs. 200 lacs of the current year (FY 2016-17)	True Copy Of Bank Solvency Certificate
9	The Bidder must have an office and warehouses at Gandhinagar	A copy of address proof along with the landline numbers and fax numbers must be provided for the same

## GSDMA

Sr. No.	Pre-qualification criteria	Documentary evidence
10	The Bidder must have Electrical License from Govt. body in the name of his own firm issued since 5 years by licensing board under office of chief electrical inspector, GOVERNMENT OF GUJARAT	True copy of the same is to be submitted online and physically
11	The bidder shall provide Director Identification Number (DIN Number) allotted By Ministry Of Corporate Affairs in case of a company	A True Copy Of The Document To Be Attached and Uploaded

### TECHNICAL EVALUATION CRITERIA

Sr. No.	Criteria	Documentary Evidence	Max Marks
1	The bidder should have a minimum experience of 7 years in conceptualizing, designing, execution, supervision of temporary structure, infrastructure, event management. Experience will be considered as on last date of submission of tender	Work Order, Work Completion Certificate clearly indicating experience	20
2	The Bidder should have achieved Minimum Annual Average Financial Turnover (in equivalent temporary structure, event management, related work etc.) of Rs.300 Lacs in each of the last 3 financial years (i.e. FY 2015-16, 2014-15 and 2013-14)	Audited Financial Statements. Chartered Account certificate indicating minimum annual financial turnover from similar works	30
3	No. of similar work in value executed in last year (FY 2015-16)	Work Order/Work Completion certificate clearly mentioning the detail scope of work, cost of work etc.	30
4	No. of technical manpower with relevant experience  No. of technical manpower with relevant experience Civil Engineer: 2 Electrical Engineer: 2 Event Manager/Team Leader: 2 Architect - 1  <b>(Above is minimum indicative requirement)</b>	Attach CV of each technical person on permanent payroll allotted to this work	16
5	Availability of appropriate structures/equipment & other technical resources	Attach list of owned/ in possession list of structures /equipment, like H frame, Portals, crane, stage/decoration material, sofa/chairs etc. Provide asset	4

## GSDMA

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		register as per latest balance sheet. As per format given in <b>Annexure 11</b>	
<b>Total</b>			<b>100</b>

**Signature of the Bidder with seal**

# GSDMA

## ANNEXURE-6 OVERALL ORGANISATION STRUCTURE

- Overall organization chart of the company showing position of CEOs and HO organization
- Give list of employees: technical and non-technical (Ensure availability of minimum nos. as enlisted in bid). Submit their CVs and list indicating their Roles & Responsibilities at site during entire event.
- Give list of sister-concerns, if any.

<b>Format for Project Team Member's Resume</b>	
<b>Sr. No.</b>	<b>Item</b>
1	Name
3	Specify role to be played in the project & whether prime or alternate
4	Current Job title
5	Experience in yrs. (provide details regarding name of organizations worked for, Designation, responsibilities, tenure etc.)
6	Name of Organization
7	Number of years with the Current Organization
8	Current job responsibilities
9	Summary of Professional/domain Experience
10	Skill sets
11	Highlights of assignments handled
12	Educational Background, Training/Certification including institutions, % of marks, specialization areas etc.
13	Degree (including subjects)

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes qualifications and experience mentioned above and proposed staff member is a permanent employee of our organization. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature of Staff Member

Date:

Signature of Authorized Signatory

Date

: Company Seal:



# GSDMA

## **ANNEXURE-7** **OBLIGATION / COMPLIANCE TO BE INSURED BY BIDDER**

<b>Sr.</b>	<b>Particular</b>	<b>To be complied by bidder</b>	
		<b>Yes</b>	<b>No</b>
1	Service Tax registration		
2	Compliance of Provision of child labor act, workman compensation act		
3	To ensure treatment in case of accident in injuries suffered in performance of work including wages and compensation under the insurance policy of the current year under the WC act		
4	Send accident report to Regional Labour Commissioner (RLC)		

**Signature of the Bidder with seal**

# GSDMA

## ANNEXURE-8 LIST OF SIMILAR WORK EXECUTED IN LAST THREE YEARS

Sr.	Name of Client	Location of project/event	Description of work	Value of Contract/Work in Rs.	Duration (Start dtd – Completion dtd)

### NOTES:

- Each of the listed works shall be supported with the copy of work order & Work completion certificate. **Work completion certificates shall mention the nature of work, value of work completed.**
- At least 5 Photographs of the work executed shall be attached.
- Non-disclosure of any information in the schedule will result in disqualification of the firm.

