

QUOTATION
FOR
HIRE CHARGES
OF
OCTONOM SYSTEM & ALLIED INFRASTRUCTURE FOR
SETTING UP OF MARKETING HUB
AT
NSIC EXHIBITION HALL,
OKHLA INDUSTRIAL ESTATE, NEW DELHI



ISO 9001 : 2000

NATIONAL SMALL INDUSTRIES CORPORATION LTD.
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**THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.
(A GOVERNMENT OF INDIA ENTERPRISE)
NSIC BHAWAN, OKHLA, NEW DELHI - 110 020**

Ref. No. : SIC/HO/EMC/MKG.HUB/1(83)/08

Dated : 11.12.2008

M/s _____

**SUBJECT : Quotation for hire charges of octonorm system & allied infrastructure
for setting up of Marketing Hub at NSIC Exhibition Hall, NSIC Bhawan -
New Delhi**

Dear Sir,

The quotation in respect of the above mentioned work subject to the terms and conditions mentioned on the next page is forwarded herewith. Please note that sealed quotation duly filled will be received in the office of Chief General Manager (EMC) on or before 22.12.2008 upto 3.00 PM.

The quotation should be submitted by the party along with duly filled in Schedule of Quantities (Schedule "A") enclosed herewith.

The quotation should be signed with date all pages of the document.

The quotation, if submitted on behalf of firm, must be signed either by all the partners or a person holding a valid power of attorney from the partners of the firm.

The person, signing the quotation on behalf of another person or on behalf of firm shall attach with quotation a certified copy of the power of attorney duly executed in his favour by person or all the partners of the firm and must state specifically that he is authorized to sign such quotations for and on behalf of other person or firm as the case may be, all such matters pertaining to the contract including arbitration clause.

Corporation reserve the right to split the work among one or more parties for different items.

This letter shall form part of the "CONTRACT" and must be signed and returned alongwith the quotation.

Yours truly,

Encl.: As above.

Chief General Manager (EMC.)

TERMS & CONDITIONS:

1. **Last date of submission of completed quotation** : 22.12.2008 up to 03.00 P.M.
2. **Date of Opening of quotations** : 22.12.2008 at 03.30 P.M.
3. The quotation should be submitted along with earnest money of Rs.10,000/- by Demand Draft in favour of "The National Small Industries Corporation Ltd. payable at New Delhi. The quotation not accompanied by DD of Rs.10,000/- towards EMD, shall be summarily rejected.
4. The Competent Authority reserve the rights to reject all or any quotation wholly or partly without assigning any reason whatsoever.
5. The Quotation shall be filled in, signed with all particulars complete and submitted by the one duly authorised to do so. The party shall satisfy the Chief General Manager (EMC) that he is competent and authorised to submit the quotation and/or to enter into a legally binding contract with the Chief General Manager (EMC) by furnishing documentary evidence in that respect.
6. **Period of contract:** The contract period shall be initially for a period of one year which can be extended on trimester (3 monthly) basis on mutual consent.
7. **Criteria for Award of work:** The work will be awarded to the lowest bidder.
8. In the event of discrepancy in the rates written in words and the figures, rates quoted in words will be considered.
9. This is an item rate measurement contract based on priced Schedule of Quantities. The items rates shall be valid for the entire duration of the contract. Party shall note that the price and rates inserted in the Schedule of Quantities, are for the completed items of work as per description of the item and relevant technical specifications and inclusive of all cost and expenses whatsoever which may be required in and for the completion of the works described whether specifically mentioned or not, together with all general risks liabilities and obligations set forth or implied in the documents on which the quotation is based.
10. **Escalation:** Price and rates quoted by the bidder shall remain as firm for the complete work and for the entire duration of the contract. No claim for extra payment due to rise in rates of raw material, labour on any account or due to any reasons whatsoever shall be considered.
11. The rates quoted by the party shall be deemed to be inclusive of all future expenses and all taxes, etc. to be incurred or to be imposed by any statutory body.
12. The quotation shall be accompanied by Earnest Money of Rs. 10,000/- (Rupees ten thousand only) by Demand Draft in favour of "The National Small Industries Corporation Ltd." payable at New Delhi. This earnest money of the successful party will be converted in to the Security Deposit for performance of the contract. No interest shall be paid on

this security deposit. In case the party does not accept the offer, the Earnest Money deposited shall stand forfeited.

