

CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY



CIPET सिपेट
probe • perform • practice • Plastics

ONLINE LIMITED TENDER NO: CIPET/AWB/EXIBITION/2019/11
FOR 'EMPANELMENT OF PARTIES FOR DESIGNING AND FABRICATION OF STALL'
LAST DATE FOR SUBMISSION: 06.01.2020, 15.00 hrs

CIPET : CENTER FOR SKILLING & TECHNICAL SUPPORT

(Dept. of Chemicals & Petrochemicals Ministry of Chemical & Fertilizers, Govt of India)

Plot No J-3/2, Chikhalthana, MIDC Industrial Area,

Aurangabad – 431006

Tel: 0240-2478307 / 308 Fax - 0240-2478333

E-Mail- aurangabad@cipet.gov.in / cipetabad@gmail.com

Web Site: www.cipet.gov.in



सेन्ट्रल इंस्टिट्यूट ऑफ प्लास्टिक्स इंजिनियरिंग एण्ड टेक्नोलॉजी, औरंगाबाद
CENTRAL INSTITUTE OF PLASTICS ENGINEERING & TECHNOLOGY
(Dept of Chemicals & Petrochemicals, Ministry of Chemicals & Fertilizers, Govt. of India)
Plot No J-3/2, MIDC Industrial Area, Chikalthana, Aurangabad - 431 006
Tel: 0240-2478302/307/308 Email : aurangabad@cipet.gov.in Website : www.cipet.gov.in

ONLINE LIMITED TENDER No: CIPET/AWB/Exhibition/2019/11

*CIPET invites Online limited tender from Indigenous service providers who have participated in EOI: CIPET/AWB/EOI/2019-20/10 and emerged as successful bidder for 'Empanelment of parties for designing and fabrication of Stall'. **Last date for the submission of online bid at www.tenderwizard.com/CIPET is 06.01.2020, 15.00 Hrs.***

CIPET reserves the right to accept or reject any or all tenders either in part or in full without assigning any reasons.

Director & Head,

INVITE ONLINE LIMITED TENDER NO. CIPET/AWB/Exhibition/2019/11 FOR 'EMPANELMENT OF PARTIES FOR DESIGNING AND FABRICATION OF STALL FOR CIPET'

1. Introduction :

Central Institute of Plastics Engineering & Technology (CIPET) main objective of setting up of the institute was to develop manpower in different disciplines of Plastics Engineering & Technology as no similar institute was in existence in the country. Today CIPET is a premier national institution under the Ministry of Chemicals & Fertilizers, Govt. of India fully devoted to Skill Development, Technology Support Services, Academic and Research (STAR) in all the domains of plastics viz:- Design, CAD/CAM/CAE, Tooling & Mould Manufacturing, Plastics processing, Testing and Quality Assurance. CIPET operates from various locations spread across the country catering the needs of Polymer and allied industries. and with participating interest in Petroleum, Chemicals & PCPIR, Setting up of plastic parks, National awards for Technology innovation and recycling of waste plastics sector, skill development for chemicals petrochemical sector and any other projects.

CIPET participates in various exhibitions in Maharashtra & India by putting up artistically designed fabricated stalls. The exhibition stall involves designing of panels, blowups, fascia, lighting, fabrication, etc. A number of other add-ons to decorate the stall are also needed to be installed at the venue during the conduct of the exhibition. CIPET intends to empanel reputed parties/firms to help in designing, fabrication and installation of CIPET stall during various exhibitions at par with highest standards. Online limited tender is therefore invited from reputed national parties having requisite experience, capability and specialization in carrying out similar assignments.

2. **A. BRIEF DESCRIPTION:**

CIPET intends to participate in Plastivision India 2020, mega Plastics Exhibition scheduled to be held from 16th to 20th January, 2020 at Bombay Exhibition Center, NESCO, Goregaon East, and Mumbai and CIPET had booked a stall of 135 sqm (9mx15m, 2 side open). In this regards CIPET invites Online tender for designing and fabricating the stall at Plastivision India 2020 by adopting the established procedures by incorporating the following themes -

- Petroleum, Chemicals & Petrochemical Investment Regions (PCPIR)
- Setting up of Plastic Parks.
- National Awards for Technology Innovation .
- Setting up of Centres for Excellence in Petrochemical Sectors, etc.,
- Recycling of waste plastics and to create positive image of plastics
- Skill development for Chemicals and Petrochemical Sector
- Standards for plastics products and its importance
- Key research and future applications in petrochemical sector
- Any other new schemes announced for the Plastic Industries.

Note: 1. The required data /information for the above theme shall be providing by CPET.

