



# GOVERNMENT OF JHARKHAND

## TENDER DOCUMENT

NAME OF WORK: DESIGN, ERECTION, DECORATION, MAINTENANCE & MANAGEMENT OF BOTH INTERIOR AND EXTERIOR OF JHARKHAND PAVILION AT IITF 2023 (42<sup>nd</sup> INDIA INTERNATIONAL TRADE FAIR 2023), DURING 14<sup>TH</sup> to 27<sup>TH</sup> NOVEMBER, 2023 AT PRAGATI MAIDAN, NEW DELHI.

DIRECTORATE OF INDUSTRIES  
GOVERNMENT OF JHARKHAND  
3<sup>RD</sup> FLOOR, NEPAL HOUSE, DORANDA, RANCHI – 834002

## ASSIGNMENT

Design, Erection Fabrication, Decoration, Maintenance and Management of Jharkhand Pavilion Stall, Theme Area and other related works at Pragati Maidan, New Delhi (within 750 Sq. Mtr. space) for IITF-2023, 14th–27th November 2023 as per approved design by the Dept. of Industries and as per the specification provided by ITPO for I.I.T.F. 2023. The pavilion would be designed as per the theme for I.I.T.F. 2023 i.e. ‘**Vasudhaiva Kutumkam- United by Trade**’. There must be an adequate reflection of the cultural ethos & heritage of Jharkhand along with the theme.

Apart from the Theme Pavilion the other available space of the interior and exterior shall be designed to reflect Theme of IITF 2023 as well as the other unique strengths of the state. The design shall be imaginative and original, making the best use of available space. Drawings, illustrations and other data necessary for preparing the concept may be referred from ITPO – New Delhi.

### 1. Date from which Tender Documents will be available:

From 09/10/2023 and onwards on all working days during office hours after paying Bank Draft of Rs.10,000/- (Rs. Ten Thousand Only) (Non-refundable) in favour of Director of Industries, Jharkhand Payable at Ranchi. The tender documents can also be downloaded from the website: [www.jharkhandindustry.gov.in](http://www.jharkhandindustry.gov.in)

*The tender Document Fee will be paid by the tenderer at the time of submitting the Bid if the document is downloaded from the website.*

### 2. TENDER DEPOSIT:

- i) The tenderer shall submit tender along with EMD (Earnest Money Deposit) of Rs. 1,00,000/- (Rupees one lakh only) (Refundable) in the form of a Demand Draft of any Nationalised Bank in favour of “Director of Industries, Jharkhand, Ranchi” payable at Ranchi
- ii) If the successful tenderer to whom the contract is awarded, refuses or neglects or fails to furnish the performance, his tender deposit shall be forfeited.
- iii) The EMD (without any interest) of the unsuccessful tenderer will be returned after awarding the contract to a successful party or termination of the validity of the tender proposal, whichever comes first.
- iv) Any tender without Tender Fee/ EMD will be rejected, except for registered SMEs in Jharkhand.

### 3. ELIGIBILITY CRITERIA (PRE-QUALIFICATION):

- i) The Tenderer must be having experience of 10years in exhibition industry.
- ii) Tenderers should have a minimum annual turnover of Rs 2 Cr. for each year starting from FY 2019-20, 2021-22 & 2022-23. The FY 2020-21 could be excluded as it falls in the pandemic period and event management was most adversely affected.
- iii) Tenderer should have conceptualized, erected, fabricated and maintained the similar type of works in the last three financial years as shown below:
  - a) At least one similar Work of Rs. 50.00 Lakh and above or
  - b) At least two similar Works of Rs. 40.00 Lakh and above or
  - c) At least five similar Works of Rs. 20.00 Lakh and above.

Similar works mean work related to the design & decoration of the Pavilion at any National/International level event. Bidders should produce documentary proof of having designed and erected pavilions of similar nature.

