



सीमा शुल्क प्रधान आयुक्तालय

OFFICE OF THE PRINCIPAL COMMISSIONER OF CUSTOMS

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TENDER DOCUMENT

CONCEPTUALIZATION, FABRICATION AND MAINTENANCE OF 'CBEC PAVILION' AT 8th VIBRANT GUJARAT GLOBAL SUMMIT-2017, HELIPAD, GANDHINAGAR FROM 9th to 13th JANUARY-2017

The Principal Commissioner of Customs, Ahmedabad invites sealed tenders/bids from reputed agencies under the Two Bid System for the conceptualization, fabrication and maintenance of "CBEC Pavilion" during the **8th Vibrant Gujarat Global Summit-2017** to be held from 9th to 13th January -2017 at Gandhinagar.

1. The Objectives

The objectives of the Pavilion are multifold and can be enumerated as under:-

The Goods & Services Tax (GST) is set to be rolled out from 1st April 2017. The GST constitutes the biggest and most comprehensive tax reform in the country since independence. The Central Board of Excise & Customs has also taken milestone initiatives for rationalization and simplification of procedures & processes to provide enhanced 'Ease of doing business' and promote the 'Make in India' programme. The CII has chosen '**Sustainable economic & Social Development**' as the theme for this Year's edition of the 8th Vibrant Gujarat Global Summit-2017. With this overarching theme and backdrop, the "CBEC Pavilion" will -

- a) Put forth in public domain the salient features of the Goods & Services Tax like – one nation, one tax, one market: subsumation of multiple taxes of Centre and states into one levy: stunning example of Cooperative Federalism; improved ease of doing business; boost of Make in India, economic growth, exports & employment; free movement of goods across the country and barrier-free-trade.

- b) Publicize e-governance initiatives like Single Window Interface for Facilitating Trade (SWIFT) implemented by the department towards business-centric and user-friendly tax regime under the Mission Mode Project of the Government of India;
- c) showcase the multi-dimensional functions and working of the three wings of the department viz. Customs, Central Excise & Service Tax;
- d) bring forth the rationalization and simplification of procedures by the department;
- e) enhance public awareness on the role of taxes in the country's development with the aim to inculcate the culture of voluntary compliance.

2. SPECIFICATIONS OF WORK:

2.1 The Pavilion has to be fabricated **at Hall No. 7 in stall no. 35,36,37,38 at Halipad Grounds, Gandhinagar in total area of 135 Square Meter**. The length, breadth and height of the Pavilion will be **15 mtr x 9 mtr x 2.5 mtr** and an **additional height of 1 mtr. for fascia respectively**. In this regard, conceptualization, making of designs, modification of designs from time to time as per the requirement and instructions of the Department, presentation of the designs from time to time as per the requirement and instructions of the Department, presentation of the designs before the Department, modifications thereof as per requirement, presentation of the revised design/model before the Department and upon selection of the design, model, fabrication of the actual Pavilion as per the requirement, specification time schedule and instructions by the Department and maintenance of such CBEC Pavilion during 8th Vibrant Gujarat Global Summit-2017 scheduled to be held at Helipad, Gandhinagar from 9th -13th January 2017 is the main work required to be undertaken on a turnkey basis.

2.2 The said design should include the following:-

- I. Flooring of the stall should be at a height of 4 inch above the ground level. The floor should have wooden finish or vitrified tile finish.
- II. The stall should be accessible to differently abled people.
- III. One Visitor Room with executive quality sofa -sets with seating capacity of not less than 12 persons and 3 centre tables.
- IV. One store room with shelves to store books, stationery, etc., with lock & key, for use of this Commissionerate.
- V. Two reception counters and four Help Desks, along with adequate furniture/ chairs and storage space. Laptops should be provided for each of the four

Help Desks along with dongles for internet support and one good quality Laser printer.

- VI. Provision of two (2) touch-screen kiosks.`
- VII. One counter for issue of laminated photo certificates of 170 GSM to participants along with adequate equipment and technical support.
- VIII. Two display-type book shelves made of glass (with lock & key) and three brochure stands for distribution of brochures/pamphlets etc.
- IX. Four elegant glass round tables along with 4 sleek chairs for each table. Provision for two dozen extra chairs for seating within the lounge must also be made. Planters, decorative material and fresh flower arrangements on regular basis for the stall should also be arranged.
- X. Provision of 3 LCD/Plasma screens (42" or above).
- XI. Provision for high quality Hindi/English/Gujarati speaking manpower in adequate numbers to manage the stall.
- XII. Branding and signage including standees etc. using flex/vinyl, backlit material and routers, or other technology etc. as appropriate for the Pavilion as per the requirement of the Department. In keeping with the e-governance mission of the Government of India, the department has implemented important e-initiatives in its business processes, the bidders should therefore focus on ideas and concepts that appropriately reflect these initiatives.
- XIII. The backdrop and fascia for the Pavilion has to be designed by the agency.
- XIV. Lighting (spot lights and halogens) has to be provided as per the design and requirement and to the satisfaction of the Department.
- XV. High quality sound system for making announcements as well as providing audio to the films being run on the LCD screens.
- XVI. Provision of CCTV playback of pavilion area in the Visitor's Room on LCD Screen and 24-hour recording backup.
- XVII. Department shall provide entry passes for the manpower deputed on the stall by the agency as provided by CII. However, if the manpower deputed is more than the passes provided by CII, the agency themselves shall arrange more passes directly from CII.

