

Short Notice Inviting Bid (Most Urgent) for

HIRING OF AGENCY FOR

**CONCEPTUALIZING, DESIGNING, FABRICATION &
INTERNAL DECORATION OF JREDA STALL ON THE
OCCASION OF**

**INDIA INTERNATIONAL TRADE FAIR (IITF) 2023 FROM
14th TO 27th NOVEMBER, 2023**

**AT PRAGATI MAIDAN, NEW DELHI,
INCLUDING PUBLICATION & DISTRIBUTION OF
AWARENESS/ADVERTISEMENT MATERIALS AND ALL
OTHER RELATED WORKS OF RENEWABLE ENERGY**



Tender reference no.: 33/JREDA/IITF/23-24

Jharkhand Renewable Energy Development Agency (JREDA)
3rd Floor, S.L.D.C. Building, Kusai Colony, Doranda, Ranchi
834002.

Ph.: 0651-2491161, Fax: 0651-2491165,

E-mail: info@jreda.com ; Website: www.jreda.com

Govt. of Jharkhand
Energy Department
Jharkhand Renewable Energy Development Agency
(JREDA)

3rd Floor, S.L.D.C. Building, Kusai Colony, Doranda, Ranchi-834002. Ph.: 0651-2491161,
Fax: 0651-2491165,
E-mail: info@jreda.com; Website: www.jreda.com

Short Notice Inviting Bid (Most Urgent)

Tender Reference No. : 33/JREDA/IITF/23-24

Dated: 07.11.2023

Sealed bids are invited from reputed and experienced firms/agencies having experience of similar nature of work for the following:

1	Name of the work	Hiring of Agency for Conceptualization, Design, Development, Fabrication & Internal Decoration of JREDA Stall on the occasion of India International Trade Fair-2023 from 14th-27th November, 2023 at Pragati Maidan, New Delhi including Publication & Distribution of awareness/advertisement materials and all other related works of Renewable Energy.
2	Estimated Cost (in Rs.)	6,00,000/- (Six Lakhs) including all taxes.
3	Last date & time for receipt of offline bids.	10.11.2023(Friday)upto 03:00PM
4	Bid Opening, Bid evaluation & Price bid Opening Date & Time	10.11.2023(Friday)upto 03:30PM
5	Bid Fee (in Rs.)	Rs.1,475/- (One Thousand Four Hundred Seventy-Five) only (Non-refundable)
6	Earnest Money Deposit (EMD) (in Rs.)	Rs.12,000/- (Twelve Thousand only) (Refundable)
7	Availability of tender document.	Tender document can be purchased from JREDA Office in all working days up to 10.11.2023 till 12.00 PM.
8	Method to apply	Interested bidders will have to apply tender document in sealed envelope which will contain two separate sealed envelopes: - 1. First Envelope: Techno-Commercial Part. 2. Second Envelope: Price Part
9	Name and address of office inviting tender.	Director, Jharkhand Renewable Energy Development Agency (JREDA) 3 rd Floor, SLDC Building, Kusai, Doranda, Ranchi- 834002 (Jharkhand)
10	Helpline no. of e-procurement.	0651-2491163/67/61/7903935514

Terms & conditions:

1. Tender documents can be purchased from the office of the undersigned during office hours on any working day till the day before submission of the tender after depositing the cost of Tender document (Non-refundable) in the shape of Bank Draft in favour of Director, JREDA payable at Ranchi. Tender document can also be downloaded from JREDA Website (www.jreda.com). In that case the cost of the document in the form of DD is to be enclosed with the technical part of the bid.
2. No postal request for issue of Tender document will be entertained.
3. The tender must be accompanied with the Earnest Money Deposit (refundable) in shape of Bank Guarantee or Demand Draft issued from any Indian nationalized/scheduled bank in favour of Director, JREDA payable at Ranchi. Proof of EMD must be attached with tender documents otherwise the tender will be rejected without assigning any reason thereof. **(DD/BG/FDR)**
4. The undersigned reserves the right to issue the tender document /extend the date of sale/submission of tender/opening of tender and cancellation of tender without assigning any reason thereof.

