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**Issued to:-**

**PRE-QUALIFICATION DOCUMENT**

**FOR**

**WORK OF**

**Setting up of stalls for Commodity Fair & IITF-13 at Pragati Maidan up to  
31-07-2014**

**SH: Construction of stalls with pre fab Octonorm System, Pagoda structure i/c  
Electrical works for various fairs up to 31-07-2014. (On Hire Basis)**

***ITPO***

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**The Manager (Civil),  
Engineering Division  
Room No 142, Pragati Bhawan  
ITPO, Pragati Maidan New Delhi**

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**India Trade Promotion Organisation**  
(Engineering Division)

**File No: - 180-ITPO/Misc/Engg/2013-14**

23-07-2013

**BRIEF NOTICE INVITING FOR PRE-QUALIFICATION**

The Manager (Civil), ITPO invites pre-qualification applications from specialised/reputed agencies in the exhibition for the following work, details of which briefly described hereunder

S. N.	Name of work	Time for Completion	Estimated Cost	Earnest Money	Cost of Tender
	<b>Name of work:-</b> Setting up of stalls for commodity fair & IITF-13 at Pragati Maidan up during 2013-14.				
1	Construction of stalls with pre fab Octonorm System, Pagoda structure i/c Electrical works for various fairs up to 31-07-2014. (On Hire Basis)	Running up to 31-7-2014	<b>85,93,271/-</b>	----	525/-

The period of sale of pre-qualification document is kept from **11.00 AM to 3.00 PM** on all working days **up to 5-08-2013** with date of opening at **3.30 PM on 7-08-2013**. For more details including downloadable form of pre-qualification documents, please refer website **[www.indiatradefair.com](http://www.indiatradefair.com)&[www.eprocure.gov.in](http://www.eprocure.gov.in)**

**MOHANLAL**  
**Manager (civil)**  
**Room No 142**

**Detailed notice**

**India Trade Promotion Organisation**

(Engineering Division)

**INVITATION FOR PRE-QUALIFICATION**

**File No: - 180-ITPO/Misc/Engg/2013-2014**

**23-07-2013**

The **Manager (Civil), Engineering Division, Room No.142, ITPO Pragati Maidan, New Delhi** on behalf of the CMD, ITPO invites pre-qualification applications from specialised/reputed agencies in the exhibition for the following work:

S.No	Name of work	Approx. cost	Period of contract
1	<b>Name of work:-Setting up of stalls for commodity fair &amp; IITF-13 at Pragati Maidan up dy 2013-14.</b>  <b>Sub Head: - Construction of stalls with pre fab Octonorm System, Pagoda structure i/c Electrical works for various fairs up to 31-07-2014. (On Hire Basis)</b>	<b>85,93,271/-</b>	<b>Up to 31-07-2014</b>

1. Contractors who fulfill the following initial criteria **individually and not as joint venture** shall be eligible to apply. **Joint ventures shall not be accepted.**
  - a) **Should have satisfactorily completed the work of Stand construction in exhibitions of minimum three works of 3500 Sqm in each event or single work of minimum 8000 Sqm in each event in each year during last three years ending 31<sup>st</sup> March 2013 supported with completion certificate from concerned organization.**
  - b) **Availability with the tenderer of Octonorm System & Components (construction material) necessary for construction of minimum 7000 Sqm area of Exhibition stands. ITPO reserve the right to make inspection to verify the availability of the material at the store/premises of the tenderer.**
  - c) **Should have had average annual financial turn-over of Rs. 1.30 Crore on Exhibition works in each year during last three years ending 31<sup>st</sup> March 2013. (evidence of turnover of each year duly certified by the CA)**
  - d) **Should associate licensed electrical contractor of appropriate class enlisted/registered with CPWD for carrying out the work of internal / external electrification**
  - e) **Should have PAN Number, Service Tax Number & TIN Number if applicable**

Agency has to submit supported documents for 1 (a) to (e).

2. Desirous agencies may obtain pre-qualification document on request in writing from the **Manager (Civil), Engineering Division, Room No.142, ITPO Pragati Maidan, New Delhi** on payment of **Rs.525/-** in cash, (Rs Five Hundred Twenty Five only) (including DAVT 5%, (non – refundable) from **11.00 AM to 3.00 PM** on all working days **up to 5-08-2013** or pre-qualification document is also available on our website **www.indiatradefair.com** & **www.eprocure.gov.in** and same can be downloaded and used as document for submitting the pre-qualification document. However, the cost of pre-qualification document of Rs 525/- is also to be paid in the shape of Demand Draft issued in favour of ITPO and to be enclosed with the documents while submitting the pre-qualification document.
3. Application for pre-qualification supported by prescribed annexure should be submitted in sealed envelope duly super scribed with the name of work and due date of opening. The applications will be received up to **3.00 PM on 7-08-2013** and will be opened by the **Manager (Civil)** or his authorized representatives in his office on the same day at 3.30 PM.