2. It is mandatory to provide a minimum 2 to 3 nos. of design by the service provider.

B) SCOPE OF WORK AND SERVICES REQUIRED:

- I. Stall structure construction with wood paneled wall and Flooring with wooden/steel stages /Carpet and Painted finish wall with POP or with wallpaper
- II. Fascia for frontage built up stall
- III. Designing and installation of blowups of different sizes. Display of blowups (backlit or front lit) with spotlights. Panels will be designed & fabricated by the agency
- IV. Backdrop as per approved design with lights to project.
- V. Logos of CIPET printed on vinyl pasted on sunboard and fixed on walls with glow lights/3D Foam Cut Logos
- VI. Glass fishbowl for dropping of business cards
- VII. Plasma TV/LCD/LED display with DVD players (size will be mentioned in RFP)
- VIII. Additional spot lights on panels and displays Carpet/vinyl on floor
- IX. Furniture (Give Details as per mention)
- X. Daily floral arrangement on table
- XI. Low height potted plants with clean flower pots
- XII. Visitors book (Optional)
- XIII. Laptop in good condition with internet facilities (Optional)
- XIV. PA system (Optional)
- XV. Promotional items like corporate gifts (Nos. will be mentioned in RFP) (Optional)
- XVI. Arrangement of packaged drinking water (Optional)
- XVII. Book Racks (Optional)
- XVIII. Printing of leaflets / Brochure , etc (Optional)
- XIX. Any other specify
- XX. For further any queries kindly contact on – 9373687911

c) Submission of Online Tender:

i. Tender document is available on e-procurement website <https://tenderwizard.com/CIPET> for online submission of tender.

ii. For online submission, Bidder is required to obtain Class III Digital Signature (meant for e-tendering).

iii. Procedure for obtaining Digital Certificate: Bidder should obtain digital certificate to participate in the e-Tender.

iv. The procedure for obtaining Digital certificate is given in the web site <https://www.tenderwizard.com> In case of any difficulty either mail or talk to the Technical Support Engineer, whose contact details are given below.

iii. Procedure for Registering in E-Procurement portal: Bidder has to register with our E-procurement portal. For registering, please go to <https://www.tenderwizard.com> and follow the directions. In case of any difficulty either mail or talk to the Technical Support Engineer, whose contact details are given below.

For any assistance on e-bidding process, Vendor Registration / e-Tendering Related Queries

Helpdesk 080-40482100 cipethelpdesk@gmail.com	Dinesh 09894191904 twhelpdesk438@gmail.com
Madhan 09941947400 helpdesktw557@gmail.com	Kirubhakaran 9962676264 cipethelpdesk@gmail.com

3. VENDOR PRE-QUALIFYING CRITERIA :

The parties wishing to participate in the Online tender for empanelment must meet the following:

1. Valid license copy of registration of the firm /company.
2. Average Annual Turnover (Audited Balance Sheet & Profit and Loss account)of the bidder in preceding 3 financial years should be at least Rs. 50 Lakh (Rupees Fifty Lakh only). For proof of Annual Turnover & Net worth, self-attested photocopies of following documents must be submitted along with Income Tax clearance certificate for last three years.
3. Bidder/party must have work experience of executing similar nature of job of designing and fabrication of national exhibition stalls for PSUs / Central govt. / State govt. in previous 3 (Three) years reckoned from the original proposal submission date fulfilling at least one of the following:
 - a) One similar order value of minimum - Rs. 10 Lakh or
 - b) Two similar order value of minimum - Rs. 5 Lakh each or
4. List of important clients in India or abroad
5. Copy of GST registration & PAN No.
6. A Power point presentation of the company profile & the photographs of the important assignment undertaken by the agency shall be submitted along with proposal.

Note: 1. "SIMILAR NATURE" of Job means "Experience in carrying out designing, fabrication and installation of stall during various exhibitions in any major town within India with specification like Stall structure construction with wood paneled wall and Flooring with wooden / steel stages / Carpet and Painted finish wall with POP or with wallpaper, Designing and installation of blowups (backlit or front lit) with spotlights, Plasma TV/LCD/LED display with DVD players, PA system, Printing of leaflets/brochure etc."

2. CIPET reserves the right to amend, modify, add or delete, accept or reject in part or full, one or all conditions mentioned above without assigning any reason.

Annexure I
(Upload Online Technical Bid)
Technical Bid

Expression of Interest – For selection of Stall Designing and Fabrication Agency

Sl. no.	Specifications Details	Details
1	Name of the Agency	
2	Year of Establishment	
3	Place of Incorporation	
4	Address of Registered Office	
5	Company profile : Legal status of Bidder :(proprietor/partnership/ private ltd/public ltd)	
6	Details of income Tax Registration, Enclose	
7	IT Clearance / PAN details:	
8	GST Registration (enclose copy) :	
9	Contact details of Authorized Person /head of the agency :	
10	Work Experience (provide details of Government /Ministries/PSUs clients)	
11	Average Annual Turnover as per mention list of documents	
12	List of important clients	

Place :

Date :