- iv) Firm must have more than 10 employee on payroll (Attach proof, PF and ESI with challans) authorization on only letter head will not be considered. Number of employees should be mentioned in PF registration.
- v) Firm must have GST, PAN card.
- vi) No joint venture will be considered.
- vii) The Tenderer must not be Blacklisted by any Government Department /Agency (Self Declaration required)

#### **4. COMPONENTS OF BID DOCUMENT**

The tender shall be prepared and submitted in one SEALED ENVELOPE containing three individually sealed envelopes inside. All envelopes shall be surely sealed and shall have superscription on the cover indicating the name and reference number of the tender and the envelope number.

##### **5.1 Earnest Money Deposit (EMD)**

###### **Envelope-1 (Superscripted “Envelope-1: EMD and Pre-Qualification”)**

This envelope will contain:

- i) Earnest Money Deposit (EMD) in the form of crossed bank draft of Rs 1,00,000/- (Rupees one lakh only) (Refundable) of any Nationalized Bank in favor of “Director of Industries, Jharkhand” payable at Ranchi.
- ii) Tender document fee ( if tender document has been downloaded from website
- iii) The supporting documents to prove the qualification of the Tenderer as mentioned in clause 4 (Eligibility Criteria).
- iv) Copies of the Audited Balance Sheet of the firm/tenderer for the last 3 (three) years i.e. 2019-20, 2021-22 & 2022-23 along with ITR Computation Sheet on Income Tax of the relevant year.
- v) Copy of PAN Card and GST Registration Certificate of the firm/tenderer.
- vi) It shall contain the filled format of annexure-I.
- vii) Letter of authorization (annexure –III) for attending bid opening.

##### **5.2 TECHNICAL BID**

###### **Envelope-2 (Superscripted “Envelope-2: TECHNICAL BID”)**

This envelope would consist of the following documents:

- a) The bidder is required to furnish all the supporting documents for points as mentioned in section 7 (f) of this RfP under ‘Criteria for technical evaluation Weightage’
- i) Design details along with print outs, electronic presentations (pen drive). The bidder should furnish a detailed work plan which should include an overall design and fabrication of stalls, design of theme area, layout plan/ conceptualization, including outside and inside facia, model/

photograph. This must be given in the form of a presentation/ audio-visual, in a pen drive. The presentation should clearly explain the overall concept, in alignment with the theme.

- ii) Implementation plan
- iii) An “Action Calendar” for completion of the work
- iv) The number of personnel proposed for the assignment, their names (including the name of the Team Leader), qualification, experience and competence. (One expert computer operator with all technical equipment’s such as computer, printer, scanner, hard disk should be provided for entire duration)
- v) Infrastructural facilities are available in New Delhi with address proof and detail.
- vi) Copy of the Tender Document duly signed & stamped by the Tenderer on all pages.

### **5.3 FINANCIAL BID AND SHALL COMPRISE:**

#### **Envelope-3 (Superscripted “Envelope-3: Financial Bid”) THE PRICE BID**

The tenderer should submit total cost with respect to scope of Work (both Figures as well as in words, without taxes).

- i) Form of Bid (as per Annexure- II)

### **5. PREPARATION OF THE BID/ TENDER:**

All documents relating to the bid shall be in the English language.

### **6. ADDRESSED TO:**

The Sealed envelope super scribing “TENDER FOR I.I.T.F. - 2023” should be addressed to:

Director Industry,  
Directorate of Industries,  
3rd Floor, Nepal House,  
Doranda, Ranchi- 834002


### **7. BID / TENDER OPENING AND EVALUATION:**

- b) The envelop marked as Pre- qualification bid will be opened first to ascertain if the bidder is qualified for next round of evaluation. The bidder is required to furnish the supporting document (legally valid) against all criteria as mentioned in section-3.
- c) The envelope marked as “Technical Bid” will be opened at the time of opening of Bids. The separate envelope marked as “Financial Bid” will not be opened during the Technical Bid opening.
- d) After the presentation, the Selection Committee for Jharkhand Pavilion will select the best suitable design and the Financial Bid of the selected bidder will only be opened by the Committee.
- e) The selection will be based on lowest financial quote after qualifying technical evaluation.
- f) Criteria for technical evaluation Weightage-