4. If any information furnished by the applicant is found incorrect at a later stage, he shall be liable to be debarred from the tendering /taking up of work in ITPO. The department reserves the right to verify the particulars furnished by the applicant independently.
5. The department reserves the right to reject any prospective application without assigning any reason and to restrict the list of pre-qualified contractors to any number deemed suitable by it, if too many applications are received satisfying the basic pre-qualification criteria.
6. The tender documents will be issued only to shortlisted agencies at a cost of **Rs 1,050/-**(Rs One Hundred Fifty only) (including DAVT 5%, (non –refundable) for submitting the financial bid. **ITPO reserve the right if required to ask the agencies to put up the sample booth in one of the Hall at Pragati Maidan for inspection by a committee of ITPO's Officers**

**Manager (Civil).ITPO**

**BRIEF PARTICULARS OF THE WORK**

1. salient details of the work for which pre-qualification applications are invited are as under :

S.No.	Name of work	Approx. cost	Period of completion
1.	<b>Name of work:-Setting up of stalls for commodity fair &amp; IITF-13 at Pragati Maidan up dy 2013-14.</b>  <b>Sub Head: - Construction of stalls with pre fab Octonorm System, Pagoda structure i/c Electrical works for various fairs up to 31-07-2014. (On Hire Basis)</b>	<b>85,93,271/-</b>	<b>Up to 31-07-2014</b>

2. The work is to be executed at **Pragati Maidan New Delhi-110001**
3. General features and major components of the work are as under:
- Construction of booth with pre-fab aluminum O.C. system bright finished/powder coated with putting up of lamination panels and facia of approved shade including facia writing with poly vinyl superior quality cut out letter of 4" height.
  - Providing table cum counter made up of octonorm system
  - Providing All accessories related with fairs e.g. chairs ,gates ,sofa etc
  - Exhibition for one year including major Fair IITF-13
4. Work shall be executed according to General Conditions of Contract for Central P.W.D. Works available separately at printer's outlets amended up to the date of submission of tenders. The applicant may obtain the address of the outlets from the Manager (Civil).

**SECTION II**  
**INFORMATION & INSTRUCTIONS FOR**  
**APPLICANTS**

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## SECTION - II

### INFORMATION & INSTRUCTIONS FOR APPLICANTS

#### 1.0 GENERAL :

- 1.1 Letter of transmittal and forms for pre-qualification are given in Section III.
- 1.2 **All information called for in the enclosed forms should be furnished against the relevant columns in the forms. If for any reason, information is furnished on a separate sheet, this fact should be mentioned against the relevant column. Even if no information is to be provided in a column, a "Nil" or "no such case" entry should be made in that column. If any particulars/query is not applicable in case of the applicant, it should be stated as "not applicable". The applicants are cautioned that not giving complete information called for in the application forms or not giving it in clear terms or making any change in the prescribed forms or deliberately suppressing the information may result in the applicant being summarily disqualified. Applications made by telegram or telex/fax and those received late will not be entertained.**
- 1.3 The application should be typewritten. The applicant should sign each page of the application.
- 1.4 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialing, dating and rewriting. Pages of the pre-qualification document are numbered. Additional sheets, if any added by the contractor, should also be numbered by him. They should be submitted as a package with signed letter of transmittal.
- 1.5 References, information and certificates from the respective clients certifying suitability, technical know how or capability of the applicant should be signed by the organiser.
- 1.6 The applicant may furnish any additional information, which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of pre-qualification document unless it is called for by the Employer.
- 1.7 Any information furnished by the applicant found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering / taking up of work in ITPO. If such applicant happens to be enlisted contractor of any class in ITPO, his name shall also be removed from the approved list of contractors.
- 1.8 The pre-qualification document in prescribed form duly completed and signed should be submitted in sealed cover. The sealed cover superscribed "Pre-qualification document for **Setting up of stalls for commodity fair & IITF-13 at Pragati Maidan up to 31-07-2014** *Sub Head:- Construction of stalls with pre fab Octonorm System & Pagoda structure i/c Electrical works for various fairs up to 31-07-2014. (On Hire Basis)* Shall be received by the Manager (Civil), Engineering Division or his authorised representative up to 3.00 PM on 25/7/2013. Documents submitted in connection with pre-qualification will be treated confidential and will not be returned.
- 1.9 Prospective applicants may request clarification of the Exhibition requirements and pre-qualification document. Any clarification given by the Employer will be forwarded to all those who have purchased the pre-qualification document. No request for clarification will be considered after pre-bid conference.