13. The quotation shall remain valid for 90 days from the date of submission unless otherwise stipulated. Any party withdrawing or amending his quotation within this period shall have to forfeit his earnest money to the corporation.
14. Quotations through e-mail/ Tele fax will not be considered.
15. Before submitting the quotation, the party if required shall visit the site of work, and in any case shall be deemed to have done so in order to acquaint himself with the nature of the site and the conditions in which the works are to be deemed to have done so in order to acquaint himself with the nature of the site and the conditions in which the works are to be executed, the quantities and nature of work and materials necessary for the completion of the works and the means of access to the site, the accommodation he may require etc. and in general, shall himself obtain all necessary information as to risks, contingencies and other circumstances which may influence or affect his quotation. No extra charges consequent to any misunderstanding or otherwise shall be allowed.
16. It will be obligatory on the part of the party to sign documents for all the components and parts; and after the work is awarded, he will have to enter into an agreement at his own cost for work awarded, on Rs.100/- (Rupees One Hundred Only) non-judicial stamp paper at his own cost within ten days from date of receipt of letter of award or before the work is to be undertaken, as per Performa to be provided by NSIC..
17. Successful party will be provided a layout plan of the display area for display of products etc. before starting the work.
18. The work involves setting up of 70-80 nos. stalls of sizes 6 sqm/9 sqm etc.; made up of octonorm system & laminated panels complete with allied infrastructure as per schedule of quantities (Schedule "A) on hire basis as per directions of Officer-in-charge.
19. The contractor shall be required to put up the stalls and allied infrastructure complete in all respect for which the time allowed shall be 2 days from the date of written instruction of the Officer-in-charge. Similarly, the contractor shall be required to dismantle all the stalls and allied infrastructure and stack them in store for which the time allowed shall be 1 day from the date of written instruction of the Officer-in-charge.
20. The work is to be executed at the NSIC Exhibition Hall, Okhla Industrial Estate, New Delhi.
21. **Storage and safety of dismantled material:** In case the Exhibition Hall is required by NSIC for other events/exhibitions etc., the Contractor will be provided the storage space for storing the dismantled material with lock and key facility near the Exhibition Hall. However, the contractor shall be responsible for safety and security of the dismantled materials. NSIC shall in no way be responsible for shortage/ loss/ theft etc. of any stored material. The storage space so provided shall be used exclusively for the subject work and the contractor shall not stack materials in this store involving any other work.

