



**Department of Industries and Commerce,
Government of Kerala**

TENDER INVITATION NOTICE

The Department of Industries & Commerce, Government of Kerala is organising the 'Kerala Agro Food Pro 2019 at Jawaharlal Nehru International Stadium, Kaloor, Kochi, Ernakulam, Kerala from December 20 to 23, 2019.

Event Details

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| Exhibition | : | December 20 to 23, 2019(Friday - Monday) |
| Venue | : | Jawaharlal Nehru International Stadium, Kaloor, Kochi,Ernakulam, Kerala |
| Formal Inauguration | : | 2019 December 20- on Stage arranged in the AC Hanger |
| Exhibition Timing | : | 10 AM to 8 PM |
| Availability of Ground | : | 2019December 13 to 27 |
| <i>The fully completed venue has to be handed over to the Organisers latest by 2019 December 19(Thursday) at 03.00 PM</i> | | |

On behalf of Department of Industries & Commerce, Government of Kerala, the Directorate of Industries and Commerce / Organising Committee intends to engage the services of an Agency for venue arrangements, arranging AC Hanger and allied activities for Kerala Agro Food Pro 2019. The Agency shall ensure the successful conduct of Expo by fulfilling the requirement as quoted in **Annexure – I**.

Eligibility Criteria

The minimum eligibility criteria for the Agency shall be (*proof to be provided with Tender*)

1. Applicant Agency should have experience in organizing similar events for the past 5 years.
2. Applicant Agency should have registered office in India and coordinating office in Kerala.
3. Audited Financial Statement of the previous 3 years.

Evaluation Criteria

The selection for the Agency will through e-tender process as mentioned below.

1. Short listing based on the eligibility criteria.
2. Selected Agencies will be invited for Technical Presentation (points to be covered in Technical Presentation are mentioned in Annexure - II)
3. Price bids have to be submitted by the Agencies, through e-tender, on the 'Detailed requirements' (Annexure - I). Financial bids of the agencies qualified in the Technical bid and Technical presentation will be opened for finalising the tender

The selection of the Agency is subject to the approval by the appropriate authority of Government of Kerala. The Agency shall ensure carrying out all the activities mentioned in the Tender Notice and approval.

The Director of Industries and Commerce reserves the right to accept or reject the Tender from the Agency without assigning any reason whatsoever.

For any further details, it is requested to contact:

**The General Manager,
District Industries Centre, Eranakulam
Tel : +91-484-2421461, 2421432
E-mail:gm.ekm.dic@kerala.gov.in
Website:www.industry.kerala.gov.in**



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Annexure I

Detailed Requirements

| Sl No. | Item (Description) | Quantity | Rate (Rs.) | Amount (Rs.) |
|--------|---|-----------|------------|--------------|
| 1 | <p>a) Hire and labour charge up to a period of 4 days for Providing AC pavilion with German structure constructed with Aluminium Alloy pipes and silpolin side covering, fitted with suitable sheet as per direction of the committee and dismantling and removing from the site. Rate including DG set and fuel cost for running AC for 5 days.</p> <p>b) Exclusive front office cum registration counter of 4 m x 2.5 m for reception arrangements (Non AC) inside the AC hanger with 2 pedestal fan, 8 chairs, table 4 nos, a closed cabin with safe locker and other relative facility and decorations.</p> | 30000sqft | | |
| | TOTAL | 33000sqft | | |
| 2 | Hire and labour charge upto a period of 4days for putting up a Food court in Iron Hanger structure, Roofing with GI Sheet, inner ceiling with white cloth&Frill,sufficient water facility and tables (25Nos.) and armless chairs (100Nos.) | 7000sqft | | |
| 3 | Hire and labour charges to a period of 4 days for putting up a raised platform (For Pavilion and food court) of 0.15m height of size 50mm dia GI pipe GI pipe post at 75 cm C/c on both ways tying 50mm dia GI pipe tie on both directions at top and bottom to line and level and 16mm | 40000sqft | | |