If the company or Firm is divided among partners, the experience of the individual or new firm set up by the partner/s shall be considered provided past experience is subject to legal consent of individuals, partner/s or new firm set up by the partner/s.

**Signature of the Bidder with seal**

# GSDMA

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## ANNEXURE- 9 INDEMNITY UNDERTAKING

I on behalf of M/s.....hereby agree and undertake that I have understood all the safety rules and procedures and all staff Technical & Non-Technical working on behalf of M/s

.....will abide by all safety rules and procedures. I declare that I/M/s.....will be responsible for any safety violations/accident etc. GSDMA will not be responsible in case of any accident/incident and will not compensate financially or otherwise. I ensure GSDMA that enlisted Manpower deployment will be done at Venue from Mobilization to Completion of Event at.....  
....

I hereby declare that I am solely responsible on behalf of M/s.....

.....for giving such declaration.

-----  
Name of Indemnifier/Agency

Signature of Indemnifier/Agency

Stamp/Seal of the Indemnifier/Agency

-----  
Signature of GSDMA Official

# GSDMA

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## ANNEXURE-10 DECLARATION OF NOT-BLACKLISTED

To  
CEO  
GSDMA(GSDMA)  
Block No. 11, 5th  
Floor, Udyog Bhavan, Sector 1  
1, Gandhinagar-382011

Date:

Dear Sir,

This is to declare that our company

\_\_\_\_\_ is not blacklisted by any Central/State Government Department/Public Sector Undertaking.

**Name of Bidder:**

**Signature of the Bidder with seal**

**Applicant will have to submit an affidavit on Rs.100 Stamp paper stating not Blacklisted by any Central/State Government Department/Public Sector Undertaking**

# GSDMA

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## ANNEXURE-11 LIST OF OWN/TIE UP EQUIPMENT

Sr.	Name of Equipment	Qty in nos.	Own/Tie up

**Signature of the Bidder with seal**

# GSDMA

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## ANNEXURE-12 SPECIFICATIONS OF WORKS

### PART C- INDICATIVE SPECIFICATION & CONDITIONS:

#### C-1 Civil, Infrastructure Services, etc.

- Design should be according to proposed theme .
- The quality of design, workmanship and services shall be the best for consistent with an event.
- The stages shall have to be erected on firm base. The pathways connecting platforms shall be decorated, carpet covered within this scope. Aisle must always be kept clear for the visitors.
- Non-AC structures shall have proper ventilation.
- CPWD/R&B specifications shall be followed unless specified otherwise, for civil, Infrastructure and all semi-permanent works.
- All the materials shall be conforming to IS codes or as approved by GSDMA/PMC.
- Wall paneling system, roof covers, paint and other materials used in event area and all other structures of the Events shall be of fire-retarding and resisting nature.
- Decayed or cracked wood shall not be used.
- Defective, cracked materials shall not be used.
- All structures shall be firmly grounded and stable against wind force, live load and dead loads.
- The shells/portals/hangers shall be engineered structures erected under competent engineering supervision.
- Structures shall be designed and executed considering adverse weather conditions.
- Joinery and supports should be properly engineered, firm and with good finish.
- If there is any special structure design, Bidders should provide all details like plan, elevation and structural drawing and if required design calculations.
- Colour shall be finished well before to avoid the odors and eyes burn. Where the word states waterproof, it shall be fully waterproof with surrounding walls and ceiling.
- Octonorm panel if used shall be clean, should be in plumb and properly fixed without swing or sway. The contractor shall not willfully or otherwise damage, defile, alter, change or deface in any manner whatsoever, the walls of the stalls, its foundation, etc. nor shall support, suspend, hang, or in any improper way fix any weight articles, etc., other than with the express approval of the client/Professional Advisor.
- Carpets should be new, clean and joints shall be covered with color matching tape.
- Stage backdrop shall be in plumb, alignment properly braced so as to resist the wind loads.
- Wooden staging/deckings shall be in proper level. Maximum permissible undulations shall be mm in an area of 3m X 3m. Plywood joint shall be in level and carpet fixing should be proper.
- Signage height and letter sizes should be visible.
- Bidder shall have to clear the entire site after the completion of the event.
- Parking should be properly leveled, barricaded for VIP and General public, manned during the event and functional. Area shall be lightly watered as required.
- Water flow and pressure should be uniform during the event.
- Emergency exit and fire precaution shall be taken care of.
- Flowers shall be fresh.
- Plants shall be fresh, well groomed.
- All the furniture should be firm, comfortable and as per functional requirements.