Parameters	Evaluation Criteria	Marks
1. Experience of fabricating Pavilion in reputed exhibition in last 3 years. Minimum value not less than 20 Lakhs	1. Pavilion with minimum professional fee 20 lakh in last three years (single work order) <ul style="list-style-type: none"> <li>1.5 marks each Pavilion</li> <li>(Max. <b>12 Marks</b>)</li> </ul> 2. Pavilion with minimum professional fee 50 lakh in last three years (single work order) <ul style="list-style-type: none"> <li>2 mark for each pavilion</li> <li>(Max. <b>08 Marks</b>)</li> </ul>	20 marks
2. Company's strength  Attach a complete list of employees with salary advice duly verified by concerned director/competent authority of the company.	<ul style="list-style-type: none"> <li>10 Employees is mandatory</li> <li>2 marks for each additional employees</li> <li>Max 20 marks</li> <li>(More than does not represent one extra employee, a full professional team of people will be considered)</li> </ul>	20 marks
2. Company's last 3 years' experience of working with States on turnkey basis, also attach list of clients.	Only fabrication of pavilions area more than 200 sq. mtrs. will be considered  Work Orders from: <ul style="list-style-type: none"> <li>4 marks for each States</li> <li><b>Max. 20 Marks</b></li> </ul>	20 marks
3. Technical Presentation	<ul style="list-style-type: none"> <li>Use of new-age technology: <b>08 Marks</b></li> <li>Innovativeness: <b>08 Marks</b></li> <li>Understanding the theme of Event: <b>12 Marks</b></li> <li>Design, Style and presentation of the pavilion: <b>12 marks</b></li> </ul>	40 marks
<b>Total</b>		<b>100</b>

**Minimum 75 marks should be scored for the opening of the financial bid.**

- g) The Selection Committee for Jharkhand Pavilion reserves the right to accept or reject any or all tenders without assigning any reason thereof.
- h) Director Industry, Directorate of Industries, Government of Jharkhand, Ranchi takes no responsibility for delay, loss or non-receipt of the offer, documents, letter etc. sent by post either way. Director Industry, Directorate of Industries, Government of Jharkhand, Ranchi shall not be responsible for the expenses or losses which may be incurred by the tenderer in preparation of this offer.

  
 Joint Director  
 Directorate of Industries  
 Government of Jharkhand

## SCOPE OF THE WORK:

### ○ Design Proposal

- Space measuring 750 Sq.mtr (approx) has been allotted for Jharkhand Pavilion in IITF, 2023. The Jharkhand Pavilion will consist of a Theme Pavilion along with stalls for Departmental display & MSME units/ artisans besides passage. Pavilion will consist of Display Area, Reception, VIP Sitting, camp office, Pantry etc.
- The theme for IITF 2023 is '**Vasudhaiva Kutumkam- United by Trade**' Participants are expected to develop concept based of the theme. There must also be adequate reflection of the cultural ethos & heritage of Jharkhand along with the Theme in most innovative manner.
- The design must showcase Jharkhand Government initiatives and policies for Local for vocal, Vocal to global.
- The facia should reflect theme '**Vasudhaiva Kutumkam- United by Trade**'
- The design proposed should consider the space and safety guidelines provided by ITPO for IITF- 2023.
- Vinyl printing and pasting of stall numbers and names of the units (exhibitors) along with Logo.
- Glow sign of Jharkhand in English and Hindi / 'No Smoking' sign board / 'Fire Exit' sign board to be provided as per direction of Pavilion Director.
- Wall to wall carpeting (new & good quality) inside and front of the Pavilion and passages / ramps etc. As regards colour and quality of carpet, prior approval of the Pavilion Director to be obtained.
- Entire floor area should be covered by carpet with approved brand new synthetic floor carpeting fixed with 12 mm foam as per our choice of shade.
- Structure would be made by wooden materials.
- Arrangement of dual side wall screen.
- Touch panel for promotional materials (will be provided by directorate)

### ○ Management during event

#### (1) VIP Lounge:

- Modern interior decoration like all walls look in a different shade and texture pattern.
- Special lighting arrangement
- Supply of sufficient number of good quality sofa set with center and corner table.
- One Air Conditioner and Ceiling fan/wall fan as required.