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| | thick ply wood top plat form fixing with nut and bolts with synthetic carpet etc complete as per the directions (including dismantling and removing from site) | | | |
| 4 | Hiring and erection fabricated stall of 3 x 2 m with prefab powder coated octanorm system along with aluminium section(powder coated) white laminated sheet including Facia with name of units (List will be provided), table- 2No (4 ft x2.5 ft),Chair -2Nos, Tube Light -2nos, power plug- 2nos, Waste Bin 1no etc for 4 days including dismantling and removing from site | 120nos | | |
| 5 | Hiring and erection fabricated stall of 3 x 3 m with prefab powder coated octanorm system along with aluminium section(powder coated) white laminated sheet including Facia with name of units (List will be provided), table- 2No (4 ft x2.5 ft),Chair -2Nos,Light -2nos, power plug – 2 nos, Power socket with proper electrical wiring maximum connected load 5 HP-1 No. Waste Bin – 1no. etc for 4 days including dismantling and removing from site | 20nos | | |
| 6 | Hiring and erection fabricated stall of 3 x 3 m with prefab powder coated octanorm system along with aluminium section (powder coated) white laminated sheet (four side covered with door at passage front, including Facia with name : “Business Launch”, Single sofa Setttee – 5 nos., Round Table – 1 no., Light -2nos, power plug – 2 nos., Waste Bin – 1 no. etc for 4 days including dismantling and removing from site | 2 nos | | |
| 7 | Hiring and erection fabricated stall of 3 x 3 mwith prefab powder coated octanorm system along with aluminium section (powder coated) white laminated sheet (four side covered with door at passage front, including Facia with name : “VIP Launch”, Sofa 3 Sheet – 1 nos., Single Sofa – 2 nos, Round Table – 1 No etc for 4 days including dismantling and removing from site | 1 no | | |

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| 8 | Hiring and erection fabricated stall of 3 x 3 m with prefab powder coated octanorm system along with aluminium section (powder coated) white laminated sheet (four side covered with door at passage front, including Facia with name : "Medical Aid Room", Single Coat Bed with mattress – 1 No, Table (4 ft x 2.g ft) – 1 No., Chair – 2 Nos, Packaged Drinking water Bottle – 1 case etc for 4 days including dismantling and removing from site | 1 nos | | |
| 9 | Providing theme based Design Entrance (0.9x0.6m Size) for a Span of 25m with back lighting and 4m Entrance (3Nos) and Entrance Room for size with 300sqft p6 outdoor LED video wall as per the design approved by the committee for Exhibition Hall (Rent for 4 Days) | 2 nos | | |
| 10 | Hire material and labour for providing Artistic Theme pavilion having a size 25m x 20m near entrance of Exhibition Hall as per the design provided by the Exhibition committee (for 4 days) | 1 no. | | |
| 11 | Supplying providing and erecting coloured flags with logo fitted on iron pipes having 5m height in attractive cloth at the entrance gate and the other places as directed by committee.(for 4 days) | 100 nos | | |
| 12 | Providing Advertisement Boards (8 feet x 6 feet) fixed on Pipe Stands) with printing in cloth as per the design given by committee and fixing in places proposed by committee along Highway for 5 days. | 50 nos | | |
| 13 | a)Supplying and Erection of temporary stage platform using 8ft x 4ft x 2ft/1.5ft benches and covering with synthetic carpet for 4 days including dismantling and removing form site b)Providing a green room with size 3x2 m with synage, chairs and table. Separate for ladies and gents | 1500 sq ft | | |
| 14 | Hire and labour charges for spreading additional armless plastic chair (Rate for 4 days) | 500 nos | | |
| 15 | Supplying and fixing Pagoda white tent (Arabian Tent) (min 6 x 6 x 3.0 m) for 4 days including dismantling and removing from site as per requirements. | 2 nos | | |

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| 16 | Hire and labour for providing podium theme based for 4 days including cost for removing from site | 1no | | |
| 17 | Hire and labour charges for cushioned VIP chair 50 nos and one teapoy for 4days | 1set | | |
| 18 | Hire and labour for providing drinking water (20ltrjar 25 nos/day) with 10 dispenser unit for 4 days | 1set | | |
| 19 | Hire and labour providing toilet (1.20x1.20m) or portable size with storage tank and water, light, drainage system, cleaning arrangement for every two hours etc and removing from the site etc complete for 5 days. (4 Nos. each for Ladies and Gents With name board) | 8nos | | |
| 20 | Hire and labour providing 1000 ltr storage tank with water and 5 tap connection with connecting pipe/hose and continuous supply of pure water for 4 days along with drainage system at the site. | 2nos | | |
| 21 | Hiring and Providing high powered domestic air cooler 2nos, ceiling fan 15nos, pedestal fan 10nos including all labour charges as directed by the committee and removing after use for 4 days | 1set | | |
| 22 | Arranging security services for 6days (3 shifts of 8 hrs per day) 4persons /shift | LS | | |
| 23 | Cost for engaging labour (10 persons /day) for cleaning stalls and premises of exhibition, food court, seminar halls and other places used for exhibition purpose for 5days | LS | | |
| 24 | Providing and fixing Rollup Standees (design provided by Committee) size 5 x 2.5 feet including cost of dismantling and removing - Rate for 4 Days | 10nos | | |
| 25 | Providing CCTV surveillance (30 Cameras and 3 LED TV monitor) in the location specified by committee of the entire proceedings inside for 5 days with facility to store the proceedings for 4 days and provide in external hard disk of the entire proceedings. | LS | | |