# GSDMA

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- Circulation within the Venues should be easy, should not create blockage.
- There must be smooth entry and exit to the structure. The movement within the Venues shall be barrier free and friendly to physically challenged people.
- Barricading shall be in proper alignment and free from any protruding objects.
- Necessary safety railings/net shall be provided throughout the site and necessary safety measures shall be taken to ensure the safe working conditions during the installation and subsequent to installation during Event.
- Bidder shall not permit any member of his staff to cook, wash himself, his clothes or utensils anywhere inside the exhibition area.
- No overnight parking of trucks or temporary is permitted at the exhibition area/property during move-ins, show hours and move-outs.
- Open drains & Channels shall be covered properly so as to provide easy movement of pedestrian. Wherever necessary foot over bridges shall be provided. They shall be so designed to take required load.

## C-2 ELECTRICAL

- All electrical materials to be used like wires, cables, switch gears, fuse switch units, metal clad switches, Insulation tap, lugs, cable glands etc. should be with I.S.I. mark.
- In any case, CPWD electrical specifications for material and workmanship should be followed as a minimum requirement.
- Where explicit specifications are not available, the work shall be executed as per the instruction of CEO, GSDMA or GSDMA's Professional Advisor.
- The Contractor must have Electrical License from Govt. body in the name of his own firm issued since 5 years by licensing board under office of chief electrical inspector, GOVERNMENT OF GUJARAT. True copy of the same is to be submitted online and physically.
- All approvals regarding temporary power connection and electrical installations from the concerned authorities are in the scope of bidder. GSDMA will reimburse all official expenses incurred for such approvals and loads sanction to the bidder against receipt.

## C-3 Lighting

- Each structure should have proper illumination. Within the structure, minimum lux level should be 300. In lounge, minimum lux level should be 400. In general ground area, minimum lux level should be 75.
- Outdoor lighting fixtures should be waterproof and is better to use with I.P.55 enclosure.
- General Lighting should be done without door type 500W or 1000W Halogen fixtures.
- At a real like entrance where more illumination is required, Metal Halide type fixtures are preferable.
- Erection of Halogen fixtures should be done on H frame type towers or wood towers of 30 ft height for 10-30 halogens or on small poles like "panjas" or "Chhatris" for 5-10 halogens or on wooden ballis for 1-2 halogens.
- Horns or speakers can be erected on the same tower of Halogen.
- All indoor lighting fixtures should be properly fixed in line, level and with proper support.
- Each plug points should have properly connected earth wire.
- Each plug should be properly fixed.