XVIII. The agency shall arrange for passes in adequate numbers from CII authorities when required for the lounge by the department.

XIX. The agency shall undertake Public Relations exercise i.e. coverage in print and electronic media during the duration of the summit (9th to 13th January 2017, both days inclusive) to publicize the 'CBEC Pavilion' in the Gujarat State.

XX. Any other item required by the Department for smooth running of the stall.

2.3 The copyright of the work shall vest with this Commissionerate and it would have exclusive rights on the work and the awards won, if any.

3. Pre-Bid Meet

The agencies may seek clarification of their queries, if any, on telephone nos. 079 - 27540258 or 079 - 27545741 on working days upto 12 noon on 26.12.2016

4. Two Bid tender system

The 'Technical Bid' should contain particulars regarding eligibility criteria along with documentary evidences. The 'Financial Bid' should contain all cost estimates.

5. Technical Bid

The first envelop "**Technical Bid for 8th Vibrant Gujarat Global Summit-2017**" should contain particulars regarding eligibility criteria along with documentary evidences. The said work mentioned in para 2.2 Sr. No. (I) to (XX) above is to be completed, subject the following terms and conditions:-

- (I) The bidder should have valid service tax, trade tax registration and PAN. Copies of relevant proof should be attached to the bid document.
- (II) The bidder should have experience of conceptualization, fabrication and maintenance of Pavilion/Lounge at the Vibrant Gujarat Summit. Copies of such work orders executed during last three years ending 31st March 2016 must be submitted along with the bid.
- (III) The bidder should have minimum annual turnover of Rs. 2 crore during the preceding three years i.e. 31.03.2014, 31.03.2015 and 31.03.2016. Details of the same should be submitted along with CA certified copy of balance sheet of the Agency for the relevant period as part of technical bid.

- (IV) The bidder should not be blacklisted by any Government department/PSU/agency and should not have any criminal case pending against it. An undertaking in this respect should be submitted.
- (V) Details of experience of creative personnel like visualizes or concept directors, fabricators etc to be submitted.

Sr. No.	Name of Creative Personnel	Designation in the Organization	Qualifications and Experience

- (VI) Details of Prizes/Awards won at Vibrant Gujarat Summit for conceptualization, fabrication & maintenance to Pavilion (s) to be submitted.
- (VII) To provide evidence of having an office in Ahmedabad with a staff of at least 10 persons.
- (VIII) Bidder should provide the theme and treatment suggested for the Pavilion. (A narrative explanation must be enclosed).
- (IX) A copy of tender documents duly signed by the bidder with identification of name & designation as a token of acceptance of all the conditions laid down in the Tender Document should be attached along with the Technical bid but in a separately sealed envelope. Submission of proposal by the agency will also imply that it has read all the documents carefully and made itself fully aware of the work.

6. FINANCIAL BID

Envelop superscribed “**Financial Bid for 8th Vibrant Gujarat Global Summit-2017**” should contain consolidated cost estimates. The agencies are required to understand the work properly before quoting the rates. The Financial Bid should be submitted along with the ‘Technical Bid’ simultaneously. The said Financial Bid should include all the expenses in respect of conceptualization, fabrication and maintenance of Pavilion at the Vibrant Gujarat Summit 2017, Gandhinagar from 9th – 13th January 2017 which includes all material, labor charges and incidental charges for fabrication and maintenance of the Pavilion.

7. Earnest Money

Each Bid must accompany Earnest Money Deposit (EMD)/Bid Security of Rs. 15,000/- (Rupees Fifteen Thousand only) in form of A/c Payee Demand Draft or Pay Order in favor of “Principal Commissioner of Customs, Ahmedabad” and payable

at Ahmedabad and the same will be returned to unsuccessful bidders, after the tender process is completed. In case of non-performance of the contract, the entire amount of EMD of the Agency shall be forfeited.

8. PERFORMANCE SECURITY

The successful bidder shall require to make a Performance Security deposit of 10% of the work award (i.e. for a work award of 10 lack, the performance security amount shall be Rs. 1 Lac.). The Performance Security will be in form of A/c Payee Demand Draft or Pay Order of any nationalized bank in favour of "Principal Commissioner of Customs, Ahmedabad". The Earnest Money Deposit (EMD) of Rs. 15000/- already deposited with the tender bid can be adjusted against this 10% Performance Security i.e. the Successful bidder shall be required to furnish a deposit of the balance amount only. In case of non-performance of the contract, the damages shall be made good from the Performance Security Deposit.

