

NOTICE INVITING TENDER
TENDER NO: PCRA/NR/20 dtd 07.11.2008

Last date of Submission: 24.11.2008 (3:00 pm)
Date of Opening: 24.11.08 3:30 pm(Technical Bid)

Tender for Design, Fabrication, Erection and Managing of PCRA Stall in Petrotech 2009.

Petroleum Conservation Research Association (PCRA), hereinafter referred to as "PCRA", invites sealed Tenders for **Design, Fabrication, Erection and Managing of PCRA Stall in Petrotech 2009** under **TWO BID (PART-I: TECHNICAL BID & PART-II: PRICE BID) SYSTEM** from leading parties with sound financial standing and reputation and fulfilling the qualifying requirements stated hereunder for the following works as per details given below: -

1. Interested Parties expert in designing and fabrication of Exhibition Stalls must have their full-fledged setup (workshop/studio) and logistic support in Delhi.
2. Interested Parties must have designed, fabricated & erected at least 5 stalls in the last four years with minimum area of 60 sq. meters (raw space) and the cost of fabrication of each stall should not be less than Rs.5.00 lakhs. Out of the 5 (five) stalls mentioned here, the interested parties must have designed and/or fabricated at least 2(two) stalls for any government organisations/ PSUs /Nationalized Banks. In support of the above claim, the interested Parties must submit copies of workorders indicating the cost and completion certificate.
3. *The minimum annual turnover during each of the preceding three financial years should be atleast Rs 10.0 Lac.*

THE TENDER COMPRISES OF TWO-BID SYSTEM:

PART-A: TECHNICAL BID
PART-B: PRICE BID

The Technical Bid and Price Bid should be submitted on or before 24.11.08 latest by 3:00 P.M. in **two separate sealed envelopes**, duly marked on the cover "TECHNICAL BID" OR "PRICE BID" further enclosed in one envelope by affixing your rubber stamp and address to the office of Chief Regional Co-ordinator, Petroleum Conservation Research Association, Northern Region, Sanrakshan Bhawan, 10, Bhikaji Cama Place, New Delhi – 110066. The tender will be opened on 24.11.08 at 3.30 PM. **The Earnest Money Deposit shall be enclosed in the Technical Bid.**

Tender Documents (non- transferable) can be obtained from the office of **Chief Regional Co-ordinator, Petroleum Conservation Research Association, Northern Region, Sanrakshan Bhawan, 10, Bhikaji Cama Place, New Delhi – 110066 for Rs 500/- only either by Cash or DD payable at New Delhi.** The Tenderer (s) who download the tender documents from PCRA's website:<http://www.pcr.org>, have to submit a separate Demand Draft of Rs. 500.00 (Five Hundred) non refundable amount along with the offer in favour of "PETROLEUM CONSERVATION RESEARCH ASSOCIATION" payable at New Delhi towards the cost of tender document, failing which the tender will not be considered.

Documents shall be issued, received and opened on the date and time as mentioned above. If the tender cannot be opened on the date as given above due to unavoidable circumstances, the tender will be opened on the next working day.

PCRA takes no responsibility for delay, loss or non-receipt of bids sent by post. Telex/Telegraphic/Fax offers shall not be accepted. Conditional offers are liable for rejection. Tender Issuing Authority reserves the right to refuse issue of tender document to any party without assigning any reason thereof.

**CHIEF REGIONAL CO-ORDINATOR
PETROLEUM CONSERVATION RESEARCH ASSOCIATION (NR)**

SPECIAL TERMS & CONDITIONS:

1. Criteria for Selection
 - a. The technical bid will be opened on 24.11.08.
 - b. The parties who will qualify the technical bid will be called for presentation on 26.11.08.
 - c. The financial bids of only those parties will be opened whose design/layout is prima facie found suitable for consideration. The decision of PCRA with regard to selection on the design approach will be final and binding and no communication in this regard will be entertained. It may be noted that PCRA reserves the right to reject any tender without assigning any reason whatsoever.
2. *The minimum annual turnover during each of the preceding three financial years should be atleast Rs 10.0 Lac.*
3. The interested parties alongwith the tender document must submit a Demand Draft of Rs. 20,000/- (Rupees Twenty Thousand Only) towards refundable interest free **EMD** drawn on Scheduled Bank in favour of " Petroleum Conservation Research Association " *Payable at Delhi*. EMD would be refunded to the unsuccessful parties on completion of selection procedure. Applications without EMD shall be rejected outrightly.
4. **Tenders submitted without "Tender Fees" are liable to be rejected.** While submitting the tenders interested parties must ensure that each and every page of Tender document is duly signed with their official stamp.

CHIEF REGIONAL CO-ORDINATOR
PETROLEUM CONSERVATION RESEARCH ASSOCIATION (NR)

SCOPE OF WORK

1. The venue of our stall is hall No-18, Pragati Maidan.
2. Our theme for the Petrotech exhibition is: "Save Fuel yani Save money" with special emphasis on Petroleum sector.