Sd/-
Project Director,
JREDA, Ranchi

Pre-Qualification Bid
(Technical Bid)

PARTICULARS OF THE AGENCY/ FIRM

1.	Name of the firm	
2.	Office address	
3.	Telephone No.	
4.	Mobile phone No.	
5.	E-mail address	
6.	Fax No.	
7.	Whether the firm proprietary/ partnership	
8.	Name & Address of partner, in case of partnership firm please enclose a copy of partnership deed/power of attorney	
9.	Date of establishment of the firm:	
10.	Annual turnover for financial years (F.Y 2019-20, 2020-21 & 2021-22) (Enclosed- Yes/No)	Annual turnover (in ₹)
11.	ITR of last 3 FY (i.e. F.Y 2019-20, 2020-21 & 2021-22) (Enclosed- Yes/No)	
12.	GST no. of the Firm: (photocopy to be enclosed)	
13.	PAN No: (photocopy to be enclosed)	
14.	Contact Details and Address of the Firm/ Company's Office in Delhi /NCR	
15.	Any other relevant information.	

Signature of the Bidder/Firm
(Name & Address of the Bidder/Firm with seal)

(Please attach self-attested separate sheet/s, if required)

DETAILS OF EXPERIENCE

A) For General Bidder:

Experience of having successfully completed similar works in any SNA/Govt. Organization / PSU during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following: -

- 1) Three similar completed works costing not less than the amount equal to 40% of the estimated Project cost/ Quoted quantity cost.
- 2) Two similar completed works costing not less than the amount equal to 50% of the estimated Project cost/ Quoted quantity cost.
- 3) One similar completed work costing not less than the amount equal to 80% of the estimated Project cost/ Quoted quantity.

Note:

Similar work: -Stall representation of any government (State / Central / SNA) department in any event / Fair / International Fair / National & International trade Fair / Local event.

B) For MSME of Jharkhand:

One similar completed work costing not less than the amount equal to 10% of the estimated Project cost/ Quoted quantity from PSU/Govt. Organization/ SNA in last seven years.

Earnest Money Deposit (EMD):

- i. For General Bidders: 2% (Including GST-@18%) of Project cost or Quoted quantity as applicable in the form of DD/BG/FDR.
- ii. For MSME of Jharkhand: Nil

DETAILS OF EXPERIENCE

Sl. No.	Name, Address & Contact details of the Client	Details of the work	Work award cost	Exhibition Name & duration	Remarks

Note:

- I. Please attach copies of work award letters and/or performance certificates as proof of above information.
- II. The information above will be input for technical evaluation and must be provided enclosing proof of information.

Signature of Authorized person _____

Name _____

Address of the Firm/Agency _____

(With seal) _____

TERMS & CONDITIONS

1. This Tender is open to well established agencies/ firms capable of providing exhibition services and having already carried out similar work in reputed organizations.
2. **The Envelope No-1 containing Technical bid super-scribed as “Technical Bid for Conceptualizing, Designing and Fabrication of JREDA stall in India International Trade Fair 2023”** should not contain any price information and should comprise of following in the below mentioned order:
 - i) Particulars of the Firm/ Company in Annexure ‘I’.
 - ii) Details of Experience as per Annexure ‘II’.
 - iii) Compliance with Scope of work as per Annexure ‘III’.
 - iv) Earnest Money Deposit of amount to ₹12,000.00 (Rupees Twelve Thousand only) by Demand Draft/ Pay order drawn in favour of Director, JREDA payable at Ranchi. **Exemption for EMD is allowed only for Micro and Small Enterprises (MSE) of Jharkhand only. Valid certificate needs to be attached.**
 - v) The bidders should submit a detailed proposal with for the Scope of work which should include the details of concept, creativity, design, quality, material used, detailing of deliverable and overall execution of work. Bidder has to provide at least three 3D-design with views from different angles for the space in CD/pen drive and Hard copy also (Inside the envelope containing technical bid). The theme is **"Solar village Model, Vocal for Local / Solar City Model"**
 - vi) Technical Bid in the prescribed format as per tender document, duly signed on each page by authorized person with rubber stamp of the firm.
 - vii) Documentary evidences confirming Registration with GST, PAN or any other statutory obligation required to be compiled with by the Firm/Company.
 - viii) The tender other than in the prescribed form shall not be accepted. Each page of the tender document is required to be signed by the person/ persons submitting the tender in token of his/her/their having acquainted himself/herself/themselves with all the Terms & Conditions.
 - ix) Non-Blacklisting undertaking.
3. **The Envelope No-2 super-scribed as “Price Bid for Conceptualizing, Designing, Development, Fabrication & Internal Decoration of JREDA stall in India International Trade Fair 2023”** should contain only financial bid. It must give all the relevant price information, (both, in figures & words). The financial offer should not contradict the technical offer in any manner. The price schedule must be filled in completely without any error, cutting or alterations in rates (both in figures & words). The Financial bid of only those tenderers who will qualify in technical bid will be opened.
4. The Technical Bid Envelope & the Financial Bid Envelope prepared as above are to be kept in a single sealed envelope super scribed with **“Tender for Conceptualizing, Designing, Development, Fabrication & Internal Decoration of JREDA stall in India International Trade Fair 2023”**.
No Tender will be considered unless & until all the documents are properly signed & stamped and all corrections also signed by the bidder.
5. The bidder should have minimum turnover of 30% of Estimated cost of Tender in last three financial years. (2019-20,2020-21 & 2021-22).
6. ITR of last Three financial year (F.Y 2019-20, 2020-21, 2021-22).

