

**DIRECTORATE OF INCOME TAX**  
Public Relations, Printing Publications & Official Language  
6<sup>th</sup> Floor, Mayur Bhawan, Connaught Circus, New Delhi-110 001

**TENDER NOTICE FOR DEPARTMENTAL PAVILION IN IITF-2012**

This Directorate of Income Tax (PR,PP&OL) invites sealed tenders/bids (technical and Financial Bid in separate envelope) from reputed agencies for conceptualization, fabrication and maintenance of Pavillion of Income Tax Department during India International Trade Fair scheduled at Pragati Maidan, New Delhi from 14<sup>th</sup> – 27<sup>th</sup> November, 2012. Agencies fulfilling the requirements as mentioned in the tender document available on our departmental website [www.incometaxindiapr.gov.in](http://www.incometaxindiapr.gov.in) may submit their sealed bids in the tender box kept in room no. 603, Mayur Bhawan, Connaught Circus, New Delhi-110001 **latest by 1.00 p.m. on 26<sup>th</sup> October 2012.**

These tenders will be opened at 3.00 p.m. on **26<sup>th</sup> October 2012** in the Conference Hall, 5<sup>th</sup> Floor, Mayur Bhawan, Connaught Circus, New Delhi. The bidders may send their representatives at the time of opening of the bids as mentioned above.

This Directorate reserves the right to reject/cancel the tender process at any time without assigning any reason. No correspondence in this regard shall be entertained.

Sd/-  
(S.N. Pandey)  
ADIT (Publicity)  
Tel: 011-23411287

**TENDER NOTICE**

**Sub: Tax Payers' Lounge at IITF, 2012 at Pragati Maidan, New Delhi from 14<sup>th</sup> to 27 November 2012 – reg.**

The Directorate of Income Tax(PR,PP&OL) New Delhi, invites technical and Financial Bid (in separate envelopes) from reputed agencies for conceptualization, fabrication and maintenance of Pavilion of Income Tax Department during India International Trade Fair scheduled to be held at Pragati Maidan, New Delhi from 14<sup>th</sup> – 27<sup>th</sup> November, 2012.

**2. Specification of work:**

2.1 Sealed quotations are invited for the following work:-

The Pavilion has to be fabricated in Hall No. 10 (A/C Hall) of Pragati Maidan, New Delhi in an area of 228 sq. mtr. (open on two sides). The length, breadth and height of the Pavilion will be 19 mtr. 12 mtr. and 2.5 mtr. respectively. In this regard, conceptualization, making of design, modification of designs from time to time as per the requirement and instructions of the Department, presentation of the designs before the Department, modifications thereof as per requirements, presentation of the revised design/model before the Department and upon selection of the design, model, fabrication of the actual Pavilion as per the requirement, specification, time schedule and instructions by the Department and maintenance of such Pavilion of Income Tax Department during India International Trade Fair, scheduled to be held at Pragati Maidan, New Delhi from 14<sup>th</sup> – 27<sup>th</sup> November, 2012 is the main work required to be undertaken on a **turnkey basis**.

2.2 The said design should include the following:-

- (i) Flooring of the stall should be at a height of 4 inch above the ground level. The floor should have wooden finish or vitrified tile finish.
- (ii) One sitting room with 2 executive quality sofa sets and 1 centre table.
- (iii) One store room with shelves to store the books, stationery, etc.
- (iv) Two reception counters and one counter each for TRPS, e-filing, 26AS and PAN, alongwith adequate furniture/chairs and storage space. Laptops should be provided for the counters other than the reception counters.
- (v) Provision of 3 touch-screen kiosks.
- (vi) Provision of a drawing area for children alongwith sufficient stationery for holding drawing competitions throughout the duration of the IITF.
- (vii) One counter for issue of photo certificates of 170 GSM alongwith adequate equipment and technical support.
- (viii) Two book shelves made of glass and 3-4 brochure stands.
- (ix) Four elegant glass round tables alongwith 4 sleek chairs for each table. Provision for two dozen extra chairs for seating within the lounge must also be made. Planters etc. for the stall should also be provided.
- (x) Provision of 4 LCD/Plasma screens (42" or above) and 2 LCD/Plasma screens (55" or above) alongwith DVD players/laptops for running videos/presentations.