## C-4 Mains Wiring and cabling

- Mains of halogens should be taken from nearest power distribution board.
- Size of mains should be adequate according to the circuit load.
- Joints in MAINS wirings should be insulated with ISI insulation tape. These joints should not be in contact with cloth curtains or such inflammable materials.
- All cable or wire joints should be in proper manner.
- Wiring along with cloth should be done within conduit.
- All cables must be armored cables. Use of insulation damaged cables should be avoided.
- Minor cuts on cable insulation should be properly insulated with insulation tape.
- All cables must be laid underground with proper depth.
- All cables should be properly glanded and terminated with proper size of lugs.
- The Mains shall be with ISI marked PVC insulated wire with aluminum/copper conductor as specified. The size of phase and neutral shall be same, while the size of earth conductor shall be as specified in the item. The number and size of conductor shall be as specified in the item. All wires shall be single core multi-strand PVC insulated as per IS:634 and shall be 660V/1100V grade. All wires shall be as per color code viz. Red for R phase, Yellow for Y phase, Blue for B phase, Black for neutral, Green for earth conductor.
- Necessary connections to control switchgear, MCB Dist. board, plug etc. shall be made firmly as per requirement and as instructed by in-charge electrical engineer

## C-5 Point Wiring in Structures (LIGHT, FAN & PLUG)

- The point wiring shall be confirmed to IS:5908-1970. A point shall consist of the branch wiring from the branch distribution board (switchboard) together with a switch as required, as far as and including the ceiling rose or socket-outlet or suitable termination. A three-pin socket-outlet point shall include, in addition, the connecting wire or cable from the earth pin to the earth stud of the branch distribution board.
- The installations shall generally be carried out in conformity with the requirements of the Indian Electricity Act, 1910, as amended up to date and the Indian Electricity Rules, 1956.

### **The point wiring shall be carried out in undermentioned manner :**

- a) Supply, installation, fixing of conduits with necessary accessories.
  - b) Supplying and drawing of wires of required size including insulated earth continuity wire.
  - c) Supply, installation and connection of Modular switches, sockets, switch plates, fan regulators etc. as specified.
  - d) The points shall be complete with branch wiring from the first switchboard to the outlet point through other loop. Switchboards if necessary in a circuit, conduit with accessories, junction, inspection boxes, control switch, socket outlet boxes, ceiling roses, connectoretc.
- Unless otherwise mentioned, the system of wiring shall consist of single core 650/1100 volt grade PVC insulated wire with Aluminum/copper conductor laid through exposed surface mounted/concealed in wall and ceiling rigid PVC pipe/rigid steel conduits/PVC oval conduit/PVC casing-N-Capping/trunking etc. as specified.
  - The rigid PVC pipes shall confirm to IS:9537 with minimum wall thickness of 1.5mm. The corresponding accessories shall confirm to IS:3419. The minimum diameter of pipes shall be 20 mm.



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- The wiring shall be as per colour code viz. Red for R phase, Yellow for Y phase, Blue for B phase, Black for neutral, Green for earth, Grey for control, white for bell point and all off wires shall be same as phase wire. The wiring shall be done in a looping manner. All looping shall be made only in switchboards.
- The switches and socket outlets shall be **Modular type** with silver-coated contacts with ISI marked IS: 3854.
- The Conduit run on surfaces shall be supported on metallic 1.2mm thick saddles/heavy duty PVC saddles which in turn shall be securely screwed to wall or ceiling. Saddles shall be at intervals of not more than 500mm. Fixing screws shall be with round or cheese head and of rust-proof materials. No cross-over of conduits shall be allowed. Unless it is unavoidable.
- The entire conduit installations shall be clean and neat in appearance.
- The Maximum load of each circuit shall not exceed 800 watts and maximum points of each circuit shall not exceed 10 points. Where wiring passes through wall, care shall be taken to see that wire pass very freely through protective pipe [rigid steel conduit/rigid PVC pipe/porcelain tube and that the wires pass through without any twist or cross in wires, or either ends of holes.

## **C-6 Fans–Pedestal, Exhaust.**

- All ceiling fans, pedestal fans or exhaust fans should run hum free.
- Proper care should be taken for fixing of ceiling fan down rod.
- Colour of all fans in the same structure should be same.

