

**Tender  
for Installation & Management  
of  
Welcome Posts, Facility Kiosks and Display of Signage  
and Info kiosk in Naya Raipur**



**nayaraipur**  
**नया रायपुर**

**NAYA RAIPUR DEVELOPMENT  
AUTHORITY**

**1<sup>st</sup> Floor, Utility Block, Near Mantralaya,  
Capitol Complex Sector 19 Naya Raipur  
Ph. 0771-2511500, Fax: 0771-2511400,  
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## **NAYA RAIPUR DEVELOPMENT AUTHORITY**

1st floor, Utility block, Capitol Complex, Sector- 19, Naya Raipur- 492 002,  
Chhattisgarh, Tel No: + 91 771 2511500; Fax No.: +91 771 2511400  
Website: [www.nayaraipur.com](http://www.nayaraipur.com), E-mail: [ceo@nayaraipur.com](mailto:ceo@nayaraipur.com)

## **SHORT NOTICE TENDER**

**No. 1829 /R-95-PRJ-NRDA-2014      Naya Raipur date 01-09-2014**

### **Installation & Management of Welcome Posts, Facility Kiosks and Display of Signage and Info Kiosk in Naya Raipur.**

NRDA intends to outsource the installation and management of welcome posts, facility Kiosks and Info Kiosk and display of signage during the forthcoming events and invites tenders therefor in sealed envelopes so as to reach this office latest by 3.00 PM of 08-09-2014. The tender documents and forms can be downloaded from the website [www.nayaraipur.gov.in](http://www.nayaraipur.gov.in) Any Modification/Corrigendum/Addendum will not be published in News paper but the same shall be uploaded in the website only.

**Chief Executive Officer**

## **DISCLAIMER**

- 1. The tender document consists of the following –**
  - (i) Volume 1 – Notice Inviting Tender, Tender documents**
  - (ii) Volume 2 - General Conditions of the Contract**
  
- 2.** The information contained in the above Tender Document or subsequently provided to Bidders, whether verbally or in documentary or any other form by or on behalf of the Authority or any of their employees or advisers, is provided to Bidders on the terms and conditions set out in this tender document and such other terms and conditions subject to which such information is provided.
  
- 3.** The tender document is not an agreement and is neither an offer nor invitation by the Authority to the prospective Bidders or any other person. The purpose of the tender document is to provide interested parties with information that may be useful to them in the formulation of their Tenders pursuant to this tender document. The tender document includes statements, which reflect various assumptions and assessments arrived at by the Authority. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. The tender document may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisers to consider the objectives, technical expertise and particular needs of each party who reads or uses the tender document. The assumptions, assessments, statements and information contained in the tender document, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments and information contained in the tender document and obtain independent advice from appropriate sources.
  
- 4.** Information provided in the tender document to the Bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.
  
- 5.** The Authority, its employees and advisers make no representation or warranty and shall have no liability to any person including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in the tender document or otherwise, including the accuracy, adequacy, correctness, reliability or completeness of the tender document and any assessment, assumption, statement or information contained therein or deemed to form part of the TENDER DOCUMENT or arising in any way in this Selection Process.

6. The Authority also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance of any Bidder upon the statements contained in the tender document.
7. The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in the tender document.
8. The issue of this tender document does not imply that the Authority is bound to select a Bidder and the Authority reserves the right to reject all or any of the Proposals without assigning any reasons whatsoever.
9. The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by an Bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection

**Notice Inviting Tender  
for Installation & Management of  
Welcome Posts, Facility Kiosks and Display of Signage and Info kiosk  
in Naya Raipur**

1. Naya Raipur Development Authority, Naya Raipur invites tenders in prescribed forms, for the Installation & Management of Welcome Posts, Facility Kiosks and Display of Signage and Info kiosk in Naya Raipur at different locations during the forthcoming events of Champion League Cricket Matches and Rajyotsav 2014 from eligible bidders so as to reach the office not later than 3.00 PM of 08-09-2014.
2. The selected bidder, whose tender is accepted shall be required to provide the following facilities and manage the same at his own cost and risk –

