



**Jilla Panchayth Kollam,  
Government of Kerala**

**TENDER INVITATION NOTICE**

The Jilla Panchayath, Kollam, is organising an 'Exhibition cum Trade fair 2022 at The Ashramam ground, Kollam, Kerala from August 30 to September 7 as per the project No.280/22-23 .

**Event Details**

<b>Exhibition</b>	<b>:</b>	<b>August 30 to September 7</b>
<b>Venue</b>	<b>:</b>	<b>The Ashramam ground, Kollam, Kerala</b>
<b>Exhibition Timing</b>	<b>:</b>	<b>11 AM to 7.30 PM</b>
<b><i>The fully completed venue has to be handed over to the Organisers latest by 2022 August 29 at 3.00 PM</i></b>		

On behalf of Jilla Panchayath, Kollam, the Manager & Implementing Officer, DIC, Kollam & Organising Committee intends to engage the services of an Agency for venue arrangements, arranging AC Hanger and allied activities for Exhibition cum trade Fair 2022. The Agency shall ensure the successful conduct of Expo by fulfilling the requirement as quoted in **Annexure – I**.

## Eligibility Criteria

The minimum eligibility criteria will be:

- a) Applicant Agency/Bidder shall be a registered entity. The copies of Certificate of incorporation / Registration, PAN Card and GST Registration shall be submitted.
- b) Applicant Agency / Bidder shall be in operation for a minimum of 3 years as on 01<sup>st</sup> January 2022. A CA Certificate to this effect to be submitted.
- c) Applicant Agency / Bidder shall have a minimum of 3 years' experience in similar Events in Kerala and in setting up similar infrastructure facilities for venue arrangements. Proof of the same shall be submitted.
- d) Applicant Agency / Bidder shall have experience in organising similar Events and similar infrastructure facilities for venue arrangements for State Government Departments/ Agencies. Proof of the same shall be submitted.
- e) Applicant Agency / Bidder shall have its own infrastructure facilities to arrange this Event. Proof of the same shall be submitted.
- f) Applicant Agency / Bidder should demonstrate sufficient personnel, organisational and financial strength (Audited Financial Statement for the last 2 years) to carry out this assignment.
- g) Applicant Agency / Bidder shall have a registered office in India and a Coordinating office in Kerala with a dedicated team. Proof of the same shall be submitted.
- h) Applicant Agency / Bidder should not have been blacklisted by any Government or Government Entity in the last 3 years (as on date of submission of Tender). A self-declaration to that effect shall be submitted by the authorized person.

### ***Interested Agency shall submit their Tender along with the following details:***

- i. The profile of the Agency with copies of all licenses and registrations.
- ii. The audited financial statements of the Agency for the last three years.
- iii. The experience list / reference list of similar Projects including those under execution supported by the Performance Certificate from project developers.
- iv. GST registration Certificate and PAN
- v. Any other relevant documents which can support the eligibility of the agency (eg: Photo)
- vi. self- declaration showing that Bidder should not have been blacklisted by any Government or Government Entity in the last 3 years
- vii. Authorization to entrust any person to participate in procedures for bidders other than proprietary.

The Agency's strengths will be compared on number of the projects executed, cumulative experience in number of similar Events undertaken by the Agency, experience in executing State Government Events, presence in Kerala, financial status and manpower of the Agency.

## Evaluation Criteria

The Jilla Panchayath, Kollam will examine the Tender to determine whether the eligibility criteria submitted are as per the requirements in the Tender document, whether the documents have been properly signed and whether the Tender is generally in order. Any Tenders

found to be nonresponsive for any reason or not meeting the eligibility criteria specified in the Tender document will be rejected by the Authority and will not be included for further consideration.

**The selection process for the Agency will be as below:**

1. Short listing of Agencies based on the eligibility criteria on receipt of Technical & Financial Bids as per the Tender document.
2. Jilla Panchayath will evaluate the technical Bids and shortlisted Agencies will only be invited for a Technical Presentation based on the requirements set to the shortlisted Agencies.
3. A Selection Committee will be constituted to evaluate the technical presentations of the shortlisted Agencies.
4. The decision of the Competent Authority in this regard shall be final and it not challengeable at any point of time.
5. Financial bid has to be submitted by the Agencies, through e-tender, based on the 'Format for Financial Bid' (*Annexure - I*) furnished by the Organisers.
6. Financial bids will be opened / considered only of those qualified short listed Agencies / Bidders shortlisted by the Selection Committee after the Technical Presentation. The Financial bids of only technically qualified Agencies who attain 70% and above marks in the Technical Presentation will be considered.
7. Eligible bidders will be invited for the opening of financial bids.
8. All bids received in complete and within the stipulated deadline shall be opened. Lowest bid, found suitable as per the specifications required, shall be referred by the Selection Committee to the Competent Authority for final decision. The decision of the Competent Authority in this regard shall be final.

Some of the activities indicated to be carried out by Jilla Panchayath subsequent to the receipt of the responses are indicative only. Jilla Panchayath has the right to continue with these activities, modify the sequence of activities, add new activities or remove some of the activities, as dictated by the best interests of the project.