## **C-7 Separate Power Distribution Board**

- Each structure should have separate power distribution board (TPN switch).
- Each power distribution board (TPN switch) should be mounted on wooden block board and should be raised from ground. This entire structure should be properly fixed to ground.
- There should not be any connection outside Distribution board. Every neutral wire should be properly connected to neutral strip.
- All fuses used must be properly rated. Rewiring of damaged fuses is not allowed.
- All Power DB should be properly earthed

## **C-8 Earthing**

- Each Power Distribution board should have pipe earthing
- All metallic structures of the venue should be properly earthed.
- The earthing of an installation shall conform to I.E. Electricity Rules, IS-3043, latest edition and I.E.E. The copper earth plates should be tinned before installation. The earth plates of Cast iron, having size of 30x30x0.35 cms in separate pit. Specially prepared 2.5mtr deep with necessary to real moist earth surface. The earth pit should be provided with 38 MM dia GI Pipe 2mtr long. Alternatively layers of salt and coke shall be provided surrounding the plate.
- The pits shall be filled when the plates are in position and in presence of Engineer in Charge. The earthing resistance of each earth plate should be measured by resistance megger in the presence of Engineer in Charge.
- The general and technical specification given in the tender booklet shall be considered as a part of agreement. The material shall be approved as per relevant IS specification and shall be approved by the Electrical Engineer in charge before executing the work.

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## C-9 Sound & P.A. System

General P.A. Systems should be used to distribute sound throughout the venue.

### a) Amplifiers

- Provide one amplifier each of 100 watt to 150 watt capacity having frequency response of 20Hz. to 20 KHZ and additional amplifier for stand by connected in parallel.

### b) Microphones

- Provide one of good quality of microphones with chromium plated stand to reproduce original sound completely with necessary microphone cables.

### c) Speakers

- Required Nos. of heavy duty best quality horns/ speaker boxes of 40 watt./ 60 watt.
- Approx. with necessary matching transformers duly erected on approx. 30' high existing tower. The direction of horns should be adjusted in such a way that sound is properly distributed throughout the ground without echoes.
- Required Nos. of suitable capacity of horns/speaker boxes to be erected on approx. 12' high existing wooden ballies between tower and rostrum.

### d) Wiring

- The Cores for the speakers should be of good quality copper stranded Cores of 2.5 sq.mm sized duly covered with polythene pipe buried underground wherever necessary.
- The microphone cables should be of good quality complete with necessary sockets connected properly and soldered.

### f) Voltage Stabilizer

- Voltage stabilizer of proper range should be provided to protect amplifiers against fluctuation of supply voltage
- The above system should be commissioned and tested 30 hours prior to the time of meeting hours as directed.
- Provisions should be made for additional requirement of equalizers, additional echo system, cordless microphone, Amplifier, Mixer etc.
- For public music system of specific requirement, rates & specification shall be required to be derived at the time suggested by the authority of use.
- Sound & PA system for individual structures should be in line with above specifications according to size required.

## C-10 CCTV SYSTEM

- Bidder shall have to setup CCTV High Resolution PTZ camera at prominent location as directed by Police department.
- Control of entire CCTV system shall be in Admin Lounge and also Local control at various locations suggested by client.

## C-11 DG Sets

- DG sets must be with Acoustic enclosure i.e. silent generator
- DG sets must not be older than seven years at the time of operations.
- DG sets must be in good condition having a proper working AVR.
- DG sets should be provided along with fuel arrangement.
- Each DG set should be provided with separate body and neutral earth pits.

# GSDMA

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- DG sets are to be provided as 100% standby power source.
- No load test is required to check VAF and earth values & data by Professional Advisor.
- Contractor shall have to submit local pollution control board approval certified for DG Set.
- DG should be run before 30 min of main function till end of main function as to changeover immediately, in case of main source of power failure.
- DG should have sufficient fuel in stock to run the entire program if power fails.

## **Changeover switches**

- Changeover switches should be properly rated.  
DG sets are to be provided as 100% standby power source.

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TENDER NOTICENO. 02/2017

**PRICE BID**



**GUJARAT STATE DISASTER MANAGEMENT AUTHORITY**  
(A GOVERNMENT OF GUJARAT UNDERTAKING)

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