SN.	Items	Specifications(Approx.)	Nos (App)
1.	Welcome Posts	Made of Gfrp/steel with 4 mm thick & finished with oxide colour	6
2.	Information Kiosk/ Refreshment Lounge	Made of Gfrp 4.5x9.0x3.0 m	1
3.	Wash Room/Urinals	Made of Gfrp with all plumbing works 1.8x2.4x2.4m	6
4.	Road Signages	Made of Gfrp with both side finish	10
5.	Message Boards	Made of Gfrp with both side finish	10
6.	Display Board of NRDA	Transparent Pannel & Printing works 0.9 m x 1.2 m	15
7.	Road Track hangers	Made of Gfrp 60 cmx60cm with both side finish	100

3. The numbers of facilities shown are indicative and may be increased or decreased by NRDA on pro-rata basis.
4. The period of installation and management of the facilities shall be as below –

Event	Period	Location
Champion League	12 – 24 September 2014	Shall be finalized by NRDA
Rajyostava 2014	26 Oct – 10 November 2014	Shall be finalized by NRDA

The facilities installed during the Champion League shall be dismantled and shifted to the locations selected by NRDA for Rajyostava 2014 by the bidder at his own cost and risk. No additional payment shall be made for dismantling or shifting by NRDA.

5. The bidder who may be an Individual or a company or a firm registered under applicable law, should qualify the following minimum eligibility criteria –
  - (i) Should have an annual average turnover of Rs 40 Lakhs (Rupees Forty Lakhs Only) in last three years (Financial Year 2011-12, 2012-13, 2013-14) as per audited annual report and balance sheet statements and certified by the Statutory Auditor and

- (ii) Should have experience of Event Management of any event for which the fee/ receipt, actually received by the bidder is more than Rs 15 Lakhs in any year within the past 3 years. It should be supported by a certificate of Chartered Accountant.

## 6. Earnest Money Deposit (EMD) –

- (i) The Bidder shall furnish as part of tender, a EMD of **Rs 1,00,000 (Rupees One Lakh only)** in the form of a Demand draft issued by a Scheduled Bank in India, drawn in favour of the **CEO, Naya Raipur Development Authority payable at Raipur/ Naya Raipur**. Any tender not accompanied by the EMD shall be rejected by the Authority as non responsive.
- (ii) The EMD of the Successful Bidder will be retained as the **Security Deposit**. The EMD of unsuccessful Bidder will be returned by the Authority, without any interest, as promptly as possible on acceptance of the tender of the successful Bidder or when the Bidding process is cancelled by the Authority.
- (iii) The EMD shall be forfeited and appropriated by the Authority without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise:
  - a. If a Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as specified in this tender;
  - b. If a Bidder withdraws its tender during the period of tender validity period.
  - c. In the case of successful Bidder, if it fails within the specified time limit - to sign the Contract Agreement.

**7. Tender Validity Period** - The tender submitted by the Bidder shall be valid for a period of **90 Days** from the tender due date.

## 8. Preparation of Tender

- (i) **Format and Signing of Proposals** - The Bidder shall provide all the information sought under this tender document. The Authority will evaluate only those Tenders that are received in the required formats and complete in all respects.
- (ii) The tender shall be typed or written in indelible ink and signed by the authorised signatory of the Bidder who shall also initial each page, in blue ink. All the alterations, omissions, additions or any other amendments made to the tender shall be initialed by the person(s) signing the tender.

## 9. Sealing and Marking of Proposal -

- (i) The Bidder shall submit the tender in the format specified, and seal it in envelopes in the manner described hereunder.
- (ii) The documents accompanying the tender shall be placed in separate envelopes and marked as indicated below. The tender submission shall include:

### **Envelope 1: “Key Submissions and Technical Tender”**

- a. Letter of tender in the prescribed **Format - 1**
- b. Power of Attorney for signing of tender in the prescribed **Format – 2**