#### (2) Camp office

- Provide One Desktop/laptop with hi speed internet, a printer, lockable almirah and necessary stationery with sufficient furniture for camp office.
- Arrangement of Visitor book, card bowl (02 nos.), brochure stand (04 nos.)

#### (3) Pantry

- Necessary utensils for pantry like Tea/Coffee pot, different size of lunch plates, glass, bowl, service trey, tissue paper, spoon, fork etc.

- Providing snacks, sweets, soft drink, coffee, tea, mineral water for average 50 persons daily and water dispenser with sufficient water supply
- Lunch packets daily for deputed staff.

**(4)**

- Adequate number of Fresh Flower Tubs should be placed in the entire length of the front and inside the Pavilion. Further, fresh Flower Pots for VIP Lounge, Reception Counters and Office Room etc. are to be provided daily for entire fair period. The Flower pots are to be replaced regularly and 05 bouquet daily for VIP visitors as per advice of the Pavilion Director.

**(5)**

- Providing, installation & maintenance of LED Screen (Video Wall) of size 12' x 10' in front side for the entire exhibition period and slim type plasma screen to be installed of size approx 50" LED TV at strategic locations for attracting the visitors and imparting information about Jharkhand. Number of LED screen should be at least Six (6) also provide one experienced manpower for operation of the system.

**(6)**

- CCTV system arrangement throughout the pavilion during the entire period of fair along with operator. Sufficient number of cameras which covers the entire pavilion area inside and outside. Separate LCD monitor to be installed in office room showing all cameras coverage. Recording of each day to be submitted in case required. The recording be inspected anytime in case of requirement.

**(7)**

- P.A. system with amplifier to be provided in Jharkhand Pavilion.

**(8)**

- Arrangement for Jharkhand Day celebration :
  - i. Stage backdrop with side wings.
  - ii. Flower decoration & sufficient bouquet.
  - iii. Podium
  - iv. Lamp-lighting arrangement
  - v. Arrangement of Tea/Coffee, snack, sweet packets, mineral water for artists/distinguished guests/ audience / staff,(For 500 persons approx.).
  - vi. Design & printing of 3000 invitation cards as approved by pavilion director.
  - vii. Necessary Audio-Video equipment as per requirement of artists.
  - viii. Depute a person to co-ordinate with artists and arrange as per their requirement of instruments.

**(9)**

- Manpower :

- i. Overall supervisor – 01
- ii. Security Guard (04 )
- iii. Receptionist – 02 (Female)
- iv. Guides - (10) (05 Male & 05 Female), Two sets of Uniforms for Guides will be provided by the tenderer, as per our choice. Minimum 1500/- per day honorarium will be paid by tenderer. Guides will be selected by department.
- v. Pantry boy - 02
- vi. Housekeeping staff – 04 – For Cleaning the exhibition areas/ office/ corridors/ sides & front of the Pavilion in every two hours from 9.00 A.M. to 7.00 P.M. during the entire period of fair.
- vii. Computer Operator ( 1- full time) with all technical equipment such as computer, UPS, Printer, External Hard Disk, scanner etc.

**(10)**

- Making video film and photography including coverage of Jharkhand Day Celebration & VIP visits during fair. Providing 2(Two) sets DVD/CDs and 2(Two) sets of photographs {approx. 200 snaps} with album (7” x 5”) Photographer/ Videographer should be present in the Pavilion throughout the fair period.