7. **Details of Experience:**

For General Bidder:

Experience of having successfully completed similar works in any SNA/Govt. Organization / PSU during last 7 years ending last day of month previous to the one in which applications are invited should be either of the following: -

- a. Three similar completed works costing not less than the amount equal to 40% of the estimated Project cost/ Quoted quantity cost.
- b. Two similar completed works costing not less than the amount equal to 50% of the estimated Project cost/ Quoted quantity cost.
- c. One similar completed work costing not less than the amount equal to 80% of the estimated Project cost/ Quoted quantity.

For MSME of Jharkhand:

One similar completed work costing not less than the amount equal to 10% of the estimated Project cost/ Quoted quantity from PSU/Govt. Organization/ SNA in last seven years.

The copy of work order and certificate indicating the successful execution of the work should be enclosed. The copies of work orders and work completion certificates issued by procuring authorities indicating its successful execution and performance certificate must be enclosed as per the Annexure II.

8. The bidder should be a registered company in India as per the applicable statute. Company should have a valid GST Registration, PAN Number allotted by the respective authorities. Self-attested copy of company registration certificate, GST, PAN number. Copy of Article of Association and Memorandum of Association are required to be submitted.
9. Bidder should submit certificate/ undertaking to the effect that firm is neither blacklisted by any government department nor any criminal case is registered against the firm.
10. The tenders will be opened in presence of tenderers or their authorized representative who chose to remain present on the opening date at the scheduled time.
11. JREDA reserves the right to add or delete any part of scope of work, if situation demands and the amount shall be re calculated accordingly, as per the price quoted for individual items in financial bid ".
12. **Timely completion & execution of the work is essence of the contract.** The work as detailed in this tender shall be executed and completed in all respects in accordance with the tender document and to the complete satisfaction of JREDA.
13. The quoted rates shall include all costs including transportation of material to and from the site as and when required. Nothing extra is payable on this account. Transportation of any wastage, exchange of rejected or defective material, surplus material etc. shall have to be arranged by the tenderer at his own risk and costs. Also, any material brought inside or taken out of the premises shall have necessary prior permission to do so. The amount of work is also inclusive of design fees, execution, hiring, conveyance, handling, loading, unloading, fabricating, erecting, installation, dismantling, commissioning, supervising, overheads, services, other infrastructure, housekeeping, taxes including GST.
14. The tenderers shall have total responsibility for all items/ equipment/ materials in his custody, stores, loose, semi-assembled and/ or erected by him at venue.
15. JREDA reserves the right to modify or cancel the whole tender process or award the tender to other than preferred bidder at the sole discretion of JREDA without making reference to any other party and without assigning any reason whatsoever.

16. **CRITERIA OF DISQUALIFICATION**

- a) Failure of any Bidder(s) to provide all of the information / documents required in the bid proposal or any additional information/ documents as sought by the Corporation including supporting documents.
- b) Non receipt of Bid proposal on or before due date and time.
- c) Misrepresentation in the Bid proposal
- d) Incomplete or conditional Bid.
- e) Use of unfair means /misrepresentation
- f) Bid found in unsealed envelope, unsigned bids, bids signed by unauthorized person and any unconfirmed material alteration.
- g) Technical Bids containing any price information.

17. JREDA shall have the right to contact and verify bidders' information, references and data submitted in the bid proposal without further reference to the bidder. Bids shall remain valid for 30 days after the date of bid opening prescribed by JREDA. A bid valid for a shorter period shall be treated as non-responsive and rejected

18. **PENALTY FOR NOT COMPLETING THE WORK IN TIME**

In case the agency fails to complete the fabrication work as per its design along with modification suggested by this office within stipulated period i.e., on or before 13.11.2023 by 2:00 PM, the Security Deposit will be forfeited and a penalty of Rs. 10,000/-per day of delay will be imposed on agency.

19. **PAYMENT TERMS**

No advance payment will be made. However, the payment will be released after satisfactory completion of the work/ event and receipt of the invoice.