Wherever not specifically mentioned, the guidelines in the Govt. E-Tendering process will be followed in this tender procedure also.

For any further details, it is requested to contact:

**The Manager, DIC &**

**Implementing Officer of Jilla Panchayath, Kollam**

**Tel : +91-474-2748395**

**Mobile : 9446108519**

**[E-mail: dickollam@gmail.com](mailto:dickollam@gmail.com), [dpklam@gmail.com](mailto:dpklam@gmail.com)**

**[Website: www.industry.kerala.gov.in](http://www.industry.kerala.gov.in)**



## Jilla Panchayath, Kollam

### TENDER INVITATION NOTICE

#### Annexure I

#### Detailed Requirements

SI No.	Item (Description)	Quantity	Rate (Rs.)	Amount (Rs.)
1.01	Hire and labour charge for Providing AC <b>Exhibition pavilion</b> with German structure constructed with Aluminium Alloy pipes and silpolin side covering, fitted with suitable sheet and adequate lighting as per direction of the committee and dismantling and removing from the site. Rate including DG set and fuel cost for running AC and light. The pavilion should be ready to allot on 29/08/2022 at 3:00 PM onwards with basic lighting.	10000sqft		
1.02	Hire and labour charge for Providing Non AC pavilion constructed with Aluminium Alloy pipes and fitted with suitable Silpaulin sheet and adequate lighting for inauguration and <b>Programme hall(including 3x3 stalls 2 nos. as mentioned in item no. 1.05)</b> as per direction of the committee and dismantling and removing from the site. Rate including DG set with fuel cost and light.	2000 sqft		
1.03	Hire and labour charges for putting up a raised platform (Exhibition Pavilion for stalls, inauguration cum programe venue, food court and to provide ramp at entrance, exit and at the way towards food court) of 0.15m height of size 50mm dia GI pipe post at 75 cm C/c on both ways tying 50mm dia GI pipe tie on both directions at top and bottom to line and level and 16mm thick ply wood top plat form fixing with nut and bolts with synthetic carpet etc complete as per the directions (including dismantling and removing from site)	12000sqft		

1.04	Hiring and erection of fabricated <b>stall of 3 x 2 m</b> ( For stalls) with prefab powder coated octanorm system along with aluminium section(powder coated) white laminated sheet including Facia with name of units (List will be provided),Octanorm system table with cloth covering - 1No (minimum 4 ft x2.5 ft),Chair -2Nos, Steel Rack-1no, Tube Light -1no, power plug– 1No,(If required, <b>additional power line should be arranged</b> ) with proper electrical wiring, Waste Bin 1no etc including dismantling and removing from site. Should have aprox 3m Passage and adequate lighting.	80 nos		
1.05	Hiring and erection fabricated stall of 3 x 3 min the programme hall with prefab powder coated octanorm systemalong with aluminium section(powder coated) white laminated sheet including Facia with name (List will be provided), Octanorm system table with cloth covering- 1No (minimum 4 ft x2.5 ft),Chair - 2Nos,Light -2nos, power plug – 2 nos., Waste Bin –1no., etc including dismantling and removing from site for providing preparation room for programmes.	3nos		
1.06	Hiring and erection fabricated stall with prefab powder coated octanorm system along with aluminium section (powder coated) white laminated sheet (four side covered with door at passage front, including Facia with name : “Office cum VIP Launch”, Sofa 3 Seat with cover – 2 nos., Single Sofa with cover – 2 nos, Teapoy – 1 No, LED TV with live telecasting of the event,glass tumblers with lid 6 nos, tray 1 no., Light -4nos, power plug – 2 nos., Waste Bin – 1 no., door etc including dismantling and removing from site	250sqft		
1.07	Providing and erecting coloured flags (6ftx4ft) with logo, fitted on iron pipes having 5m height in attractive cloth at the entrance gate and at other places as directed by committee.	20 nos		

1.08	Supplying and Erection of <b>Temporary stage with raised platform</b> with flower decoration and covering with synthetic carpet, providing sufficient 10 VIP chairs, 2 Teapoy, Podium, Nilavilakku and accessories with flower etc in programme pavilion including dismantling and removing from site	350 Sqft		
1.09	Hire and labour charges for <b>spreading armless plastic chair with cover in the inauguration venue</b>	350 nos		
1.10	Supplying and fixing Pagoda white tent (Arabian Tent) (20x20ft) including dismantling and removing from site as per requirements.	3nos		
1.11	Visitors counting equipment to be provided at the entrance	1 No.		
1.12	Hire and labour providing bio-toilet of portable type with storage tank and water, light, drainage system, bucket and mug, cleaning arrangement for every two hours, separation for Ladies and Gents with covering the front side etc. and removing from the site etc complete. (2 Nos. each for Ladies and Gents With sign board)	4nos		
1.13	Hire and labour providing 1000 ltr storage tank on stand with connecting pipe/sufficient hose and continuous supply of drinking water along with drainage system at the site.	3nos		
1.14	Hiring and Providing high powered ceiling fan 12 nos, pedestal fan 5 nos including all labour charges as directed by the committee and removing after use for food court and Non AC pavilion.	1set		
1.15	Arranging continuous security services of 4 persons /shift required from 29/08/2022, 3.00 PM to 8/09/2022, 11 AM)	LS		
1.16	Cost for engaging labour (minimum 2 persons /day) for cleaning stalls and premises of exhibition, programme halls and other places used for exhibition purpose for all Expo days.	LS		