22. The Contractor will not be permitted to enter (other than for inspection purpose) or take possession of the site until instructed to do so by the Officer-in-Charge.
23. The contractor shall use the quality material as approved by Officer-in-charge.
24. If any material belonging to the contractor is to be removed from the site of work he will take written permission from the officer-in-charge before removing the same.
25. The contractor shall at his own expense arrange for safety provisions or as required by the Officer-in-charge in respect of all labourer directly or indirectly employed for performance of the works and shall provide all facilities in connection therewith. In case the contractor fails to make arrangements or provide necessary facilities as aforesaid, the contractor shall be responsible for any happenings and injury to the workmen.
26. All charges on account of the existing and revised Octroi i.e. terminal or Sales Tax, Royalties or Sales Tax on works contract if any and/or other duties on materials obtained for the works shall be borne by the contractor, no claim, whatsoever, shall be entertained by the corporation.
27. The contractor shall not sublet any portion of the works under this contract without the prior written approval of the Quotation Accepting Authority, i.e. Chief General Manager (EMC).
28. The contractor shall bring to the notice of the Chief General Manager (EMC) any obvious error, omissions or discrepancies in the specifications, drawings or any part of the other documents and shall request clarification from the Chief.General Manager (EMC) whose decision shall be final, binding and conclusive on contractor. If any works are done incorrectly because of failure to obtain such clarifications from the Chief General Manager (EMC), the contractor shall be responsible to rectify or to dismantle and re-execute such works at his own expense and no claim whatsoever shall be entertained by the corporation.
29. The quoted rates shall, include the fabrication of stalls, cost of all labour, tools, wastage, overlaps, taxes, making good of defects, site clearance and other services contingent upon the item of work as in accordance with terms of contract, equipment and transportation which may be required in preparation for, in the full and entire execution for successful completion of the work.
30. Any error in description or in quantity in Schedule "A" or any omission therefrom shall not vitiate the contract or release the contractor from the execution of the whole or any part of the works comprised therein according to the specifications or from any of his obligations under the contract. The insertion of the name of any firm in the quotation is for the purpose of obtaining "A" class of quality of materials, workmanship and the articles or materials so specified may be obtained from any other firm subject to the prior written approval of the Chief General Manager (EMC).
31. The quantities mentioned against each item in schedule of quantities (Schedule "A") is approximate. However, the actual quantity of work may vary as per requirement and as directed by Officer-in-charge.

32. The payment shall be released to the contractor on monthly basis by cheque based on the actual measurement.
33. If the contractor is unable/unwilling to execute work any time, the Officer-in-Charge may get it executed from third party, if he may consider necessary. Expenses incurred on it by the corporation shall be recoverable from the contractor and be adjusted or set off against any sum payable to him.
34. If the Contractor fails to maintain the required progress to complete the work and clear the site on or before the date he shall, without prejudice to any other right or remedy of the Chief General Manager (EMC) on account of such breach, pay as agreed compensation @ 10% of value of work to be executed per day may be levied.
35. Whenever under the contract sum of money shall be recoverable from or payable by the contractor the same may be deducted from any sum then due or which at any time therein after may become due to the contractor under the contract or under any other contract with the corporation from his Security Deposit or he shall pay the claim on demand.
36. Except where otherwise provided for in the contract all questions and disputes relating to the meaning of the specifications, designs, drawings and instruction herein before mentioned and to the quality of workmanship or materials used on the works or as to any other question, claim, right or thing whatsoever in any way arising out of or relating to the Contract, designs, drawings, specifications, estimates, instructions orders or there conditions or otherwise concerning the work, for the execution or failure to execute the same whether arising during the progress of the work or after the competition or abandonment thereof shall be referred to the sole arbitration of the Chairman of the National Small Industries corporation Limited, and if Chairman is unable or unwilling to act, as the sole arbitration, some other officer not below the rank of General Manager of the National Small Industries Corporation Limited will be appointed by the Chairman as Arbitrator.
37. The venue of arbitration will be New Delhi
38. The award of the Arbitration shall be final, conclusive and binding on all parties to this contract.
39. During working at site, some restrictions may be imposed by Officer-in-change/Security staff or corporation or Local Authorities regarding safety and security etc. the contractor shall be bound to follow all such restrictions/instruction & nothing extra shall be payable on this account.
40. The Contractor shall bear all incidental charge for cartage to site, local carriage, within the site and safe custody of all materials at site for the proper storage of all materials, for their safety against damage due to sun, rains, dampness fire, theft etc.
41. No compensation shall be payable to the contractor for any damage caused by rains lightening, wind, storm, floods, tornado, earth quakes or other natural calamity during the execution of work. He shall make good all such damage at his own cost; and no claim on this account will be entertained.

