

To,

**Sub: Offer letter for Setting up of North East Trade Expo-2009 at NSIC
Exhibition Grounds, Okhla Industrial Estate, New Delhi**

Dear Sir,

NSIC is organizing "North East Trade Expo-2009" at NSIC Exhibition Grounds, Okhla Industrial Estate, New Delhi from 27th January'2008 to 6th February'2009. You are requested to quote your most competitive rates for the items mentioned in Schedule "A" and "B" enclosed herewith subject to the following terms & conditions.

1. Rates quoted by you should be inclusive of cost of materials, labours, consumables, T&P, transportation and all taxes etc., complete in all respect. No extra claim shall be entertained in this regard.
2. An earnest money of Rs. 50,000/- (Fifty thousand only) should be submitted along with your offer in the form of Demand Draft favouring "The National Small Industries Corporation Ltd." payable at New Delhi. In the absence of earnest money offer shall be rejected. Earnest Money of unsuccessful bidders (other than the lowest) shall be returned after opening of the bids. Earnest Money of the successful bidder shall be retained till the successful completion of the exhibition and this amount shall be refunded without interest on completion of the work.
3. Successful bidder is required to submit performance guarantee within two days from the date of letter of award in the form of Fixed Deposit Receipt (FDR) for an amount of Rs.5.00 lac (Rupees five lac only) of any scheduled bank in favour of "The National Small Industries Corporation Ltd." for a minimum duration of one month. This performance guarantee may be forfeited in case of delay in completion of work, substandard work, any unlawful activity etc. Decision of the Engineer-in-charge in this regard shall be final and binding upon the successful bidder.

Contd../2

4. The time for completion of the work in all respect shall be 5 days from the date of handing over the site or date of issuing the letter of award whichever is earlier.
5. In case the work is not completed within stipulated period compensation for the delay @ 3% of contract value per day shall be levied. In addition the performance guarantee will also be forfeited.
6. It will be the sole responsibility of the successful bidder to obtain all statutory clearances such as Fire, Police etc., to organize the exhibition. NSIC shall not be responsible in this regard.
7. The contractor shall obtain and submit contractor's all risk policy (CAR) with the beneficiary as "The National Small Industries Corporation Ltd.".
8. In addition to this successful bidder will also be responsible all for compliance of all statutory requirements related to the safety of workmen force deployed at site.
9. An interim payment may be released on successful completion of the work upto the extent of 75% of the contract value on recommendation of the Engineer-in-charge.
10. Final payment shall be released after successful completion of the work on actual measurement basis.
11. The work is to be carried out in the NSIC Complex and you have to follow the Rules and Regulations of NSIC.
12. As per the Statutory Provision of Govt. of India, deduction as applicable on the gross value of the payment shall be made from your bill.
13. All the fixtures items of tender should be got approved before installation/fixing from the Engineer-in-charge.
14. Any extra items of work not covered by this order shall carried out only after the approval of the Engineer-in-charge and rate will be decided according to prevailing local market rates. Decision of the Engineer-in-charge in this regard shall be final and binding on the successful bidder.
15. You shall make your own arrangement for the water and electricity required at site for use in the work.

Contd../3

16.NSIC reserves its right to split / cancel the offer in part or full without assigning any reason.

The complete offer duly filled in should reach the office of undersigned on or before 19.01.2009 by 11.00 AM. The offers shall be opened on the same day at 11.30 AM. Interested bidders may be present at the time of opening of the offers. Late/ delayed/ conditional/ incomplete offers shall be summarily rejected.

Thanking you,

Yours faithfully,

Encl.: As above

(Manoj Lal)
Deputy General Manager (Exhb.)

SCHEDULE "A"

S.No	DESCRIPTION	Approx Qty.	Unit	Rate (Rs.)		Amount (Rs.)
				In figures	In words	
1	<p>Construction of Stall to be built with prefabricated newly powder-coated aluminum Octonorm system. Each stall to be provided with as per details below :-</p> <p>a)Walls of laminate panels of white/ off white shade of both faces, in excellent conditions without scratches & marks.</p> <p>b)Floor covering with New Synthetic Carpet (Unitech or equivalent) including maintenance for the fair period.</p> <p>c)Facia of required size for exhibitors name and NSIC secretariat etc.</p> <p>d)Furniture, light fittings and other items in stalls would be as below:</p> <ul style="list-style-type: none"> •Area upto 6 Sqm- 1 counter, 2 chairs, 1 power point 5/15 Amps, 1 waste basket. •Area upto 9 Sqm- 1 counter, 2 chairs, 1 power point 5/15 Amps, 1 waste basket. •Area upto 12 Sqm- 2 counter, 3 chairs, 1 power point 5/15 Amps, 1 waste basket. •Area upto 15 Sqm- 2 counter, 4 chairs, 1 power point 5/15 Amps, 1 waste basket. 	1125	Sqm			