## **2.0 DEFINITIONS:**

2.1 In this document the following words and expressions have the meaning hereby assigned to them:

2.2 **EMPLOYER:** Means the CMD ITPO, acting through the **Manager (Civil), Engineering Division, Room No.142, ITPO Pragati Maidan, New Delhi**

2.3 **APPLICANT:** Means the individual, proprietary firm, firm in partnership, limited company private or public or corporation.

2.4 **"YEAR"** Means **"Financial Year"** unless stated otherwise.

## **3.0 METHOD OF APPLICATION:**

3.1 If the applicant is an individual, the application shall be signed by him above his full typewritten name and current address.

3.2 If the applicant is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.

3.3 If the applicant is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses or alternatively by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.

3.4 If the applicant is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The applicant should also furnish a copy of the Memorandum of Articles of Association duly attested by a Public Notary.

## **4.0 FINAL DECISION MAKING AUTHORITY.**

ITPO reserves the right to accept or reject any application and to annual the pre-qualification process and reject all applications at any time, without assigning any reason or incurring any liability to the applicants.

## **5.0 PARTICULARS PROVISIONAL**

The particulars of the work given in Section I are provisional. They are liable to change and must be considered only as advance information to assist the applicant.

## **6.0 SITE VISIT**

The applicant is advised to visit the site, at his own cost, and examine it and its surroundings to him-self collect all information that he considers necessary for proper assessment of the prospective assignment.

## INITIAL CRITERIA FOR ELIGIBILITY FOR PRE-QUALIFICATION

### 7.1

- a) **a) Should have satisfactorily completed the work of Stand construction in exhibitions of minimum three works of 3500 Sqm in each event or single work of minimum 8000 Sqm in each event in each year during last three years ending 31<sup>st</sup> March 2013 supported with completion certificate from concerned organization.**
- b) **Availability with the tenderer of Octonorm System & Components (construction material) necessary for construction of minimum 7000 Sqm area of Exhibition stands. ITPO reserve the right to make inspection to verify the availability of the material at the store/premises of the tenderer.**
- c) **Should have had average annual financial turn-over of Rs. 1.30 Crore on Exhibition works in each year during last three years ending 31<sup>st</sup> March 2013. (evidence of turnover of each year duly certified by the CA)**
- d) Should associate licensed electrical contractor of appropriate class enlisted/registered with CPWD for carrying out the work of internal / external electrification
- e) Should have PAN NO, Service Tax Number & TIN NO if applicable

7.2 The applicant should have sufficient number of Technical Employees for the proper execution of the contract. The applicant should submit a list of these employees in prescribed form stating clearly how these would be involved in this work.

7.3 The applicant's performance for each work completed in the last three years and in hand should be certified by an organiser and should be obtained in sealed cover.

7.4 The applicant shall provide the list of materials available with him enquired for the exhibitions in prescribed form.

## 8.0 EVALUATION CRITERIA FOR PRE-QUALIFICATION

8.1 For the purpose of pre-qualification, applicants will be evaluated in the following manner:

8.1.1 The initial criteria prescribed in para 7.1 to 7.4 above in respect of experience of similar class of works complete, performance and financial turn over etc. will first be scrutinized and the applicant's eligibility for pre-qualification for the work be determined.