20. **SECURITY DEPOSIT**

The successful bidder shall furnish a refundable Security deposit of 10% of the order value in the form of Bank guarantee/DD/FDR in the favour of "Director, JREDA and payable at Ranchi" valid for a period of minimum 30 days within 1 days of award of order. If successful bidder fails to comply obligations of order in that case Security deposit will be forfeited. No interest shall be payable on the Security deposit.

21. **PRICE COMPOSITION**

The Grand Total price as quoted in Financial Bid should be only in Indian rupees and inclusive of all taxes including GST as applicable and all other charges.

22. **NO PRICE VARIATIONS**

No upward revision in the price will be considered on account of subsequent increase in foreign exchange. However, if there is any increase/ decrease in government levies/ taxes, during the execution of work, the same shall be passed on to JREDA. All Govt. Levis will be paid on the basis of rates of Levis as prevailing at the time of making payment.

23. **FORCE MAJEURE CLAUSE**

- a) The Firm/Company shall be liable for any delay in execution or failure of their respective obligations under this agreement except for delay caused by occurrence of events beyond control of the Firm/Company, including but not limited to natural calamities, fire, explosions, floods, power shortages, acts of God, hostility, acts of public enemy, wars, riots, strikes, sabotage, order/action or regulations of government, local or other public authorities.

- b) In case a Force Majeure situation arises, the Firm/Company shall immediately notify JREDA in writing of such conditions and the cause thereof within two calendar days and prove that the same is beyond his control and is likely to affect completion of the work.
- c) Unless otherwise directed by JREDA in writing, the Firm/Company shall continue to perform its obligations under the contract as far as it is reasonably practical, and shall seek all reasonable means for performance not prevented by the Force Majeure event.

24. **ARBITRATION**

In the event of any dispute or disagreement over the interpretation of any of the terms herein above contained or claim of liability, the same will be referred to an arbitrator to be appointed by the Director, JREDA, whose decision shall be final and binding upon both the parties. Such reference shall be deemed to be a submission to arbitration under the Arbitrations and Conciliations Act 1996. The venue of arbitration shall be Ranchi. Subject here to the court in Ranchi shall have exclusive jurisdiction to the exclusion of all other courts.

**Signature of the Bidder/Firm
(Name & Address of the Bidder/Firm with seal)**

SCOPE OF WORK

JREDA is going to participate in the India International Trade Fair (IITF) 2023, scheduled for November 14-27, 2023 at Pragati Maidan, New Delhi by putting up a stall and as such invites agencies to submit their bid and designs for conceptualizing, designing and fabrication of JREDA stall in IITF 2023. The details of stall are as under:

Area: 9 SQ. MTRS. Raw Space (Dimension 3mx3m)

The bidders should submit a detailed proposal with for the Scope of work which should include the details of concept, creativity, design, quality, material used, detailing of deliverable and overall execution of work. Bidder has to provide at least three 3D-design with views from different angles for the space in CD/pen drive and Hard copy also (Inside the envelope containing technical bid).

(Just of Reference & not exhaustive, the design should give the “**Solar Village Model, Vocal for Local / Solar City model**” including JREDA Programs theme)

Scope of works: the following work will be required to be taken up:

- I. Conceptualization, Designing & Fabrication of a 3D Model Working Model of Solar Village (must be reassembled) of size 1.5m*2m along with presentation of Working Model of other Solar Projects at JREDA stall on platform with carpeting and dismantling after exhibition.
- II. One TV Screen (52” inches) or larger/ collar Microphone/ Speaker Sound system/ Continuous video streaming of JREDA scheme.
- III. A reception counter, one small pantry, one VIP lounge with provision of 6 person sitting capacity.
- IV. Revolving cushioned chairs 8 nos. with 2 small round tables.
- V. Digital design on vinyl/ sun board.
- VI. Printing and installation of Creative graphics/flex of JREDAs running projects along with Tagline related Hands board to renewable energy.
- VII. Setting up a counter for Display and Demonstration of Energy Efficient Electrical Devices by JREDA.
- VIII. Designing, fabrication and Decoration of Entrance Gate of JREDA pavilion.
- IX. Electrification/ Decorative lights on Top & Bottom of front panels of JREDA stall.
- X. Facility for coffee/ tea vending machine/Room Fresheners/Visitors Bowl/Chocolate Bowl/Water bottles as per requirement supported with disposable paper cups and consumable materials.
- XI. Magazines/ Brochures rack/visitor books, (01 in no.)/note pad with pen as per requirement
- XII. Table flower Bouquet and Green plants, Flowers ,05 number bookie, inauguration day & Jharkhand foundation day (both day) of pavilions per requirement.
- XIII. Must Provide the 2 nos. of assistant required at JREDA stall with dress code (white shirt black Pant)
- XIV. Daily wise reporting to representative of JREDA after closing of Stall & Preparation of final closure report to JREDA along with outcome, Feedback, Queries, delegates suggestion along with the list of delegates visited in JREDA stall with images.