	<ul style="list-style-type: none"> •Area upto 18 Sqm- 3 counters, 4 chairs, 3 power points 5/15 Amps, 2 waste basket. 					
	Note:					
	<ul style="list-style-type: none"> •For stall beyond 18 Sqm size, additional 1 spot light and 1 chair shall be provided for every additional 3 Sqm space or part thereof. One additional table shall be provided for every additional space of 6 Sqm or part thereof but more than 3 Sqm. 					
	<ul style="list-style-type: none"> •Spot lights shall be provided at every panel 					
	<ul style="list-style-type: none"> •Only carpet area of stalls will be measured 					
	<ul style="list-style-type: none"> •All electrical works shall be carried out as per standards of Indian Electricity rules. 					
	€					
2	New Floor carpet of Unitech or equivalent to be laid as per approved shade and direction of Officer-In-Charge.	2270	Sqm			
3	Single / three phase power wiring in stalls for live demonstration of machine wherever required as per Indian Electricity Rules. (Applicable for additional light / power points over and above as indicated in S.No. 1 above) including all switches starters and cable as required at site. Load of 1 KW and above will only be considered.	350	kW			

4	Construction of Entry Gate (Main Gate) . The main gate should be made of the wood and reflecting color / paint shall be used for better look and decoration. Model/Drawing of the gate should be submitted by contractor and get approved from the officer in charge before start of work.	2	Nos.			
6	Evergreen small plants like cholhel assaragus, ferns, treadescancies	1500	.Nos.			
7	Hire charges for supply, fixing & removal for Closing ceremony as per the following details:					
	a. Wooden Stage, dias of 18' x 20' with frills, two wooden steps for climbing up & getting off the stage at a ht. of about 2' - 6", speaking podium-1 no. also arrangement of flower decoration on dias.	LS.	LS			
	b. Banquet chairs for 200 persons for closing ceremony functions.	200	Nos.			
8	PA system with operator for full duration of the fair in the exhibition premises.	LS				
9	GENERAL EXTERNAL / INTERNAL ELECTRICAL LIGHTING					
	Providing and fixing of 400 W/500 W metal halides for lighting entire complex of the fair (other than stall area) in all directions of the complex, in addition to the general lighting arrangement of NSIC.	125	Nos.			

10	Providing & fixing display boards, murals and backdrop etc. inside/ outside of the hall with digital printing on vinyl / high glossy paper with mat lamination mounted on sunboard alongwith NSIC logo and slogans etc. (Design will be provided by the contractor and got approved by Officer in charge.)	350	Sqm			
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11	Fire Extinguishers power type. A, B and C type of each 5 Kg. With pressure gauge system	60	Nos			
12	Supply of bouquet of good quality as and when requirement basis.	50	Nos.			
13	Providing and Fixing of 5/6mm thick glass sheet in Octonorm system with laminated sheet of 2' height from the bottom to maintain the transparency between the stalls wherever required. No extra payment for cutting of glass sheets/laminated sheet will be considered wherever required.	25	Nos.			
					Total	

SCHEDULE "B"

S.No	DESCRIPTION	Approx Qty.	Unit	Rate (Rs.)		Amount (Rs.)
				In figures	In words	
	€					
1	Arrangement for upkeep (cleaning washing etc.) of the stalls and approach / passages neat and clean position for the fair period & removal of garbages, Toilets, Thrice a day for entire duration of the exhibition starting from 26.01.2009 to 06.02.2009	L.S.	LS			
2	Green net carpeting as per approved shade and direction of Officer-In-Charge.	1350	Sqm			
3	Additional horns (loud speakers) installed along the boundary wall of NSIC campus at different locations.	8	Nos.			
4	Kanat fixing with heavy fabric in approved shade duly supported with MS pipe and other accessories as per the direction of Officer-In-Charge.	60	Rmt.			
5	Food court with canopy as per direction of Officer-In-Charge	72	Sqm.			

6	2.40 m high Barricading/ Fencing along the periphery of the Exhibition Space using tin sheets and steel sections/ballis duly covered with fabric of approved shade from one side as per direction of Officer-In-Charge.	200	Running meter			
7	Installation of hangers, superstructure made of Aluminium/ M.S. tubular sections in inverted "V"/ "D" shape with knee height 4 m & other accessories complete in all respect with water proofing and fire retardant covering, having enough strength to withstand wind load upto 100 km/hr and other site conditions. Cost should also include side covering with fabric of fire retardant fabric of approved shade and design	3000	Sqm.			
8	Stage light for cultural program for entire fair duration	1	Set			
9	Sound system for cultural program	7	Days			
10	Pipe Pandal made of steel frames and thick fabric of approved shade	500	Sqm			
					Total	