- (xi) Provision for high quality English speaking manpower in adequate numbers to manage the stall including hostess, MC, supervisors, cleaners, security guards, technicians, etc.
- (xii) Branding and signage including standees etc. using flex/vinyl and back lit material as appropriate for the stall as per the requirement of the Department.
- (xiii) The backdrop and fascia for the stall has to be designed by the agency.
- (xiv) Lighting (spot lights and halogens) as per the design and requirement to the satisfaction of the Department.
- (xv) High quality sound system for making announcements as well as providing audio to the film being run on the LCD screens.
- (xvi) The Department shall provide entry passes for the manpower deputed on the stall by the agency as provided by ITPO. However, if the manpower deputed is more than the passes provided by ITPO, the agency shall arrange for more passes directly from ITPO.
- (xvii) Tea/coffee vending machine and provision for lunch/snacks etc. for the personnel deputed as well as dignitaries visiting the stall.
- (xviii) Any other item required by the Department for smooth running of the stall.
- (xix) The copyright of the work shall vest with this Directorate and it would have exclusive rights on the work and the awards won, if any.

2.3 The actual structure should be as per design submitted at the time of presentation on 27<sup>th</sup> October 2012 after incorporating all the suggestions made by the Department from time to time.

### 3. **Time Frame**

The agency shall, immediately upon the receipt of work order, coordinate with ITPO, Pragati Maidan, New Delhi, for taking possession of the bare space for fabrication of the stall on 06.11.2012 incorporating all the modifications suggested by the Department in the design presented by the agency. The agency shall also get the final designs, brandings, signages etc. approved by the Directorate and ensure that the fabrication of stall is completed by 11.11.2012. Thereafter, the said Pavilion should be maintained as such till 27.11.2012.

4. The bidder agencies will have to submit two separate sealed envelopes duly marked as "Tender for IITF Pavilion, 2012". The first envelope is to be marked for "**Technical Bid**". It should contain particulars regarding eligibility criteria alongwith documentary evidences. The second envelope is to be marked for "**Financial Bid**" and should contain all cost estimates.

### 5. **Technical Bid**

The technical bid should contain particulars regarding eligibility criteria alongwith documentary evidences. The said work mentioned in paragraph 2.1 – 2.3 is to be completed, subject to the following terms and conditions:-

- (i) The bidder should have valid service tax, trade tax registration and PAN. Copies of relevant proof should be attached.

- (ii) The bidder should have experience in the work for conceptualization, fabrication and maintenance of Pavilion/Lounge. Copies of such work orders executed during last three years must be submitted alongwith the bid.
- (iii) The bidder should have minimum turnover of **Rs. 2.5 crore** during the preceding three years i.e. 31.03.2010, 31.03.2011 and 31.03.2012. Details of the same should be submitted alongwith copy of balance sheet of the Agency for the relevant period as part of technical bid.
- (iv) The bidder should not be black listed by any Government department/agency and should not have any criminal case pending against it. An undertaking in respect of the same should be submitted.
- (v) Details of experience of creative personnel like visualizers or concept directors, fabricators etc. be submitted.
- (vi) Details of prizes/rewards won in conceptualization, fabrication and maintenance of Pavilion be submitted.
- (vii) To provide evidence of having an office in Delhi with a staff of at least 10 persons.
- (viii) Treatment suggested for the theme (A narrative explanation must be enclosed).
- (ix) A copy of tender documents duly **signed by the tenderee(s)** with identification of name & designation as a token of acceptance of all the conditions laid down in the tender notice should be attached alongwith the tender. Submission of proposal by the agency will also imply that it has read all the documents carefully and made itself fully aware of the work.