9. Time Frame

9.1 The selected agency shall, upon receipt of work order, coordinate with CII, Ahmedabad for taking possession of the allotted space to this Commissionerate for fabrication of the stall at the earliest.

9.2 The agency shall get the final designs, brandings, signage etc. approved by the Commissionerate and ensure that the actual fabrication of pavilion as per design submitted at the time of presentation before the Tender Evaluation Committee on **27.12.2016 (subject to confirmation)** after incorporating all the suggestions made by the Department from time to time. **The work has to be completed positively by 06.01.2017 by 4.00 P.M. Thereafter, the said Pavilion should be maintained as such till 10.00 P.M on 13.01.2017.**

9.3 After the conclusion of the event the agency shall be responsible for dismantling and removing the materials as per prescribed time schedule and to the satisfaction of CII, Ahmedabad and shall be liable to pay any demurrage that might be imposed by the said CII, Ahmedabad for noncompliance of dismantling schedule. The dismantling and removal of the material have to be done by the agency at its own cost and hence the same may be factored in the financial quote.

10. SUBMISSION OF BIDS

The Bid comprises three components: the '**Technical Bid**', the '**Financial Bid**' and '**EMD**'. Each to these three components must be sealed in separate envelopes and superscribed "**Technical Bid for 8th Vibrant Gujarat Global Summit-2017**", "**Financial Bid for 8th Vibrant Gujarat Global Summit-2017**", and "**EMD for 8th**

Vibrant Gujarat Global Summit-2017 , respectively. These three documents must be placed in a bigger sealed envelope and superscribed "**Bid for CBEC Pavilion for 8th Vibrant Gujarat Global Summit-2017**" and addressed to; The Addl. Commissioner(P&V), Customs, Custom House, Near A.I.R, Ahmedabad and **must reach latest by 3.00 P.M. of 26th December 2016. The bids received after the said deadline shall not be entertained.**

11. OPENING OF THE TECHNICAL BID

The Technical Bids shall be opened on 27th December 2016 at 11.00 A.M. in the cabin of Additional Commissioner(P&V), Customs, 1st floor, Custom House, Ahmedabad. The bidding agencies may send a representative to be present at the time of opening of the Technical Bids, if they so desire.

12. SAVING CLAUSE

The Commissionerate reserves the right to cancel the Tender process without assigning any reason thereto.

13. SELECTION PROCESS

After opening of the technical bids, the same shall be assessed and only the agencies fulfilling the minimum eligibility criteria shall be shortlisted. Thereafter, the shortlisted agencies would be asked to make a presentation before the Tender Evaluation Committee in the cabin of Additional Commissioner (P&V), Customs, Custom House, Near A.I.R., Navrangpura, Ahmedabad further evaluation. The date & time of the presentation shall be conveyed later. Since this assignment involves high quality creativity and innovative approach, final selection shall be made, inter alia, on the basis of the following criteria:-

Sr. No.	Point
01	Concept/Theme in conveying the functions discharged by the Department including design, creativity and innovation, including Ideas for enhancing Public Participatiion
02	Past Experience
03	Awards/Commendations for fabrication and/or maintenance of Pavilion (s)
04	Key Professionals involved.

70% weightage will be given to Technical Bid and Creative Presentation and 30% weightage be given to the Financial Bid. The Financial Bids would be opened in the presence of the representative of the bidders who qualify based on evaluation of the Technical Bids. Even though item-wise rates would be quoted, only the total cost (bid amount) will be taken into consideration for evaluation of the financial bid. The date & time shall be conveyed separately. The agency with the highest combined

technical & financial score would be declared successful. The bidder may also go through the Checklist attached along with this document

14. PAYMENT

(i) Bills may be raised on the basis of approved estimates after satisfactory completion of the project. Payment will be made only after the execution of work carried out by the agency to the satisfaction of this Commissionerate.

(ii) No advance payment shall be made.

(iii) Deduction for income tax or any other tax as applicable shall be made as per rules.

(iv) This Commissionerate shall not be liable for any default of payment by the agency to any third parties involved or engaged by it for this project.

(v) Service tax as applicable would be payable only after submission of documentary evidence of deposit by the agency.

(vi) This Commissionerate shall not entertain any claim or damage, whether liquidated or otherwise, that may arise from any other party during or after fabrication and completion of all work and running, operation and maintenance pertaining to the Pavilion.