EVALUATION CRITERIA

An Evaluation Committee will evaluate the bids of all the bidders.

- i. The Part – I (Technical Bids) and Part – II (Financial Bids) will be opened on the date and time mentioned in the Bid Details in the office of the Director, JREDA at SLDC Building, Kusai Colony, Doranda, Ranchi 834002 in the presence of Purchase Committee of JREDA & bidders or their authorized representatives who choose to attend the meeting.
- ii. JREDA, if required, may at its discretion obtain clarifications on offers by requesting clarifications from any or all the bidders at any time prior to Part – II (Financial Bid) opening. Such request for clarification and the response shall be in writing.
- iii. JREDA shall examine whether the bid is complete in all respects and confirm to the stipulated requirement of the technical specifications.
- iv. The Part – II (Financial Bid) of only those bidders, whose Part – I (Technical Bid) are found acceptable after evaluation, will be opened and evaluated. In case of deviation in the date and time of opening of the Part – II (Financial Bid) from what is given in the Bid Detail, the date & time for opening of the Part – II (Financial Bid) will be uploaded on JREDA website. Bidders are requested to visit the website (www.jreda.com) regularly and keep themselves informed.
- v. The Part – II (Financial Bid) will be opened in the office of Director, JREDA at SLDC Building, Kusai Colony, Doranda, Ranchi 834002, in the presence of purchase committee of JREDA & eligible bidders or their authorized representative. The authorized representative will be allowed to attend the price bid opening.
- vi. The bidders shall be ranked L1, L2, L3as per the Landed Price (P). The Purchase Committee of JREDA will have the discretion to divide the quantity to be supplied among any number of technically qualified bidders at L1 rate. The work order will be issued to the bidder, who quoted lowest rate to supply among all.
- vii. JREDA, if required, may at its discretion extend the scheduled date of opening of Part – II (Financial Bid).

FINANCIAL BID

FINANCIAL BID

The work of Conceptualizing, Designing and Fabrication of JREDA stall for participation in India International Trade Fair, 2023 from 14.11.2023 to 27.11.2023 at Pragati Maidan, New Delhi.

S. No	Items	Total Rate (in ₹) (inclusive of GST)
1	<p>Conceptualization, Designing & Fabrication of a 3D Model Working Model of Solar Village (must be reassembled) of size 1.5m*2m along with presentation of Working Model of other Solar Projects at JREDA stall on platform with carpeting and dismantling after exhibition. (Just of Reference & not exhaustive, the design should give the “Model Solar Village, Vocal for Local / Solar City model” Theme the vendor need to finalized and approve the model with JREDA.</p> <p>Note: Model must be detachable and Agency need to submit the model to JREDA after the event and installed the same in JREDA Premises after the event)</p>	
2	One TV Screen (52” inches) or larger/ collar Microphone/ Speaker Sound system/ Continuous video streaming of JREDA scheme.	
3	A reception counter, one small pantry, one VIP lounge with provision of 6 person sitting capacity.	
4	Revolving cushioned chairs 8 nos. with 2 small round tables.	
5	Digital design on vinyl/ sun board.	
6	Printing and installation of Creative graphics/flex of JREDAs running projects along with Tagline related Hands board to renewable energy.	
7	Setting up a counter for Display and Demonstration of Energy Efficient Electrical Devices by JREDA.	
8	Designing, fabrication and Decoration of Entrance Gate of JREDA pavilion.	
9	Electrification/ Decorative lights on Top & Bottom of front panels of JREDA stall.	
10	Facility for coffee/ tea vending machine/Room Fresheners/Visitors Bowl/Chocolate Bowl/Water bottles as per requirement supported with disposable paper cups and consumable materials.	
11	Magazines/ Brochures rack/visitor books, (01 in no.)/note pad with pen as par requirement.	

12	Table flower Bouquet and Green plants, Flowers, 05 number bookie, on inauguration day & Jharkhand foundation day (both day) of pavilions per requirement.	
13	Must Provide the 2 nos. of assistant required at JREDA stall with dress code (white shirt black Pant).	
14	Daily wise reporting to representative of JREDA after closing of Stall & Preparation of final closure report to JREDA along with outcome, Feedback, Queries, delegates suggestion along with the list of delegates visited in JREDA stall with images.	
Grand Total (in ₹)		
In words		

(Signature of Authorized Signatory with date and seal)