## **6. Financial Bid**

Envelope super-scribed “**Financial Bid**” should contain consolidated cost estimates. The agencies are required to understand the work properly before quoting the rates. The Financial Bid should be submitted alongwith the “Technical Bid” simultaneously. The said Financial Bid should include all the expenses in respect of conceptualization, fabrication & maintenance of Pavilion at the IITF 2012, New Delhi, from 14<sup>th</sup> – 27<sup>th</sup> November, 2012 which includes all material, labour charges and incidental charges for fabrication and maintenance of the Pavilion in **Annexure ‘A’** attached with the Tender Notice.

## **7. Earnest Money**

Earnest money deposit (EMD) / Bid Security of Rs.1,00,000/- (Rupees One Lac Only) in the form of A/c Payee Demand Draft or Pay Order in favour of “DDO, Directorate of Income Tax (PRPP&OL), Mayur Bhawan, New Delhi”, payable at New Delhi should accompany the bids and the same will be returned to unsuccessful bidders, after the tender process is completed. In case of non-performance of the contract, the entire amount of EMD of the Agency shall be forfeited.

## **8. Selection Process**

Short listing of the agencies will be made on the assessment of the technical bid. Thereafter, the qualified agencies would be asked to make presentation before the

Tender/Screening Committee on **27.10.2012** for further evaluation. The time of presentation will be conveyed subsequently. Since this assignment involves high quality creativity and innovative approach, final selection shall be made on the basis of creative quality and design by giving **70:30 weightage** to creative presentation & Financial Bid respectively. Concept, innovative ideas and creativity in designing the Pavilion would be given **utmost** importance while evaluating the design and presentation by the said agency. The Screening Committee will evaluate the presentation on the criteria mentioned in **Annexure 'B'** and agencies obtaining more than 70 points with minimum of 50% in each criteria specified will be eligible for the opening of Financial Bid. Financial Bids will be opened **only** for such short-listed agencies. The decision of this Directorate with regard to selection of agency will be final and binding and no communication in this regard will be entertained.

**9. Payment**

- (i) Bills may be raised on the basis of approved estimates after satisfactory completion of the work. Payment will be made only after the execution of work carried out by the agency to the satisfaction of the Directorate.
- (ii) No advance payment shall be made.
- (iii) Deduction at source for income tax or any other tax as applicable shall be made as per rules.
- (iv) This Directorate shall not be liable for any default of payment by the agency to the parties involved or engaged by it for this project.
- (v) Service tax as applicable with education cess would be payable only after submission of documentary evidence of deposit by the agency.
- (vi) This Directorate shall not entertain any claim or damages, whether liquidated or otherwise, that may arise from any other party during or after the completion of all works pertaining to the Pavilion.

**10. Penalty**

In case the agency fails to complete the fabrication work as per its design alongwith modification suggested by the Department within stipulated period i.e. on or before 11.11.2012, penalty of Rs.50,000/- per day will be imposed on the agency. In case the Pavilion is not completed before 14.11.2012, in addition to the penalty mentioned herein before, proportionate amount of rent expense paid by the Department to the ITPO for the said space will also be recovered. In case of failure to complete the work to the satisfaction of the Directorate, the Agency will be liable to penalty and legal action may also be initiated against the agency for non-performance of the contract.

**11. Submission and opening of tender**

- (i) The tender should reach this Directorate by **1300 hours on 26<sup>th</sup> Oct., 2012.**

- (ii) Separate envelope should be used for Technical Bid and Financial Bid.
- (iii) Financial Bids should be submitted separately as annexed with this tender notice.
- (iv) Tenders received late will not be entertained.
- (v) Incomplete or conditional tenders will not be entertained.
- (vi) Bidders shall not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids
- (vii) The sealed tender should be super-scribed for conceptualization, fabrication and maintenance of Pavilion of Income Tax Department during India International Trade Fair scheduled to be held at Pragati Maidan, New Delhi from 14<sup>th</sup> – 27<sup>th</sup> November, 2012.
- (viii) The technical bids will be opened first and the Financial Bids of only those Agencies shall be opened which qualify the minimum requirements after presentation as detailed in para 8 supra.