**(11)**

- Obtaining all kind of necessary approvals / NOC from ITPO, Delhi Fire Service, Electricity Authority and Delhi Police for I.I.T.F. 2023. Also arrange adequate no. of fire extinguishers, emergency light, first-aid box etc.

**(12)**

- PR activities
  - i. Experienced public relation officer for PR work in Jharkhand pavilion during fair period. PRO ensure the daily news coverage in local newspaper& TV channels of Jharkhand & New Delhi.
  - ii. PRO will have to prepare a press note every day during the event in Hindi/English.
  - iii. PRO has to submit clippings appearing in dailies at Jharkhand & New Delhi CDs of news telecast.

**(13)**

- Arrangement of three (03) AC cars for camp office between 8.00 AM to 10.00 PM from 12<sup>th</sup> to 28<sup>th</sup> November, 2023 (01 car from 12-28 Nov., 2023),(02 car from 14-27 Nov., 2023).

**(14)**

- Dismantling of the entire setup within 2 days of the date of closure of the fair.

**(15)**

- Any other work required at the pavilion site for the IITF 2023 as per the directions of the Jharkhand government assigned authority.



## GENERAL TERMS & CONDITIONS OF THE CONTRACT

1. The area allotted by ITPO is 750 sqm. for Jharkhand State Pavilion at Pragati Maidan, New Delhi. The tenderers are required to visit and inspect the site before submitting their designs.
2. The contractor has to quote the charges/rates for items for the complete exhibition duration i.e., 14<sup>th</sup>–27<sup>th</sup> November, 2023. If the exhibition period extends no extra charges will be paid to the contractor on this account.
3. Electrical work, firefighting work has to be carried out as per the specification/guidelines laid by ITPO/Delhi Police/local bye laws.
4. The contractor has to maintain the electrical system in working order. During the exhibition period, if any bulb, fitting, wire, switch, board, goes out of order, the contractor has to repair/replace and maintain the same immediately without any extra cost claim from Government of Jharkhand.
5. The contractor has to depute **one electrician and one helper** during the working hours of exhibition, failing which the **penalty of 1%** of agreement amount will be recovered from his final bill.
6. If any defect occurs during the period of exhibition the contractor has to rectify it the same day by putting more men on the job without any extra claim.
7. The contractor is totally responsible for damage to men and materials on account of any electrical fault or any reason, so he should take all precautions to avoid such faults.
8. All electrical wires and accessories used at site must be of high standard. If any defective material is noticed, contractor has to replace or repair the same immediately otherwise the same will be got done at once at his cost and risk without any notice keeping the emergency type of work in nature.
9. The contractor has to obtain Electrical and Water Connection from ITPO/Official Agency and to maintain the same for the duration of exhibition. Payment in this regard will be borne by the contractor.
10. Site shall be cleared within the period of dismantlement date announced by ITPO.
11. Contractor shall be responsible for watch and ward of all exhibits/ existing ITPO fittings and any loss due to damage/theft has to be made good by him at his own cost.
12. All Insurance, as required by the ITPO and necessary statutory clearance will have to be obtained by the agency at its own cost.

13. Nothing extra will be paid for installation period, dismantling period or the extension period, if the exhibition is extended by ITPO as per their notifications.
14. The work has to be completed on or before 12.11.2023 to the satisfaction of Government of Jharkhand. In case of delay, the penalty @2% of agreement amount per day will be imposed.
15. Government of Jharkhand reserves the right to increase, decrease or modify the items included in the agreement.
16. New modular systems should only be used.
17. If required, help to be extended by the agency for fixing translites /murals and other decorative/display panels.
18. Payment Terms:

