

To the list of stand constructors

Sir,

Sub : Sealed quotation invited for construction of 40 stalls at Buyer Seller Meet to be held at Varanasi from 7th to 8th August 2016 – Reg.

Council invites sealed quotation from eligible agencies for stand fabrication and allied activities for a 2 day Buyer Seller Meet being organised by HEPC in Varanasi coinciding with 2nd National Handloom Day on 7th August 2016. It is proposed to organise Buyer Seller Meet (BSM) on 7th& 8th August 2016 at Hotel Surya, Varanasi. Around 40 manufacturers of handloom products will showcase their products and about 50-100 buyers will be attending the event.

HEPC proposes to construct stalls (appr. 40 Nos.) using standard Octanorm panel. Each stall will measure 6 sq.mtrs. and will have accessories for display of handloom products like fabrics, made-ups, clothing accessories, etc. In this regard, quotation may please be submitted as per the following format :

1. Pre qualification Bid documents in a sealed envelope with the superscription “Pre qualification bid”
2. Financial Bid in a sealed envelope with a superscription “Financial Bid”

I. Pre Qualification :

1. The applicant should have experience of having executed Buyer Seller Meet/Reverse Buyer Seller Meet of at least two international/National exhibition / fair at Varanasi for any Export Promotion Council or for Central / State Government, Ministry/Department for a value not less than Rs.5 lakh each. The following documents in support of such work execution need to be enclosed.

- a. Work order containing value of work executed
- b. Photograph of events conducted
- c. Client list

2. Company profile

- a. Annual turnover of the company for the last 3 years
- b. Income Tax return of the latest year filed (either 2014-15 or 2015-16).

II. **Financial Bid**

- i) The rate may be furnished as per the proforma enclosed inclusive of all applicable taxes and duly signed.

It may please be noted that items required and dimensions are indicative and may vary depending on actual requirement.

Above envelopes (“Pre Qualification Bid” and “Financial Bid”) should be placed in a main sealed envelope super-scribing as “**Quotation for stall construction for BSM-Varanasi**” and it should reach the following address **on or before 15.00 hours (03.00 P.M.) on 26.07.16.**

Shri R.P. Rajalingam,
Export Promotion Officer,
Handloom Export Promotion Council
10th Floor, 1004 Padma Tower-1,
5, Rajendra Place, New Delhi – 110 008
Tel : +91-11-25826965

- The quotation will be opened at 16.00 hours (4 P.M.) on 26.07.2016 in presence of those bidders who may like to be present.
- Successful bidders will have to provide performance bank guarantee within 2 days from any National Bank for 10% of contract value along with their acceptance letter.
- It may please be noted that venue will be made available for construction on 5th night and construction has to be completed by 3 P.M. of 06.08.2016.
- It may please be noted that delay in completion of handing over completely constructed stalls will attract imposition of penalty to an amount of 15% of contract value.

Thanking you

Yours sincerely,

(R.Anand)
Executive Director

PROFORMA FOR FINANCIAL BID

S.No.	Stand construction details (Octanorm stand)	Unit rate	Total Amount
1	<p>Construction of 40 stalls @ 6 sq.mtrs. each (3 mtr wide x 2 mtr depth) with the following accessories :</p> <ul style="list-style-type: none"> • Wall partition (White Octonorm Panel) • 1 counter table and 2 chairs • HQI light – 3 nos white lights (150 Watts each –metal halide) • Company Fascia (customized) – 1 (2 name fascia in case of corner stall) • New Carpeting for booths (Color to be approved by HEPC) • Plug point- 1 No (5/15 AMP) • Dust bin – 1 no. 	(Rate per stall)	(Total for 40 stalls of 6 sq.mtr. each)
2	<p>Construction of fair secretariat of 18 sq.mtrs. :</p> <ul style="list-style-type: none"> • Wall partition (White Octonorm Panel) • Sofa set – 2 nos • Central Table – 2 nos • Chairs – 4 nos • Counter table – 2 nos. • HQI light – 9 nos white lights (150 Watts each –metal halide) • Company Fascia (customized) – 1 (2 name fascia in case of corner stall) • New Carpeting (Color to be approved by HEPC) • Plug point- 2 No (5/15 AMP) • Dust bin –2 no. 		
3	<p>Branding :</p> <p>1. Arch – 2 numbers (One in main gate entrance and another in Hall entrance, as per design to be provided. Indicative Dimension</p> <p>a. Main gate arch – 7 mtrs. Length x 4.5 mtrs height</p> <p>b. Hall entrance arch – 16 ft. height x 24 ft. length</p>	Rate per Arch	(Total for 2 arches)

	(Please note that dimension may change and rate will be worked out on pro rata basis) 2. Bunting- 10 numbers each Indicative dimension a,1m x 3m b,1 m x 6m Please note that dimension is only indicative and the rate will be worked out on prorated basis	Rate per bunting)	Total for 10 buntings on each size
4	Construction of Registration counter (With a table and chair around 3 x 2 mtrs booth)		
5	Provision for supply of additional accessories 1. Curtain rod 2. Shelves 3. Lights 4. Table 5. Chair (The above display accessories to be kept ready at venue to meet any additional requirement from participants and for which direct payment will be made by participant)	(Rate per unit)	(Total for all 5 accessories)
	GRAND TOTAL		

Note : the above rates are inclusive of all applicable taxes.

(Signature of bidder/ authorized representative)