The detail of the stalls are given below:

Dimension	Stall No	Type of Space
65 sq metre (10 x 6.5) (layout enclosed)	B-38	Raw Space

3. The following minimum requirement, but not limited to, may be followed as a guideline in conceptualizing the design of the stall:

Minimum Materials to be provided by the party:

- a. Floor covering with carpets, attractive periphery walls.
- b. One Reception/Information Counter with sitting arrangements, stationary like visitor book, pens, scissor, ribbon, tray, visiting card holder etc.
- c. Translites with back-lit in wooden boxes may be fabricated as per design of the stall.
- d. Separate provision for screening films (Plasma – minimum 42" – 1 no). Arrangements for screening should be made by the Tenderer alongwith the services of an Attendant throughout the period of Exhibition during working hours .
- e. Sufficient quantity of Logos in appropriate medium so that the stall can be identified.
- f. Slogans as per PCRA's direction in English and Hindi with art work on wooden or any appropriate medium in line with the design of the stall.
- g. VIP/Visitors/Conference Room with proper sitting arrangements.
- h. A coffee machine
- i. A store for keeping the exhibits/literature and empty boxes etc.
- j. One Attendants for attending the stalls including visitor room.
- k. Rack or any other arrangement for display of literatures.

Minimum Facilities/Services to be provided: -

- a. Four girl guides preferably science graduates having experience of such exhibitions and minimum 2 helpers.
- b. Proper security arrangements round the clock for inside and outside pavilions as per the norms
- c. Fire fighting equipment(extinguishers) if required.
- d. Still photography as per the requirements of PCRA during the entire exhibition period and delivering the photographs (5"x7") (minimum 50 nos) in a proper album to PCRA. The photographer should be available on demand of PCRA.
- e. Everyday maintenance and cleaning of the pavilion (indoor and outdoor) during morning and evening.
- f. Screening of films on LCD Projection/Screen with Attendant on 42" Plasma with DVD.
- g. Any kind of activity, which will attract visitors to the stall.

RESPONSIBILITY :

- (1) It is the responsibility of the Tenderer to abide by the Exhibition manual of Petrotech Society in designing, fabrication and managing the stall. Tenderer shall follow guidelines on construction of stalls and other parameters involved with regard to construction of the pavilion and get the approval of the architectural department and take possession of the site. All safety precaution and design norms are to be followed.
- (2) Tenderer must observe rules of Exhibition Authority in respect of space, passage, electrical arrangements, fire, safety and height of stall etc. in connection with installation of stall.
- (3) It is responsibility of tenderer to carry the exhibits in good condition, reach the place in proper time and return the same (returnables includes translites or any other materials which can be reused as exhibits) to PCRA in good condition. Any loss in exhibits and delay in reaching at Exhibition Ground are responsibility of tenderer.
- (4) It is responsibility of the Tenderer to maintain the stall, exhibits and electrical fittings throughout the Exhibition period.
- (5) It is the responsibility of the tenderer to collect PCRA's materials including literature to be displayed in the stall for distribution.
- (6) Dismantling, Clearing & Disposal of structures after the Exhibition is in your scope of tenderer.

TERMS AND CONDITIONS:

- (1) No advance or part payment would be given for performing the job. However, the full and final payment will be made after the exhibition is over and the services made available to the satisfaction of the officer-in-charge.
- (2) If the tender is accepted, the amount of earnest money will be retained and adjusted as security deposited for the due and faithful fulfillment of the contract. The security deposit shall be 10% of awarded value.
- (3) Minor addition/alternation work, if any, which may be necessary for improving displaying the exhibits of minor nature to be done in consultation with the Officer-in-charge of the stall for which no additional cost will be paid and it is binding upon the tenderer.
- (4) The stall should be completed in all respects and handed over as required before commencement of Exhibition.

TECHNICAL BID
DETAILS REQUIRED IN RESPECT OF PARTY
 (To be typed on Party's Letterhead)

1.	Name of the firm (in block letter)	
2.	Address	
	Office –	
	Workshop –	
3.	Telephone and Fax No. -	
4.	E-mail -	
5.	Name & Address of the Proprietor/Partner	
6.	Date of establishment of the firm -	
7.	Sales Tax Registration No, if any -	
8.	Income Tax Permanent Account No. -	
9.	Employees' State Insurance No if any. -	
10.	Employees' P F No. -	
11.	VAT No. -	
12.	Service Tax No. -	
13.	Annual turn Over of last three financial years: (submit copies of Balance Sheet and IT returns of last 3 financial years)	
14.	A brief description of 5 stalls in the last four years with minimum area of 60 sq. meters (raw space) and the costing not less than Rs.5.00 lakhs. (Please provide the details in a separate sheet with preferably one photograph and WO copy mentioning the price)	1. _____ 2. _____ 3. _____ 4. _____ 5. _____

I certify that I am authorized to furnish the information given above on behalf of the form I represent and that it is true to best of my knowledge and belief. I have no objection should this information be verified any time by any officer of PCRA or by the representative authorized by the Company.

AUTHORIZED SIGNATORY

Name in Block letters -

Designation -