1.17	Providing CCTV surveillance (12 Cameras and 2LED TV monitor) in the location specified by committee of the entire proceedings inside and outside for exhibition days with facility to store the proceedings and provide in external hard disk of the entire proceedings.	LS		
1.18	Arranging all <b>necessary permission</b> and inspection from Government departments such as PWD, Police, Fire and rescue Department, Electrical Inspectorate, Corporation, Suchithwa Mission and relevant departments including fees and other expenses.	LS		
1.19	Hire and labour charges for putting up MH light in conduit wiring.	40nos		
1.20	Hire and Labour charges for putting up illumination light ('Mala' of 100 bulbs) in conduit wiring.	50 set		
1.21	Hire and labour charges for <b>Generator</b> for illumination ( Night only), light and sound in sound proof vehicle including transportation cost, diesel and operator etc complete - Average use 9.5Hrs(Expo days 10.30 A.M to 8.00 P.M from 30-8-2022 to 7-9-22) for 9 days.	LS		
1.22	Hire and labour charges for <b>Generator</b> for providing power to the exhibitors and AC in Stall pavallion in sound proof vehicle including fixing Cabling and DB settings, transportation cost of diesel and operator charge etc. Average use 9.5Hrs(Expo days 10.30 A.M to 8.00 P.M from 30-8-2022 to 7-9-22) for 9 day. Power is to be arranged for stalls having freezers through out the exhibition days in full time.	LS		
1.23	Stage lighting for inauguration, closing ceremony and cultural programs with all necessary items for smooth functioning of programme.	LS		

1.24	Hiring and providing sufficient sound system with settings, mixing Unit (Minumum 5000 W for stage) with all necessary items for smooth functioning of programme.	LS		
1.25	Fire extinguisher in Pavilion and food court as per fire and safety standards	LS		
1.26	Hiring and providing Channel music with announcement facility in registration counter/office, Exhibition hall, Stage and food court during the event.	LS		
1.27	Insurance coverage (for mishaps, if any, happening at the venue of the event) provided for all participants, officials and visitors of the Exhibition during the event days.	LS		
1.28	Providing all sign boards including direction, toilet, food court, entry, exit, Covid Protocols, Parking etc... and board showing list of all Exhibitors.	LS		
1.29	Hiring and providing foot operated sanitizer dispenser with filled sanitizer bottles to Exhibition hall, Stage and food court during the event.	4 nos		
1.30	Hire and labour for providing drinking water (20ltrjar) with dispenser unit with sufficient water,paper cup and waste bin.	5 nos		
1.31	Hire and Labour Charge for Providing Metal Barricading for the exhibition area including Removing and dismantling from the site.	100 mtr		
1.32	Box type Design Arch at main gate with 4 meter height, 6 meter passage. (Design approved by Committee) and provide carpet up to main entrance (approx 10x6m length)	1no		
1.33	Design entrance with back light with 3m entrance with total length 15m and 5m height (Design approved by Committee)	1 No		
1.34	Hire and labour charges for Generator with diesel for adequate light for security purpose in hanger and ground during night time.	LS		



**Notes:**

- The Ground levelling, waste disposal, site clearing & dismantling and removing of all other structures and fittings are the responsibility of the Agency.
- The above arrangements shall be with necessary safety equipments and required safety measures in all Venues as per safety rules and regulations and necessary clearances. The required Certificates from Electrical Inspectorate, Fire Force and other authorities to be submitted while handing over the completed facility. No flex boards or flex materials to be used for any of the above activities.
- **The Agency shall follow a Green protocol with no plastic, thermocol or similar banned materials.**
- The above facilities to be set up within the time provided and the same to be dismantled and the ground to be cleared by 10<sup>th</sup> September, 2022 itself.
- Any addition or deletion of items mentioned above has to be done as per the demand of the committee.

**Annexure - II****Points to be covered in the Technical Presentation**

<b>Sl. No.</b>	<b>Particulars</b>
1	Organisation details.
2	Details and proof of similar activities undertaken.
3	Proof of infrastructure availability for the works.
5	Audited Balance Sheet details for the past 2 years.
6	Layout of the ground with positioning of Hanger, Partition wall design, Entrance arch design, Reception cum Office, Inaugural function stage, food court, Parking Space etc
7	GST registration certificate

**\*\*\* IMPORTANT**

**The tender will be opened on 17/08/2022 at 12.00 PM by Manager and Implementing officer and a technical presentation of the bidders will be conducted on at 12.30PM at Jilla Panchayath,Kollam. Only technically Qualified bids will be considered for financial bid opening.**