Payments of the project cost to the selected agency will be made as follows:-

- (a) 50% payment on handing over the commissioned pavilion.
  - (b) Balance 50% on conclusion of exhibition after extension if any and after getting clearance certificate from the Organizer. The final payment will be given to the contractor after scrutinizing the work done as mentioned in the work order. If the work done was not found according to work order, the payment will be deducted item wise in proportional rate.
19. Timely erection and dismantling of stand during the breakdown period as prescribed by the ITPO shall be done by the agency itself & rental charges as quoted are deemed to be inclusive of the same. Any penalty levied by the ITPO for not removing the stand within the scheduled time shall be borne by the agency and for this delay/penalty; Government of Jharkhand shall not be responsible in any matter what-so-ever.
  20. **The charges should be inclusive of :-**
    - (i) Transportation of all material during erection and dismantling of pavilion.
    - (ii) Clearing of site i.e., leaving the site in the same shape as given before commencement of erection work.
    - (iii) Insurance for materials and third-party liability for workmen/ others as required for erecting/dismantling the pavilion for the appropriate period.
    - (iv) Any temporary electric connections/D.G. Set of capacity as per requirement including power/fuel consumption.
    - (v) Cleaning of the pavilion at least twice a day and ensuring proper overall upkeep and maintenance.
  21. All charges should include any GST, other taxes/ levies etc. Government of Jharkhand shall not

be responsible for any taxes/levies on this account.

22. The rate should be quoted in figures as well as in words. In case of any discrepancy between the rates quoted and the amount worked out, the rate quoted in words shall be taken as correct.
23. The contractor shall be responsible for the submission of performance bond and signing of undertaking guaranteeing adherence to all the rules and tenderers are required to comply with this regulation as required by the ITPO/ Delhi Police.
24. The bidders are required to submit their bids in sealed cover super-scribed with **“Bid for Government of Jharkhand Pavilion in IITF 2023”** as to reach the **Director of Industries, Nepal House, Doranda, Ranchi-834002** by the due date mentioned in the Tender letter/notice. Bids must be submitted to Director of Industries or sent through Courier along with E.M.D. as specified in the notice.
25. Government of Jharkhand reserves the right to blacklist the bidder for suitable period if he fails to honour his bid without sufficient grounds.
26. The Directorate of Industries shall not bear any cost or expenses incurred by the bidders in connection with preparation or delivery of bids, participation in discussion etc., including travel, stay related expenses, etc. while visiting the pavilion site or the directorate office at Ranchi. All such costs incurred by bidders prior to award of contract will be borne entirely by the bidders and no claims in this regard will be entertained.
27. In case of any dispute or differences, breach & violation relating to the terms of the Agreement, the said matter or dispute, difference shall be referred to the sole arbitration of Secretary Industries, Government of Jharkhand or any other person appointed by him. The award of the arbitrator shall be final and binding on both the parties. The said Arbitrator shall act under the Provisions of the Arbitration and Conciliation Act, 1996 or any statutory modification thereof or any rules made there under.

## **RESPONSIBILITIES OF THE AGENCY**

1. All bye-laws to be ascertained by the agency.
2. Taking over & handing over the possession of the site from ITPO, New Delhi.
3. Arrangement for all the required approvals from ITPO and other agencies and all liaison work.
4. The fabrication & erection of the pavilion, to conform to the approved design.
5. All graphics, art work, Theme panel of the pavilion & signage etc. to be designed by the agency as per the design concept of pavilion and got approved by the competent authority, before arranging/fixing etc.
6. All translites, posters etc. will have to be prepared by the Agencies.
7. The models/other display materials are to be suitably arranged in the pavilion, as per the layout and made operational by the agency well in advance to the opening of the exhibition.
8. To manage the water/sewerage connection.
9. To arrange the electricity & power connection, as per the requirements.
10. Cleaning of the Pavilion twice a day.
11. Furniture and counters should be of very good quality. Every participant should have lockable counter according to the area.
12. Preparation of backdrops signage etc., for the Inaugural function and Jharkhand Day Celebration.
13. Coordinating with the ITPO authorities and remaining in constant touch with them to collect and provide the necessary information from and to the Jharkhand Pavilion.
14. Coordinating with various government departments/ institutions and other participants to collect information and display items as per their requirement and for the overall supervision of the pavilion.
15. Any other work for the smooth functioning of the pavilion.