- c. Minimum 3 years proven experience in Event Management of Event in **Format – 3** with supporting documents
- d. Annual Turnover as per the Audited Accounts towards The Pre-Qualifying Experience in **Format - 4** with supporting documents
- e. An Undertaking in the prescribed **Format – 5**
- f. A copy of the General conditions of contract with each page initialed by the person signing the
- g. Tender in pursuance of the Power of Attorney referred to in Clause (c) hereinabove.
- h. It is accompanied by cost of the tender document of **Rs.1000** in the form of DD favoring 'CEO, NRDA' payable at Raipur and EMD of **Rs. 1,00,000** in the form of Bank Draft.
- i. Technical Proposal – The Technical Proposal include concept about the required facility provided by the bidder. It will also included detailed specification of materials which is to be provided by the bidder.

#### **Envelope 2: “Financial Tender”**

- a. Tender consisting of the Bidders' financial tender in the format set out in **Format - 6 of this document.**
- b. The financial tender shall be inclusive of all out of pocket expenses incurred by the Bidder towards Local site office, site visits, travel, documentation and communication etc., taxes, royalties, fees and charges including all the taxes, levies, service tax etc as applicable.

#### **10. Submission of Tender -**

- (i) The two envelopes specified in **Clause 9 above** shall be placed in an outer envelope, which shall be sealed. Each of the three envelopes shall clearly bear the following identification: **“Tender for Installation & Management of Welcome Posts, Facility Kiosks and Display of Signage and Info kiosk in Naya Raipur”** and shall clearly indicate the name and address of the Bidder. In addition, the Tender Due Date should be indicated on the right hand top corner of each of the envelopes.
- (ii) Each of the envelopes shall be addressed to:
 

**ATTN. OF: The Chief Executive Officer (CEO)**  
**Naya Raipur Development Authority**  
**Mantralaya, Near Mahanadi Bhavan, Capitol Complex,**  
**Sector-19, Naya Raipur 492 002, Chhattisgarh**  
**Tel No: + 91 771 2511500**  
**Fax No.: +91 771 2511400**
- (iii) If the envelopes are not sealed and marked as instructed above, the Authority assumes no responsibility for the misplacement or premature opening of the contents of the tender submitted.
- (iv) Tender submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

**11. Late Proposals** – Tender received by the Authority after the specified time on the Tender Due Date shall not be eligible for consideration and shall be summarily rejected.

## 12. Right of the Authority –

- (i) The Authority reserves the right to accept or reject all or any of the Tender without assigning any reason whatsoever. It is not obligatory for the Authority to accept any Tender or to give any reasons for their decision.
- (ii) The Authority reserves the right not to proceed with the **Selection** Process at any time, without notice or liability, and to reject any Proposal without assigning any reasons.

## 13. Opening and Evaluation of Tender

### (i) Opening of Proposals:-

- a. The Outer **Envelope and Envelope 1** shall be opened by the Authorised Officer of NRDA at the specified date and time, at the place specified and in the presence of the Bidder who choose to attend.
- b. The Authority will subsequently examine and evaluate the tender in accordance with the provisions set out hereunder.
- c. To facilitate evaluation of **Proposals**, the Authority may, at its sole discretion, seek clarifications in writing from any Bidder regarding its **Proposal**.

### (ii) Tests of responsiveness

The Authority shall determine whether each tender is responsive to the requirements of the tender document. Tender shall be considered responsive only if:

- a. It is received in format as prescribed in the TENDER DOCUMENT.
- b. It is received before the tender Due Date and time including any extension thereof
- c. It is signed, sealed, in spiral bound booklet and marked as stipulated.
- d. it contains all the information (complete in all respects) as requested in this TENDER DOCUMENT.
- e. It does not contain any condition or qualification; and
- f. It is not non-responsive in terms hereof.
- g. **It is accompanied by cost of the tender document of Rs. 1000 in the form of DD favoring 'CEO, NRDA' payable at Raipur and EMD of Rs.1,00,000 in the form of Bank Draft.**

Satisfying the Test of Responsiveness is mandatory for Bidders to be selected for next stage of evaluation. If any material deviation is found in the formats then it will be judged as non-responsive.

