

Tender Call Notice
for
Design & Erection of IT Pavilion Theme stall
at
Skill Odisha Conclave-2023, Bhubaneswar
on
20th April 2023 to 22nd April 2023

Tender Notice No.

OCAC-IF&ITP/406/1541/2023, Dt: 06/04/2023



**Odisha Computer Application Centre (Technical
Directorate of E&IT Department, Government of
Odisha), N-1/7-D, Acharya Vihar, PO- RRL,
Bhubaneswar – 751013, EPBX:**

0674-2567280 / 2567064 /2567295 / 256728

Disclaimer

The information contained in this Request for Proposal (hereinafter referred to as "RFP") document provided to the Bidders, by the Odisha Computer Application Centre (OCAC) Odisha, or any of its employees, is provided to the Bidder(s) on the terms and conditions set out in this RFP document and all other terms and conditions subject to which such information is provided.

The purpose of this RFP document is to provide the Bidder(s) with information to assist in the formulation of Proposals. This RFP document does not aim to hold all the information each Bidder may require. This RFP document may not be appropriate for all persons, and it is not possible for the Odisha Computer Application Centre (OCAC) Odisha and its employees to consider the business/investment objectives, financial situation and particular needs of each Bidder who reads or uses this RFP document. Each Bidder should conduct its own investigations and analysis and should check the accuracy, reliability and completeness of the information in this RFP document and where necessary obtain independent advice from appropriate sources. Odisha Computer Application Centre (OCAC) Odisha and its employees make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP document. Client Department also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in the Bidding Documents.

Information provided in the RFP Document to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. OCAC/Client Department accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The issue of this RFP Documents does not imply that the OCAC/Client Department is bound to select a Bidder or to appoint the Selected Bidder or Service Provider for the

Project and the OCAC/Client Department reserves the right to reject all or any of the Bidders or Bids without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its Bid including but not limited to preparation, copying, postage, delivery fees, uploading, expenses associated with any demonstrations or presentations which may be required by OCAC/Client Department or any other costs incurred in connection with or relating to its Bid. All such costs and expenses will remain with the Bidder and the OCAC/Client Department shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the Bid, regardless of the conduct or outcome of the Selection process. OCAC may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information in this RFP document.

Scope of the work

Scope of work:

1. Size of the stall : 3mtr X 4 mtr (3side)
2. 2 walls of backlit star flex sizes 3 MTR * 4MTR * 8 Feet wall
3. One Reception desk with 2 barstools
4. Metal Light
5. 2 nos of digital standee
6. 3 nos of holographic fan
7. 2 Board
8. Tea, Coffee and Misc

General

- a. The selected agency will be required to liaise with the exhibition authority and ensure all necessary approval for setting up the stall and during dismantling process
- b . The agency shall make the stall ready in all respect before 24 hours of the starting of exhibition.
- d. The Selected Agency must adhere the guidelines/Advisory of Exhibition Stall Design during Skill in Odisha Conclave 2023 as attached

The Event Partner will be required to share the indicative Designs for theme stall. The agencies are expected to use their creativity and suggest suitable stall design according to need and theme of the event.

Creative Designs:

Agency may submit, Up to three design layouts/options/concept for the “Design & Erection of IT Pavilion Theme Stall of Skill Odisha Conclave-2023”

Eligibility Criteria:

1. The Agency should be a registered firm having valid GST and PAN registration. Necessary documents should be submitted in this regard in the Technical Bid.
2. The Agency must have at least 5 years of experience in stall Design & Erection. Proof to be attached. Agency having National & International level experience shall be given preference. (Copy of the work-orders & approved designs to be included in the technical proposal).
3. Agency must have an average turnover of Rs 1 Cr of last 5 financial years ending March' 2022, from similar nature of work. Proof to be submitted. (Copy of the CA certificate to be provided)

Submission of Bids:

Interested agencies are invited to submit the technical bids with design layouts and Concept, printed outs and financial proposals in sealed envelope super scribed as ‘Design Erection of IT Pavilion theme stall of Skill Odisha Conclave at “OCAC, Bhubaneswar by 16-04-2023 up to 03.00 P.M. and same will be opened on the same day at 04.00 P.M. in the Conference hall of OCAC.