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| 26 | Providing LED wall (30 ft x 10ft) with high density video graphic camera and mixing unit for projecting signals to the LED wall p3 (Fixed on raised Platform as per site condition) and 42" LED TV 5 Nos at various parts as decided by the committee (for 4 days). | LS | | |
| 27 | Hire and labour for providing Nilavilakku minimum 4 feet height, Kodivilakku, thiri, oil, coconut flower, Para with rice grains, floral arrangements etc. Bottled drinking water with glass, Tender Coconut with Paper straw to guest in dais for inaugural function & closing ceremony | LS | | |
| 28 | Arranging permission and inspection from Government department such as PWD, Fire and rescue Department, Electrical Inspectorate, Corporation, Suchithwa Mission and relevant departments including fees and other expenses | LS | | |
| 29 | Hire and labour charges for putting up MH light in conduit wiring for 5 days | 150nos | | |
| 30 | Hire and Labour charges for putting up illumination light (Mala of 100 bulbs) in conduit wiring for 4 days | 500nos | | |
| 31 | Hire and labour charges for Generator for exhibition in sound proof vehicle {with diesel} including fixing Cabling and DB settings, transportation cost of diesel and operator etc complete - 125 KVA Average use 12 Hrs - For exhibition stall/ground 4 days | 4nos | | |
| 32 | Hire and labour charges for Generator for exhibition in sound proof vehicle {with diesel} including fixing Cabling and DB settings, transportation cost of diesel and operator etc complete- 60 KVA Average use Hrs – 12 for night for 5 days | 2nos | | |
| 33 | Hire and labour charges for Generator for exhibition in sound proof vehicle {with diesel} including fixing Cabling and DB settings, transportation cost of diesel and operator etc complete - 250 KVA (Rate each/day) Average use 12Hrs - For machines and other items 4 days | 1no | | |
| 34 | Supplying and fixing Cabling and DB settings for 4 days as per directions (Rate per Unit for 4 days) | 1no | | |
| 35 | Providing metal barricading for 4 Days | 400 mtr | | |
| 36 | Stage lighting for inauguration, closing ceremony and cultural program with 1024 channel DMX mixer with all necessary items for smooth | 1set | | |

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| | functioning of programs. For 4 days | | | |
| 37 | Hiring and providing sound system with settings 48channel mixing Unit (20000 W for stage, 5000 W for exhibition ground) with all necessary items for smooth functioning of programs. For 4 days | 1 set | | |
| 38 | Videography and photography of entire programs in HD format. For 4 days as per direction of the committee | 1set | | |
| 39 | Forklift 1No,pallet trolley 2nos with loading and unloading Labours for 2days | 1set | | |
| 40 | Fire extinguisher in Pavilion and food court for 4 days | 25 Nos. | | |
| 41 | Hiring and providing Channel music with announcement facility to Exhibition hall, Stage and food court during the event for 4 days | 1 Set | | |
| 42 | Arranging 16 member Shingarimelam for inaugural day and one comparing person (female) for inaugural day &Closing Ceremony. | 1 Set | | |
| 43 | Hire and labour for setting and placing Round arch in important locations of Kochi city and along Highway with necessary clearance from related Departments (Flex not allowed) | 10 Nos. | | |
| 44 | Insurance coverage (for mishaps, if any, happening at the venue of the event) provided for all participants, officials and visitors of the Fest during the event days. | LS | | |

Notes:

- The Ground levelling & its related activities are the responsibility of the Agency.
- The above arrangements shall be with necessary safety equipments and required safety measures in all Domes and Venue as per safety rules and regulations and necessary clearances. The required Certificates from Electrical Inspectorate, Fire Force and other authorities to be submitted while handing over the completed facility. No flex boards or flex materials to be used for any of the above activities.
- **The Agency shall follow a Green protocol with no plastic, thermocol or similar materials.**

- The above facilities to be set up within the time provided and the same to be dismantled and the ground to be cleared by December 27, 2019 itself.

Annexure - II

Points to be covered in the Technical Presentation

| Sl. No. | Particulars |
|---------|---|
| 1 | Organisation details. |
| 2 | Details and proof of similar activities undertaken. |
| 3 | Proof of infrastructure availability for the works. |
| 4 | Consent letter from the suppliers, if infrastructure is hired. |
| 5 | Audited Balance Sheet for the past 3 years. |
| 6 | Layout of the ground with positioning of Hanger , Layout of stalls inside the Hanger, Theme pavilion & Pavilion design, Entrance arch design, Reception / Registration cum Office, Inaugural function stage, food court, Parking Space etc. |
| 7 | GST registration certificate |

***** IMPORTANT**

The tender will be opened on 10/12/2019 at 12.00 noon, and a technical presentation of bidders will be conducted on 10/12/2019, 2.00 pm at Directorate of Industries and Commerce, 3rd floor, Vikas bhavan, Thiruvananthapuram. Only Technically Qualified bids will be considered for financial bid.