Sign with stamp / seal of agency

Annexure II
(Upload Online Financial Bid format)
Financial Bid

Sr No	Particular	Specification	Quantity
A	Fabrication		
1	4" platform with Matt finish and proper fitting	Wooden riser with plywood flooring and white paint finish size 50ft x 30ft x 4inch ht (approx 1500sqft)	1
2	Colour Carpet (New) on Flooring Shall be provided	size approx 1300 sqft	1
3	Customized Reception Table with Company LOGO including Storage Space shall be provided as shown in the design	Wooden table coustmised as per design Size -6ft x 2ft x 2.5ft	1
4	Main Logo of CIPET on Fascia will be Embossed Acrylic (Only Logo).		2
B	Plastic park lounge		
1	Back wall & side wall	MDF with wihite duco paint finsih Size - approx 400 to 500 sqft	1 Nos
2	Backlit poster unit on back wall	Mdf box with backlit star matt flex Size - 6ft x 6ft	6
4	Top structure facia	MDF With duco paint finish with conceal lights provision (as per design) size 40ft x 10ft x 6inch ht	2
C	Pelmet		
1	Vertical wall	MDF With duco paint finish Size 7ft x 12ft	1
2	MDF Letter cutout for vertical wall	MDF With duco paint finish	1
3	Backlist poster unit for vertical wall outside	Mdf box with backlit star flex as per design size 6ft x 6ft	1
4	Ceiling pelmet Customized	MDF With paint finish with conceal lights provision (as per design)Size 6ft x6 ft	1
5	Half circle unit	MDF With paint finish as per size	1
6	Letter cutout logo	MDF with paint finish as per size	1
7	Front facia plotter cut vinyal	as per size	1

D	Storage Room without any Consumables and Appliances will be provided		
1	Storage Room without any Consumables and Appliances will be provided	MDF With duo paint finish size - 64 ft	1
2	Partition wall-inside	MDF wall with vinyl dual side branding	Per sq.ft
3	Top structure facia	MDF With paint finish	Per sq.ft
4	Pelmate outer-side	MDF With paint finish	Per sq.ft
5	Sunboard poster	3 ft x3ft (5mm vos)	4
E	Electrical with Fitting & Wiring		
1	Metal light with Fitting & Wiring		15
2	Conceal light with Fitting & Wiring		95
3	Plug points with Fitting & Wiring		3
F	AV		
1	55 inch plasma with requisite cabling	Wall Mounting	1
G	Furniture		
1	Glass round table		3
2	Chairs- White color		14
3	sofa (3+2 seater) White color with Coffee table		1
H	Plantation		
1	Plantation & shall be provided	as per the design.	Per Nos.
I	Labour & Transportation		
1	Above rates shall be quoted Including all charges i.e Labour & Transportation Charges		
J	Any Other Items		
	Items are not covered in above, Please Quoted in Financial bid and related all details should be mention in Technical Bid	Other items	as per required

4. General Terms & Conditions

- a. Submission of Online Bids is mandatory.
- b. CIPET invites Online limited tender from Indigenous service providers who have participated in EOI: CIPET/AWB/EOI/2019-20/10 and emerged as successful bidder for 'Empanelment of parties for designing and fabrication of Stall'.
- c. All the documents submitted shall be sealed and sign by authorized person of the agency
- d.** Submit Online Annexure I for Technical Bid along with supporting documents Sign with stamp / seal Copy and Annexure II for Financial Bid.
- e. Online Submission after due date (06.01.2020) and time (15.00 hrs) shall not be considered.
- f. The Offer would be opened on 06.01.2020 at 16.00 hrs in presence of bidders or their authorized representatives if they want.
- g. Quantity may Increase or decrease at the time of order or during the execution of work.
- h. CIPET reserves the right to disqualify any Agency/Company/Institution/Organization from the empanelled list, if the service provided by the Agency/Company/Institution/Organization is found to be unsatisfactory or if the information provided for empanelment is found to be false.
- i. CIPET reserves the right to reject any application for empanelment without assigning any reason.
- j. Agency may empanel for maximum 02 years.
- k. The contractors shall be responsible for engaging adequately trained manpower required for providing the services for the event.
- l. Taking up all the steps of designing, erecting, setting up and dismantling of exhibition space and structures of events.

- m. Taking up necessary fabrication according to the designs and space layout at the exhibition and events.
- n. Decoration and maintenance of exhibition stalls, pavilions and event places.
- o. Designing & Fabrication of display boards and other signage.
- p. Any other related services on mutually agreed terms related to creative display.
- q. Printing including digital printing, electrostatic printing, embossing, letterpress, offset lithography, screen printing, for various functions.
- r. Light and Sound design with operation
- s. Audio- visual setup with Screen and live projection.
- t. The selected agency should be able to execute assignments at short notices & even on public holidays and during emergency situations.
- u. Online Tender should be submitted online in the format attached as (Annexure – 1 (Technical) & 2 (Financial excel format download from online and same will be upload after entering data)
- v. Screening of Online Tender as per the eligibility conditions based on the details/information submitted and verification of the same.
- w. Evaluation of Online tender will be carried out as per the pre-qualification specified above and only those satisfying the prequalification criteria will be invited for presentation before the selection committee. The details shall be furnished as per Annexure -1 and all necessary documents shall be submitted.
- x. The selection committee shall evaluate the presentations /documents /design submitted based on the criteria specified in Annexure- I & II. All necessary documents to substantiate the aims/experience shall be submitted online.