42. As per section 194-C of the Income Tax Act, 1996 and as per latest amendments, TDS as applicable will be deducted from the bill of the contractor.
43. The earnest money/security deposit will be forfeited if the contractor fails to start the work within the stipulated time, which will be mentioned in the letter of award.
44. The contractor shall be responsible for technical maintenance of the stand, structure and lighting during the contract period for which no extra payment shall be made.
45. Complete site marking (Stall, bare space and passage Area) in the Hall as per layout plan shall be contractor's responsibility.
46. In case of any damage done to the walls/floor/door/windows etc. of the NSIC Exhibition Hall during the construction/ dismantling period, the contractor shall be liable to make good such damages as directed by Officer-in-charge.
47. The Corporation reserves the right to order at any time for any item or group of work, or split the work between two or more parties, if necessary. Such step shall not constitute a breach of the contract.

For and Behalf of NSIC Ltd.,

Chief General Manager (EMC)

SIGNATURE OF THE BIDDER

**THE NATIONAL SMALL INDUSTRIES CORPORATION LTD.
(A GOVERNMENT OF INDIA ENTERPRISE)
NSIC BHAWAN, OKHLA INDUSTRIAL ESTATE
NEW DELHI - 110 020**

SCHEDULE "A"

SCHEDULE OF QUANTITIES

PART I

S.No	DESCRIPTION	Approx Qty.	Unit	Rate (Rs.)		Amount (Rs.)
				(In figures)	(In words)	
1	Construction of Stall to be built with prefabricated newly powder-coated aluminum Octonorm system. Each stall to be provided with as per details below :-	600.00	Sqm.			
	a) Walls of laminate panels of white/ off white shade of both faces, in excellent conditions without scratches & marks as approved by officer in-charge.					
	b) Facia for exhibitors name with self-adhesive cut out letters calligraphy size 4" on each stall. In case of corner stalls / stall having more than one facia, the facia is to be written on all the sides.					
	c) Furniture, light fittings and other items in stalls would be as below:					
	• Area upto 6 Sqm- 1 counter, 2 chairs, 1 power point 5/15 Amps, 3 spot lights and 1 waste basket.					
	• Area upto 9 Sqm- 1 counter, 2 chairs, 1 power point 5/15 Amps, 3 spot lights and 1 waste basket..					
	• Area upto 12/15 Sqm - 2 counters, 3 chairs, 1 power point 5/15 Amps, 4 spot lights and 1 waste basket..					
	Note:					
	• Only carpet area of stalls will be measured					
	• All electrical works shall be carried out as per standards of Indian Electricity rules.					

(From pre-page)

SCHEDULE "A"

SCHEDULE OF QUANTITIES

PART II

S.No	DESCRIPTION	Approx Qty.	Unit	Rate (Rs.)		Amount (Rs.)
				(In figures)	(In words)	
1	Floor covering inside the stalls with new synthetic carpet in blue colour (Unitech or equivalent) (The carpet shall be replaced as and when required as per the directions of Officer-in-charge. The used carpet will be the property of the Contractor. The price should be quoted on each assignment basis.). The sample of the carpet shall be got approved from the Officer -in-charge.	600	Sqm			
2	Passage covering inside the hall by coir matting in red colour. (The carpet shall be replaced as and when required as per the directions of Officer-in-charge. The used carpet will be the property of the Contractor. The price should be quoted on each assignment basis.). The sample of the coir mat shall be got approved from the Officer-in-charge.	500	Sqm			
3	Removal of existing facia and fixing new Facia for each new exhibitor on requirement basis with self-adhesive cut out letters calligraphy size 4" on each stall.	70	each			
4	Dry cleaning of carpet inside the stalls. (The price should be quoted on each assignment basis.)	600	Sqm			
5	Removal, cleaning and re-laying of passage coir mat . (The price should be quoted on each assignment basis.)	500	Sqm			
6	Dismantling and re-fabrication of all stalls made up of octonorm system & laminated panels on requirement basis. The price should be quoted on each assignment basis inclusive of dismantling and re-fabrication of stalls, electrical fixtures and fittings including carpet and passage coir matting.	--	Lump Sum			