### (iii) Technical Proposal

Those bid which is found to be responsive will be evaluated based on concept presentation submitted by the bidder. The financial bid of only those bidder will be opened who passes the technical evaluation based on concept and detail specification of material.

**14. Opening of Financial Tender** – The Financial Tenders of only those bidders shall be opened who qualify in the evaluation of the key submission and Technical Tender. The bidders whose evaluated Technical Tender is found satisfactory shall be invited for the opening of Financial Tender on a date, time intimated to them.

**15. Award of Contract** – The bidder whose Financial Tender is lowest shall be selected as the successful bidder and may be invited for negotiation if deemed fit. The acceptance shall be communicated in writing and after the agreement, contract may be awarded to the said



bidder. If the bidder fails to sign the contract within three days of intimation, the earnest money deposited by him shall be forfeited and appropriated by NRDA and acceptance shall be annulled.

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## FORMAT - 1

### Letter of Proposal

Dated:

#### **The Chief Executive Officer (CEO)**

Naya Raipur Development Authority  
Mantralaya, Near Mahanadi Bhavan, Capitol Complex,  
Sector-19, Naya Raipur 492 002, Chhattisgarh

#### **Sub: Tender for Installation & Management of Welcome Posts, Facility Kiosks and Display of Signage and Info kiosk in Naya Raipur**

**Dear Sir,**

1. With reference to Notice Inviting Tender no. ----- dated -----, I/we, having examined the Tender Documents and understood their contents, hereby submit my/our Tender for the aforesaid Project. The Tender is unconditional and unqualified.

2. We certify and affirm that –

- (a) All information provided in the **Tender** and in the Appendices is true and correct.
- (b) I/ We shall make available to the Authority any additional information it may find necessary or require to supplement or authenticate the Tender.

3. I/ We acknowledge the right of the Authority to cancel the Selection process at any time or to reject any Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on Any account whatsoever.

4. We certify that in the last three years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part.

5. I/ We declare that:

- (a) I/ We have examined and have no reservations to the Tender Documents, including any Addendum issued by the Authority.
- (b) I/ We do not have any conflict of interest in accordance with the provision set out in the TENDER DOCUMENT document;
- (c) I/We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any tender or request for proposal issued by or any agreement entered into with the Authority or any other public sector enterprise or any government, Central or State; and
- (d) I/ We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf has engaged or will engage in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

6. I/ We declare that we are not a Member of a/ any other firm submitting a Tender for the Project.

7. I/ We further certify that in regard to matters relating to Tender and integrity of the country, we have not been charge-sheeted by any Contractor of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.

8. I/ We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers/ employees.

9. I/ We undertake that in case due to any change in facts or circumstances during the Selection Process, we are attracted by the provisions of disqualification in terms of the referred to above, we shall intimate the Authority of the same immediately.

10. In the event of my/ our being declared as the successful Bidder, I/We agree to enter into a Contract Agreement in accordance with the draft that has been provided to me/us prior to the Proposal Due Date.

11. The Financial bid has been quoted by me/us after taking into consideration all the terms and conditions stated in the TENDER DOCUMENT, General Conditions of contract.

12. I/We agree and undertake to abide by all the terms and conditions of the TENDER DOCUMENT document.

Yours faithfully,

Date:

(Signature of the Authorized signatory)

Place:

(Name and designation of the of the Authorized signatory)  
Name and seal of Bidder

**Format – 2**  
**Power of Attorney for Signing of Tender**

Know all men by these presents, We, \_\_\_\_\_ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and legalize Mr. / Ms (Name), son/daughter/wife of \_\_\_\_\_ and presently residing at \_\_\_\_\_, who is [presently employed with us/ and holding the position of \_\_\_\_\_], as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our **Tender for Installation & Management of Welcome Posts, Facility Kiosks and Display of Signage and Info kiosk in Naya Raipur (“the Project”)**, by the,(NRDA) (the “Authority”) including but not limited to signing and submission of all applications, Proposals and other documents and writings, participate in Proposals’ and other conferences and providing information / responses to the Authority, representing us in all matters before the Authority, signing and execution of all contracts including the Contract Agreement and undertakings consequent to acceptance of our Proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our Proposal for the said Project and/or upon award thereof to us and/or till the entering into of the Contract Agreement with the Authority.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, \_\_\_\_\_, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\*\*.