## Annexure-I

### Pre-qualification

(To be continued on the letterhead of the Bidder)

Pre-qualification bid should be submitted in separate envelope scribing "pre-qualification Bid"

1	Name of work	Design, erection, decoration, maintenance & management of both interior and exterior of Jharkhand pavilion at IITF 2023		
2	Name and address of Tenderer			
3	Company Profile			
4	Annual Turn over (Attach audited balance sheet)	(a) 2019-20 (b) 2020-21 (c) 2021-22		
5	Experience of similar work (Attach work order/certificate of successful completion/proof of final payment)	Year	No. of works	Total amt. (In Rs.)
6	Tender document fee (Rs. 10,000/- only)	DD No. _____  Date _____  Name of Bank _____		
7	Registered Address			
8	Phone No. with STD code			
9	Mobile No.			
10	E-mail ID			
11	List of Enclosure	(i) _____ (v) _____ (ii) _____ (vi) _____ (iii) _____ (vii) _____ (iv) _____ (viii) _____		
I/We declare that I/We have examined the terms and condition mentioned in the tender document and accordingly agree and accept the same for tender/bid filing.				
<div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> Date : _____ </div> <div style="width: 50%;"> (Signature of the Authorised Signatory) </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> Place : _____ </div> <div style="width: 50%;"> (Name and designation of the Authorised Signatory) </div> </div> <div style="text-align: center; margin-top: 10px;"> Name and Seal of the Agency </div>				

*The above tender cum bid format should be typed on the official letter head of the bidder. Separate sheet to be enclosed if the space provided is not sufficient for the data provided.*

**Annexure II**  
**FINANCIAL BID**

(To be submitted on the letterhead of bidder)

Financial bid should be submitted in separate envelope super scribing "Financial Bid"

To,

The Director,  
Directorate of industries,  
3<sup>rd</sup> Floor, Nepal House,  
Doranda, Ranchi – 834002

Subject: Tender w.r.t. design, erection, decoration, maintenance & management of both interior and exterior of Jharkhand pavilion at IITF,2023

Sir,

With reference to tender for design, erection, decoration, maintenance & management of both interior and exterior of Jharkhand pavilion at IITF,2023, Pragati Maidan, New Delhi, I/we submit our financial bid as under, check the attached file for the details of BoQ in annexure III.

I/We hereby submit our financial bid of Rs \_\_\_\_\_ (in words, without GST) for design, decoration and maintenance of Jharkhand Pavilion for IITF, 2023 as per prescribed scope of work.

I/We agree and undertake to abide by all the terms and conditions of the tender. In witness thereof, I/We submit this Bid under and in accordance with the terms of the bid document.

Date :

(Signature of the Authorised Signatory)

Place :

(Name and designation of the Authorised Signatory)

Name and Seal of the Agency

**Annexure III**  
**LETTER OF AUTHORISATION**  
**FOR**  
**ATTENDING BID OPENING MEETING**

To,

Director of Industries, Jharkhand  
Nepal House  
Doranda  
Ranchi-834002

Subject: Authorization for attending bid opening meeting on ..... at **03.00 PM** in the tender of Design, Erection, Maintenance & Management of Jharkhand Pavilion in IITF 2023 (42<sup>st</sup> India International Trade Fair 2023), 14<sup>th</sup> – 27<sup>th</sup> November 2023 at Pragati Maidan, New Delhi.

Sir,

Following persons are hereby authorized to attend the bid opening meeting for the tender mentioned above on behalf of \_\_\_\_\_  
\_\_\_\_\_ (Bidder) in order of preference given below.

Serial	Name	Signature Specimen
I		
II		
Alternate Representative		

**Signature of bidder**  
*or*

**Officer authorized to sign the BID  
Documents on behalf of the bidder.**

*Note: Maximum of two representatives will be permitted to attend bid opening. Alternate representative will be permitted when regular representatives are not able to attend.*