8.1.2 The applicants qualifying the initial criteria as set out in Para 7.1 to 7.4 above will be evaluated for following criteria by scoring method on the basis of details furnished by them:

(a)	Financial strength (Form "A")	Maximum 20 Marks
(b)	Experience in similar nature of work during last three years (Form "B")	Maximum 20 Marks
(c)	Performance on works (Form "C")	
	(i) Availability of Octonorm System	Maximum 10 Marks
	(ii) Quality	Maximum 15 Marks
(d)	Personnel and Establishment (Form "D" & "E")	Maximum 10 Marks
(e)	Exhibition / Material (Form "F")	Maximum 25 Marks
		-----
	Total:	100 Marks
		-----

To pre-qualify, the applicant must secure at least **sixty percent marks in criteria (a), (b) & c (ii) above (i.e. Financial Strength, Experience in works of similar nature and quality of work). fifty percent marks in each of the other criteria and seventy percent marks in aggregate.**

**The department, however, reserves the right to restrict the list of pre-qualified contractors to any number deemed suitable by it.**

8.2 Even though an applicant may satisfy the above requirements, he would be liable to disqualification if he has :

- (a) Made **misleading or false representation or deliberately suppressed the information** in the forms, statements and enclosures required in the pre-qualification document.
- (b) Record of poor performance such as abandoning work, not properly completing the contract, or financial failures/weaknesses etc.

## **9.0 FINANCIAL INFORMATION**

Applicant should furnish the following financial information:

Annual financial statement for the last three years **(in form "A")**

## **10.0 EXPERIENCES IN EXHIBITION WORKS**

10.1 Applicant should furnish the following:

- (a) List of all works of exhibition successfully completed during the last three years **(in form "B")**.

**10.2** Particulars of completed works and performance of the applicant duly authenticated/certified by an organiser should be furnished separately for each work completed or in progress **(in form "C")**.

## **11.0 ORGANISATION INFORMATION**

Applicant is required to submit the following information in respect of his organization **(in form "D" & "E")**.

- (a) Name & Postal Address, including Telephone & Telex/fax Number/ E-mail etc.
- (b) PAN NO, Service Tax Number ,TIN NO if applicable.
- (c) Names & Title of Directors and Officers to be concerned with the work, with designation of individuals authorized to act for the organization.
- (d) Information on any litigation in which the applicant was involved during the last three years, including any current litigation.
- (e) Authorization for employer to seek detailed references.
- (f) Number of Technical & Administrative Employees in parent company, subsidiary company and how these would be involved in this work **(in form "E")**.

**12.0 Exhibition related material.**

Applicant should furnish the detail of available octonorm system for construction of booth including other accessories like counter, chairs, gates, round table ,different type of facia, registration counter etc to be used in set up the exhibition. **(In form "F")**. Details of any other/specializing related required for the fair **(not included in form "F")** and available with the applicant may also be indicated.

**13.0 LETTER OF TRANSMITTAL**

The applicant should submit the letter of transmittal attached with pre-qualification document.

**14.0 TENDER SUBMISSION**

After evaluation of pre-qualification applications, the tender documents will be issued only to shortlisted agencies at a cost of Rs 1,050/- (Rs One Hundred Fifty only) (including DAVT 5%, (non –refundable) for submitting the financial bid. ITPO reserve the right if required to ask the agencies to put up the sample booth in one of the Hall at Pragati Maidan for inspection by a committee of ITPO's Officers

**15.0 Award Criteria**

- 15.1 The employer reserves the right, without being liable for any damages or obligation to inform the applicant, to :
- (a) Amend the scope and value of contract to the applicant.
  - (b) Reject any or all of the applications without assigning any reason.
- 15.2 Any effort on the part of the applicant or his agent to exercise influence or to pressurise the employer would result in rejection of his application. Canvassing of any kind is prohibited.

SECTION –III

INFORMATION REGARDING ELIGIBILITY

**LETTER OF TRANSMITTAL**

FROM:

To

**The Manager (Civil),**  
Engineering Division  
Room No 142, Pragati Bhawan  
ITPO, Pragati Maidan New Delhi

Subject : **Submission of pre-qualification application for the work of :**

**Setting up of stalls for Commodity Fair & IITF-13 at Pragati Maidan up to 31-07-2014**

Sub Head: - **Construction of stalls with pre fab Octonorm System & Pagoda structure i/c  
Electrical works for various fairs up to 31-07-2014. (On Hire Basis)**

Sir,

Having examined the details given in **pre-qualification press Notice** and **pre-qualification** document for the above work, I / We hereby submit the pre-qualification document and other relevant information.

1. I / we hereby certify that all the statements made and information supplied in the enclosed forms A to F and accompanying statement are true and correct.
2. I / we have furnished all information and details necessary for pre-qualification and have no further pertinent information to supply.
3. I / we have authorise Manager (Civil), ----- to approach individuals, employers, firms and corporation to verify our competence and general reputation.
4. I / We submit the following certificates in support of our suitability, technical know how and capability for having successfully completed the following works:

**Name of Work**

**Certificate From**

Enclosures:

Seal of applicant

Date of submission

**SIGNATURE (S) OF APPLICANT (S)**

**FINANCIAL INFORMATION**

- I. Financial Analysis - Details to be furnished duly supported by figures in balance sheet/profit & loss account for the last three years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be attached).