For \_\_\_\_\_

(Signature)  
(Name, Title and Address)  
Witnesses:

- 1 .....
- 2 .....

Accepted [Notarised]  
(Signature)  
(Name, Title and Address of the Attorney)

- Notes:*
- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executants(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
  - *Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favor of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*
  - *For a Power of Attorney executed and issued overseas, the document will also have to be legalized by the Indian Embassy and notarised in the jurisdiction where the Power of Attorney is being issued.*

**Format – 3**

**Minimum 3 years proven experience in Event Management of Event**

<b>Name of the Project</b>	
<b>Project Cost (In Rs)</b>	
<b>Name of the Client</b>	
<b>Address</b>	
<b>Start Date (Month/Year)</b>	
<b>End Date(Month/Year)</b>	
<b>Narrative Description of the Project</b>	
<b>Description of activities carried out</b>	
<b>Details of Proof submitted</b>	

**Signature of Bidder**

The Project Data Sheets should necessarily be accompanied with notarized certificates from clients/Chartered Accountant for successful completion of Contract, as proof of experience. Projects without proof of experience shall not be considered for evaluation

**Format - 4**  
**Format for Annual Turnover as per the Audited Accounts towards**  
**The Pre-Qualifying Experience**

**Name of Bidder**

<b>S.No</b>	<b>Financial Year</b>	<b>Turnover in Indian Rupees(INR)</b>
1.	2013-14	
2.	2012-13	
3.	2011-12	

This is to certify that I/we have examined the above information of M/s..... on the basis of relevant documents; books of accounts & other relevant information and the information submitted above is as per record and as per details annexed.

Signature, Address, Seal & Membership No. of Chartered Accountant.

**Signature of Bidder**

**Format – 5**  
**Undertaking**  
(On Letterhead of bidder)

We undertake to carry out the work as per scope of work and in strict compliance with the specification as mentioned in Section II of this tender document.

Date:

(Signature of the Authorized signatory)

Place: (Name and designation of the of the Authorized signatory)

Name and seal of Bidder

**Format – 6**  
**Format for Financial Proposal**  
**(To be enclosed in a separate cover)**  
**(On the Letterhead of the Bidder)**

Date:

To,  
**The Chief Executive Officer (CEO)**  
**Naya Raipur Development Authority**  
**Mantralaya, Near Mahanadi Bhavan, Capitol Complex,**  
**Sector-19, Naya Raipur 492 002, Chhattisgarh**

**Subject: Financial Tender for Installation & Management of Welcome Posts, Facility Kiosks and Display of Signage and Info kiosk in Naya Raipur**

Dear Sir,

- I. Our financial proposal, inclusive of all taxes and duties, for the complete scope of work as per tender document is as below.

SN.	Items	Specifications(Approx.)	Nos (App)	Rate per number	
				In Figures	In Words
1.	Welcome Posts	Made of Gfrp/steel with 4 mm thick & finished with oxide colour	6		
2.	Information Kiosk/ Refreshment Lounge	Made of Gfrp 4.5x9.0x3.0 m	1		
3.	Wash Room/Urinals	Made of Gfrp with all plumbing works 1.8x2.4x2.4m	6		
4.	Road Signages	Made of Gfrp with both side finish	10		
5.	Message Boards	Made of Gfrp with both side finish	10		
6.	Display Board of NRDA	Transparent Pannel & Printing works 0.9 m x 1.2 m	15		
7.	Road Track hangers	Made of Gfrp 60 cmx60cm with both side finish	100		

The financial tender is inclusive of all out of pocket expenses incurred by the Bidder towards Local site office, site visits, travel, documentation and communication etc., taxes, royalties, fees and charges including all the taxes, levies, service tax etc as applicable.

Yours faithfully,

For and on behalf of

.....

(Name of the Bidder) \_\_\_\_\_

(Signature of Authorized Signatory)

(Name and designation of the Authorized Person)