- **Last date and time of receipt of tender** : **1300 hours on 26<sup>th</sup> Oct., 2012**
- **Date and time of opening of tender** : **1500 hours on 26<sup>th</sup> Oct., 2012**

- (ix) One representative of the bidder may be present at the time of opening of tender.

12. The Directorate reserves the right to cancel the tender process without assigning any reasons.

13. All disputes shall be subject to the territorial jurisdiction of Delhi.

14. For any clarifications, interested parties may contact the following:

Shri S.N. Pandey  
ADIT(Publicity)  
O/o DIT(PRPP&OL), New Delhi  
Telefax: 011-23411287

(Surabhi Ahluwalia)  
Addl.DIT(Publicity)  
O/o DIT(PR,PP&OL), New Delhi

**Annexure 'A'**

**Financial bid for fabrication conceptualization and maintenance  
of Income Tax pavilion IITF 2012**  
**From 6.11.2012 to 27.11.2012**

S.No.	Work	Rate (Rs. per person / item)	Cost (Rs.)
1	<p>Conceptualization, designing and fabrication of the Pavilion in Hall No. 10 (A/C)of Pragati Maidan, New Delhi in an area of 228 sq. mtr. (open on two sides) having length, breadth and height of 19 mtr. 12 mtr. and 2.5 mtr. respectively required to be undertaken on a turnkey basis, including maintenance of the pavilion during entire duration of IITF. This should include:-</p> <ul style="list-style-type: none"> <li>• One sitting room with 2 executive quality sofa sets and 1 centre table.</li> <li>• One store room with shelves to store the books, stationery, etc.</li> <li>• Drawing area for children alongwith sufficient stationery for holding drawing competitions throughout the duration of the IITF.</li> </ul>		
2.	The backdrop, fascia & brandings / signages for the stall.		
3.	Flooring of the stall at a height of 4 inch above the ground level. The floor should have wooden finish or vitrified tile finish.		
4.	Two reception counters and one counter each for TRPS, e-filing, 26AS and PAN, alongwith adequate furniture/chairs and storage space. Laptops should be provided for the counters other than the reception counters.		
5.	Provision of 3 touch-screen kiosks for quiz/games.		
6.	One counter for issue of photo certificates of 170 GSM to children alongwith adequate equipment and technical support.		
7.	Two book shelves made of glass and 3-4 brochure stands.		
8.	Four elegant glass round tables alongwith 4 sleek chairs for each table. Provision for two dozen extra chairs for seating within the lounge must also be made. Planters etc. for the stall.		

9.	Provision of 4 LCD/Plasma screens (42" or above) and 2 LCD/Plasma screens (55" or above) alongwith DVD players/laptops for running videos/presentations.		
10.	Provision for high quality English speaking manpower in adequate numbers to manage the stall including hostess, MC, supervisors, cleaners, security guards, technicians, etc.		
11.	Lighting (spot lights and halogens) as per the design and requirement.		
12.	High quality sound system for making announcements as well as providing audio to the film being run on the LCD screens.		
13.	Tea/coffee vending machine and provision for lunch/snacks etc. for the personnel deputed as well as dignitaries visiting the stall.		
14.	Misc. items required for smooth running of the stall.		

**Annexure 'B'**

**Name of Agency:**

**Date of Presentation:**

<b>Sl.No.</b>	<b>Item</b>	<b>Points</b>	<b>Remarks</b>
1.	Concept/Theme	20	
2.	Innovation	20	
3.	Design/Creativity	20	
4.	Key personnel involved	10	
5.	Past experience	10	
6.	Ideas for enhancing public participation	10	
7.	Branding, space and design	10	
	<b>Total</b>	<b>100</b>	