15. PENALTY

15.1. In case the agency fails to complete the fabrication work as per its design along with modification suggested by the Department within stipulated period i.e. on or before **06.01.2017 by 4.00 P.M.**, the Earnest Money Deposit (EMD) will be forfeited and a penalty of Rs. 50,000/- per day of delay will be imposed on the agency.

15.2. In case the Pavilion is not completed before **4.00 p.m. on 06.01.2017**, in addition to the penalty mentioned herein before, proportionate amount of rent expense paid by the Department to the CII for the said space will also be recovered. In case of failure to complete the work to the satisfaction of the Commissionerate, the Agency will be liable to penalty and legal action may also be initiated against the agency for non-performance of the contract

(M.S. Chauhan)
Additional Commissioner (P&V)

**FINANCIAL BID FOR CONCEPTUALIZATION, FABRICATION AND MAINTENANCE OF
CBEC PAVILION DURING 8th VIBRANT GUJARAT GLOBAL SUMMIT- 2017
FROM 9TH TO 13TH January 2017**

Name of the Agency:-

Financial Bid for conceptualization, fabrication of 'CBEC Pavilion' in Hall No. 7 of Helipad Grounds, Gandhinagar in total area of 135 sq mtr.. The length, breadth and height of the Pavilion will be 15 mtr. X 9 mtr. X 2.5 mtr and an additional height of 1 mtr. For fascia respectively, required to be undertaken on a turnkey basis, including maintenance of the pavilion during entire duration of Vibrant Gujarat summit - 2017.

Sl. No	Work	Rate (Rs) per person/ item	Cost (Rs)
01	Flooring of the stall at a height of 4 inch above ground level. The floor will have wooden finish or vitrified tilefinish. The Stall should be accessible to differently-abled people		
02	One Visitor Room with executive quality sofa sets with seating capacity of not less than 12 persons and 3 centre tables. One store room with shelves to store books, stationery, etc., with lock & key, for use of this Commissionerate. Two reception counters and four Help Desks, along with adequate furniture/chairs and storage space.		
03	Laptops for each of the four Help Desks along with dongles for internet support and one good quality Laser printer		
04	One counter for issue of laminated color photo certificates of 170 GSM to participants along with adequate equipment and technical support		
05	Provision of two (2) touch-screen kiosks		
06	Two display-type book shelves made of glass (with lock & key) and three brochure stands for distribution of brochures/pamphlets etc		
07	Four elegant glass round tables along with 4 sleek chairs for each table. Two dozen extra chairs for seating within the lounge. Planters, decorative material and fresh flower arrangements on regular basis for the stall		
08	Provision of 3 LCD/Plasma screens (42" or above)		
09	Provision for high quality Hindi/English/Gujarati speaking manpower in adequate numbers to manage the stall.		

10	Branding and signage including standees etc. using flex/vinyl , backlit material and rotors, or other technology etc. Lighting (spot lights and halogens) Backdrop and fascia for the Pavilion		
11	High quality sound system for making announcements as well as providing audio to the films being run on the LCD screens		
12	Provision of CCTV playback of pavilion area in the Visitor's Room on LCD Screen and 24-hour recording backup		
13	Public Relations exercise i.e. coverage in print and electronic media during the duration of the fair (9 th to 13 th January, 2017, both days inclusive) to publicize the 'CBEC Pavilion' in the Gujarat state area.		

CHECKLIST

(i) **The tender should reach this Commissionerate by 3.00 P.M. on 26.12.2016.**

(ii) Separate SEALED envelopes should be used for Technical Bid', 'Financial Bid' and 'EMD', respectively, and placed in a bigger SEALED envelope to be superscribed 'Bid for CBEC Pavilion at Vibrant Gujarat Summit-2017'. It is observed that some of the tender documents submitted with the bid are not legible or complete. The bidding agencies therefore must ensure that the bid is complete in all respects, the documents are fully legible and cross-referenced.

(iii) Bids received late will not be entertained.

(iv) Incomplete or conditional tenders will not be entertained/ shall be disqualified.

(v) The bidders shall not be permitted to alter or modify bids after expiry of the deadline for receipt of bids.

(vi) The agencies may seek clarification of their queries, if any, on telephone nos. 079-27540258 or 079 – 27545741 on working days till 12.00 noon on 26.12.2016.

(vii) **Technical Bids would be opened on 27.12.2016 at 11.00 A.M** in the cabin of Additional Commissioner(P&V), Customs, Ahmedabad. A representative of the bidder may be present at the time of opening of the tender.

(viii) The Creative Presentation before the Technical Evaluation committee constituted for the purpose would be held in the cabin of Additional Commissioner(P&V), Customs, Ahmedabad. The Financial Bids would be opened in the cabin of Additional Commissioner(P&V), Customs, Ahmedabad. The date & time shall be conveyed later.

(ix) The Commissionerate reserves the right to cancel the tender process without assigning any reasons. All disputes shall be subject to the territorial jurisdiction of Ahmedabad.