YEARS		
10-11	11-12	12-13

- (i) Gross Annual turn over on construction works.
- (ii) Profit/Loss
- II. Financial arrangements for carrying out the proposed work.

- III. The following certificates are enclosed:

- (a) Current Income Tax Clearance Certificate.

Signature of Chartered Accountant with seal.

SIGNATURE OF APPLICANT (S)

**PERFORMANCE REPORT OF WORKS REFERRED TO IN FORM "B" & "C"**

1. Name of work/  
Exhibition
2. **Value of work done:**
3. Date of start:
4. Date of completion :
5. Amount of compensation levied for delayed completion, if any
6. Amount of reduced rate items, is any,
7. Performance Report
  - 1) Quality of work Very Good / Good / Fair / Poor
  - 2) Financial soundness Very Good / Good / Fair / Poor
  - 3) Technical Proficiency Very Good / Good / Fair / Poor
  - 4) Resourcefulness Very Good / Good / Fair / Poor
  - 5) General behavior Very Good / Good / Fair / Poor

Dated:

Organiser

## STRUCTURE & ORGANISATION

1. Name & Address of the applicant
2. Telephone No. /Telex No. /Fax No.
3. Copies of PAN NO, Service Tax Number & TIN NO if applicable.
4. Legal status of the Applicant (attach copies of original Document defining the legal status).
  - a) An individual
  - b) A proprietary firm
  - c) A firm in partnership
  - d) A limited company or Corporation
5. Names and Titles of Directors & Officers with designation to be Concerned with this work.
6. Designation of individuals Authorized to act for the organization.
7. Has the applicant, or any constituent partner in case of partnership firm, ever abandoned the awarded work before its completion? If so, give name of the project and reasons for Abandonment.
8. Has the applicant, or any constituent partner in case of partnership firm, ever been Debarred. / black listed for tendering in any organisation at any time? If so, give details.
9. Has the applicant, or any constituent partner in case of partnership firm, ever been Convicted by a court of law? If so, give details.
10. Any other information considered necessary but not included above.

SIGNATURE OF APPLICANT (S)



**DETAILS OF ALL EXHITION WORKS COMPLETED DURING  
THE LAST THREE YEARS ENDING LAST DAY OF THE MONTH**

S.NO.	Name of Exhibition / Location.	Owner or Organisation.	Cost of work in Lakh	Litigation / arbitration pending / in progress with details. *	Name and address / Telephone No. of Officer to who reference may be made.	Remarks.
1.	2.	3.	4.	5.	6.	7.

\* Indicate gross amount claimed and amount awarded by the Arbitrator.

**SIGNATURE OF APPLICANT (S)**

DETAILS OF TECHNICAL & ADMINISTRATIVE PERSONNEL TO BE EMPLOYED FOR THE WORK

S.NO.	Designation	Total Number	Number available for this work	Name	Qualifications	Professional experience and details of work carried out	How these would be involved in this work	Remarks
1.	2.	3.	4.	5.	6.	7.	8.	9.
1	Arch/Designer							
2	Site/Project manager/ Supervisor/Engineer							

SIGNATURE OF APPLICANT (S)

**DETAILS OF MATERIAL REQUIRED FOR EXHIBITION  
LIKELY TO BE USED IN CARRYING OUT THE WORK**

S.NO.	Name of Material	Qty.	Condition	Ownership status			Current location	remarks
				Presently owned	<b>Leased</b>	To be purchased		
1.	2.	3.	4.	5	6	7	8	9
	Octonorm System with ply panels Polychem panels Octonorm Counters/Tables Round tables Folding Type Chairs Cushion chairs Shelves connected to OC system Sofa set covered with attractive velvet cloth/leather Gate made up with MS Frame							

S.NO.	Name of Material	Qty.	Condition	Ownership status			Current location	remarks
				Presently owned	Leased	To be purchased		
1.	2.	3.	4.	5	6	7	8	9
	Gate made up with combination of Quardro Girde space frame or Metallic structure  Registration counter  Spot light  Power Plugs  Glass Show Case Counter  Projected facia  Round shape facia  Computerized Plotter for Facia write up  Equipment for transportation  Tempo  Trucks							

SIGNATURE OF APPLICANT (S)