Kindly note, the agency must submit bid in two parts:

- a. Technical
- b. Financial

Each of these bids to be submitted in two separate sealed envelopes and should be marked as “**Technical bid**” and “**Financial bid**” respectively. Further these two envelopes should be enclosed in the main envelope super scribed as ‘Design & Erection of IT Pavilion theme stall of Skill Odisha Conclave at “Bhubaneswar.”

Bid Evaluation and Selection Criteria:

All the bidders who qualify the eligibility criteria shall be invited to make a short power point presentation of their designs, proposed for the event on 16th April **2023, 05.30 P.M.** These designs will be evaluated by OCAC procurement committee. Based on the designs and the presentation maximum three designs will be shortlisted. **The decision of the evaluation committee shall be final & binding. One agency can submit one or more (maximum three) designs and their corresponding financial quote.**

The financial bid shall be opened only for those bidders, whose design is/are shortlisted. Subsequently OCAC may modify the design according to the need and requirement of E & IT Department without additional cost. **Out of the best designs shortlisted the agency with least cost (L1) will be considered for final selection.**

OCAC may negotiate with the selected agency on financial bid and the work order will be awarded to the agency upon agreement of the final cost by both the parties.

Other Terms & Conditions:

1. Price must be mentioned inclusive of all taxes and Transportation.
2. The supplied materials must of top quality.
3. The work/job has to be completed before 19.04.2023, 07:00AM. If the job will not completed within stipulated period of time), the OCAC Authority would have a right to done the same job from the market and the cost incurred by the OCAC will be borne by the firm/agency.
4. Bid should be valid for 30 days from the specified date of closing.
5. Transportation will be at Suppliers risk.
6. The price offer through E-mail/Fax will neither be accepted nor entertained.
7. The firms/agencies must sign on each page of quotation documents with date and seal & to be submitted.
8. Payment: 100% after successful supply of the material and on submission of invoice.
9. Interested Firms/Agencies may quote their competitive price and other terms and conditions.
10. Bids once submitted shall not be withdrawn. Any default after acceptance of bid shall be deemed to be non-compliance to the terms of contract and cancellation of contract.
11. The bidder shall be responsible for due payment of all applicable taxes, duties, levies changes and expenses with respect to or arising out of performance of this work/job. The contractor has to ensure all required statutory compliance including IT , ST, PF , ESI , Labour License , Work man Compensation, Payment of Minimum Wage etc. as in force.

12. In case of any dispute, the decision of Director shall be final and binding on you.

13. Incomplete offer or communication after due date and time will be rejected.

Particulars	Detail
Issue of tender:	06-04-2023
Tender Enquiry no.	OCAC-IF&ITP/406/1541/2023
Non-Refundable Tender Fee in shape of DD	Rs.1,000/- in favour of "Odisha Computer Application Centre (OCAC)", payable at Bhubaneswar (Exempted for MSME/UDYAM /StartUp Registration)
Earnest Money Deposit in shape of DD	Rs.5,000/- in favour of "Odisha Computer Application Centre (OCAC)", payable at Bhubaneswar (Exempted for MSME/ UDYAM / StartUp Registration) (Exempted for MSME/UDYAM /StartUp Registration)
Last date for submission of tender:	16-04-2023, at 02.00 PM
Opening of Technical bids:	16-04-2023, at 04.00 PM
Presentation:	17-04-2023, at 02.00 PM
Opening of Financial bids:	17-04-2023, at 04.00 PM

Confidentiality:

All the information, records, reports, technical data, contact details, Designs, drawings and any other documents provided to Agencies during this bid process are sole property of STPI. The agency has no rights to share, disclose, publish, sell or part with it in any manner. It is agency's responsibility and obligation to treat these information's as confidential.

FINANCIAL BID SUBMISSION FORM

To,

**The General Manager (Admin)
Odisha Computer Application Centre
N-1/7-D, Acharya Vihar,
Bhubaneswar – 751013,**

Sl No	Specification	Amount
1.		
2.		
3.		
4.		
5.		
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9.		
10.		

Authorised Signatory

Name of the Firm: