

**National Water Development Agency
Ministry of Jal Shakti
(Department Water Resources, River Development
and Ganga Rejuvenation)**

No: NWDA/Tech-II/IWW-2019/04/2019/191-93

**205, Palika Bhawan,
RK Puram, Sector-13,
New Delhi - 110066
Date: 03-07-2019**

TENDER NOTICE

Name of Work : - Sale of Exhibition Space (Shell/Bare Space) of 6th India water week 2019 exhibition to be held from 25th to 28th Sep., 2019 in the Janpath Lawns of Indira Gandhi National Centre of Arts (IGNCA), Janpath, New Delhi.

The Ministry of Jal Shakti, Department of Water Resources, River Development and Ganga Rejuvenation and National Water Development Agency are organizing 6th India Water Week -2019 during 24-28th September, 2019. The 6th India Water Week - 2019 will be celebrated with a multi disciplinary conference and a concurrently running exhibition. The conference will be held during 24-28th September, 2019 in Vigyan Bhawan and the exhibition during 25-28th September, 2019 at Indira Gandhi National Centre of Art (IGNCA). The Inauguration of the exhibition will be held at Indira Gandhi National Centre of Art (IGNCA). on 25th September, 2019.

On behalf of Director General, National Water Development Agency, Ministry of Jal Shakti, Department of Water Resources, River Development and Ganga Rejuvenation, Sealed tenders are hereby invited for sale of Exhibition Space (Shell/Bare Space) of 6th India water week 2019 exhibition to be held in the Janpath Lawns of Indira Gandhi National Centre of Arts (IGNCA), Janpath, New Delhi from experienced exhibition marketing agencies/ firms which have earlier worked for similar activity (1,000 sq. m. or above actual exhibition space) for Central/State Govt. organizations/PSUs, Educational Institutions, Industrial Houses etc..

| Tender Form Fee (Non – refundable) | EMD (Refundable) | Online Tender Form available | | Last date & time of Tender submission | Tender Opening date & time |
|------------------------------------|------------------|------------------------------|--------------------------|---------------------------------------|-----------------------------|
| | | From | To | | |
| Rs. 500/- | Rs. 25,000/- | 04.07.2019 11:00 Hrs. | 24.07.2019 16.00 Hrs. | 25.07.2019 Upto 12:00 Hrs. | 25.07.2019 At 15:00 Hrs. |

The tender form may be obtained **from Room No. 206, Palika Bhawan, R.K. Puram, New Delhi** by paying Rs. 500/- in the form of DD on all official working days from 04-07-2019 to 24-07-2019 between 11.00 Hrs. to 16.00 Hrs. or may be downloaded from the website www.nwda.gov.in and www.cpp.gov.in.

The tender should be submitted by intending firms in prescribed form in sealed envelope along with tender number and should be addressed to The Superintending Engineer –II, 205, Palika Bhawan, RK Puram, Sector-13, New Delhi. The Tenders received after the closing date and time will not be accepted.

Sd/-
(K. K. Rao)
Deputy Director (H)
Ph.011-24195710

Copy to:

1. Director (MDU) with the request to upload the tender document on the website of the National Water Development Agency.
2. Accounts Officer, NWDA, Saket, New Delhi.
3. Notice Board, NWDA, Saket/ Palika Bhawan, New Delhi.

SECTION – I
Notice Inviting Tender

Sale of Exhibition Space (Shell/Bare Space) of 6th India water week 2019 exhibition to be held from 25th to 28th Sep., 2019 in the Janpath Lawns of Indira Gandhi National Centre of Arts (IGNCA), Janpath, New Delhi.

1.0 Name of Work

The Ministry of Water Resources, River Development and Ganga Rejuvenation and National Water Development Agency are organizing 6th India Water Week -2019 during 24-28th September, 2019. The 6th India Water Week - 2019 will be celebrated with a multi disciplinary conference and a concurrently running exhibition. The conference will be held during 24-28th September, 2019 in Vigyan Bhawan and the exhibition during 25-28th September, 2019 at Indira Gandhi National Centre of Art (IGNCA). The Inauguration of the exhibition will be held at Indira Gandhi National Centre of Art (IGNCA). on 25th September, 2019.

2.0 Submission of Tenders

The tenderer shall submit his Bids consisting the following:

- (i) Technical bid in a separate sealed envelope superscribing “Technical Bid”
- (ii) Financial bid in a separate sealed envelope, superscribing “Financial Bid”
- (iii) **Earnest Money Deposit (EMD) of Rs 25,000/- (Rupees Twenty Five thousand only)** in the form of Demand Draft/ Banker Cheque drawn in favour of "NWDA – INDIA WATER WEEK", payable at New Delhi. The EMD should be enclosed in a separate cover and not enclosed with the technical and financial bids. **Tenders not accompanied by EMD will be summarily rejected.**

The above shall be sealed in a single outer envelope. The envelope shall be super scribed as "**Sale of Exhibition Space (Shell/Bare Space) of 6th India water week 2019 exhibition to be held from 25th to 28th Sep., 2019 in the Janpath Lawns of Indira Gandhi National Centre of Arts (IGNCA), Janpath, New Delhi.**" The envelope shall be sealed with wax and shall be submitted to Superintending Engineer –II, NWDA, on or before **25th July, 2019 up to 12.00 hrs** at the following address:

Superintending Engineer –II,
NWDA, 205, Palika Bhawan,
RK Puram, Sector-13,
New Delhi-110066
Telephone No. 011-24671681
E-mail: se3nwda@rediffmail.com
Mobile: 9473199578

3.1. Technical Bid

The envelope containing the technical bid marked and sealed with wax shall contain the followings:

- a) Covering letter with authorized signature and stamp as given at **Annexure - I**
- b) Certificate of incorporation of the firm from Registrar of Companies
- c) Brief profile of the firm/company
- d) Documentary Proof of meeting the Minimum Qualifications as listed in Section -II - Qualification Criteria
- e) Income Tax return for last three assessment years.
- f) Year wise turnover of the firm for last three years
- g) Contact person(s) from the bidding firm who shall handle all works related to the exhibition till they come to logical conclusion viz., all kinds of payments, participation of exhibitor, safe return of articles/ goods pertaining to exhibitor/ organizer etc.

Tenders received without the documents stipulated above from Sl. No. a) to g) will be rejected.

No prices or rates should be mentioned in the Technical Bid. If any are mentioned, this will result in the bid being disqualified.

3.2. Financial Bid

The financial bid shall contain the Covering letter with authorized signature and stamp as given at **Annexure - 3** and detailed price offer for the work.

The Bidder shall indicate in the proforma prescribed at **Annexure- 1** for the item wise rate/cost and the total rate/cost the firm proposes to provide under the Contract in **Indian Rupees (INR)**. Prices quoted must be firm and fixed and shall not be subject to any modifications, on any account whatsoever. In absence of above information, a bid may be considered incomplete and summarily rejected. Prices shall remain valid for acceptance till 6 months from the date of opening of Financial Bid. No escalation clause will be entertained.

The Bidder shall prepare the bid based on details provided in the Tender documents. The Bidder shall carry out all the tasks in accordance with the requirement of the Tender documents and it shall be the responsibility of the Bidder to fully meet all the requirements in accordance with the instructions issued by officer in-charge of NWDA for supervising the work.

The bid should clearly indicate the rate/cost to be charged without any condition whatsoever and should include all taxes, duties, fees, levies and other charges as may be applicable in relation to the activities proposed to be carried out. If any tax is to be charged separately, it should be indicated clearly. Additional unspecified amounts such as “as per expenses” or “at cost” will result in rejection. Such amounts should be estimated and included in the total price.

4.0 Opening of Tenders

On expiry of tenders receiving time limit, the tenders so received will be opened by Superintending Engineer –II, 205, Palika Bhawan, RK Puram, Sector-13, New Delhi. on **24th July, 2019** at **15.00 hrs**, unless any compelling reason requires postponement of the opening of the tender. The technical bids of the tenders received will be opened by the competent authority, in presence of such firms or their authorized representatives who may choose to be present. It may please be noted that the sealed envelope containing the financial bids will not be opened until the technical evaluation is completed and the results are approved by the Tender Committee/ Evaluation / review committee of NWDA.

5.0 Evaluation of Tenders

5.1 Evaluation of technical bids

The Tender Committee/ Evaluation / review committee, set up by NWDA for the purpose shall undertake the exercise for evaluation of the technical bids. Each bidder may be required to give an oral/ powerpoint presentation for the offer given by them as and when requested during the validity of the bid. This will ascertain their understanding of the scope of the work involved. The evaluation of the bids will be based on the attributes and the maximum marks assigned to each attribute.

The marks shall primarily be allotted on the basis of information/data available in the technical bid documents received from the firm in the first instance. No cognizance will be taken of any further supporting documents or clarifications or any such additional information furnished subsequently by the firm. However, the NWDA reserves the right to call for such clarifications confined to the contents of the technical bids, should such a clarification become necessary for the proper judgment in the allocation of marks.

All firms receiving 60 or more marks in the technical evaluation will be short listed.

5.2 Opening of Financial Bids

After completion of evaluation of technical bids, the financial bids of all the short listed bidders only (obtaining marks 60 or above) **would be opened in the presence of the bidders or their authorized representatives.**-The NWDA will inform the date of opening of the financial bids in advance.

5.3 Evaluation of Financial Bids

Each technically qualified bid will be attributed a financial score. The cost quoted in the lowest financial proposal (f_m) will be given a financial score of 100 points. The financial score (S_f) of any other bid with a quoted cost 'f' will be computed proportionately as follows:

$$S_f = (f_m / f) \times 100 \quad (f_m, f \text{ in Rs. })$$

5.4 Final Evaluation of Bids

The overall superiority of the bids will be ranked by giving 60% weightage to the technical proposals and 40% weightage to the financial proposals. The final scores will be computed as follows:

$$S = 0.6S_t + 0.4 S_f$$

Where S = final score of the bid;
S_t = technical score of the bid; and
S_f = financial score of the bid.

6.0 Award of Contract

The work would be awarded to the highest scorer after approval of the competent authority as per criteria given above. However, NWDA reserves the right to reject any or all the offers without assigning any reason whatsoever.

7.0 Validity of offer

The offer shall be deemed to be valid for 6 months from the date of opening of Financial Bid.

SECTION – II

Qualification Criteria

The firm must have the following:

1. Head Office and Registered Office in India, with Certificate of Incorporation from Registrar of Companies.
2. GST number allotment letter.
3. PAN number.
4. Annual turnover of the company in the last three years should be at least Rs. 1 crore.
5. Full-fledged office premises and executive-level staff in Delhi /NCR. (Firm should provide address and names & designation of staff working from the premises). Every personnel who are likely to put on work for this event shall have the experience in marketing and sale of exhibition space. Physical visit to premises by NWDA may be made for verification.
6. Expertise and reputation to sell exhibitions space for Central/State Govt. organizations/PSUs, Educational Institutions, Industrial Houses etc.
7. Experience of selling at least three exhibitions, each of 1,000 sq. m. or above actual exhibition space in the last three years. (The Firm should attach successful satisfactory completion certificates/ Work orders issued by the clients, as documentary evidence in support to above eligibility criteria).
8. **Earnest Money Deposit of Rs 25,000/- (Rupees Twenty Five Thousand only) in the form of a Demand Draft favoring "NWDA – INDIAWATERWEEK," payable at New Delhi.**
9. The Firm should not have been banned/ blacklisted from any Ministries/Department/Agencies earlier.

SECTION - III
Scope of Work

| Sl. No. | Activities | Detailed description to be provided in Technical Bid |
|---------|---|--|
| 1 | Selling space of 6 th India Water Week – 2019 exhibition which is proposed to be held in the Janpath Lawns of Indira Gandhi National Centre of Arts (IGNCA), Janpath, New Delhi from 25 th to 28 th September, 2019 as per tentative layout. | <p>a) Promoting and marketing the 6th IWW-2019 exhibition space by contacting potential Indian and International exhibitors in person, over phone, through letters, e-mails, etc. and explaining the special and extraordinary nature of 6th India Water Week -2019 and benefits for participating in the exhibition.</p> <p>b) Submitting daily reports to the organizers on the promotion and marketing.</p> |
| i) | Shell space (Built up space) in Octonorm stall form of 3 m x 3m size i.e., 9 sq. m. (58 nos x 9 Sq. m.). Total Shell Space Area - 522 Sq. m. | <p>a) Booking Shell (built up) space of exhibition and getting the payment from the booked exhibitors by 15th September, 2019.</p> <p>b) Minimum Guaranteed sale space has to be mentioned by the bidder.</p> |
| ii) | Bare space (In four blocks - A, B, C, D) I. Block A (10mx21m) - 210 Sq. m. II. Block B (10mx13.5m) -135 Sq. m. III. Block C (10m x 21m) - 210 Sq. m. IV. Block D (10mx30m) -300 Sq. m. Total Bare Space Area -855 Sq. m. | <p>a) Booking Bare space of exhibition and getting the payment from the booked exhibitors by 15th September, 2019.</p> <p>b) Minimum Guaranteed sale space has to be mentioned by the bidder.</p> |

SECTION –IV

TERMS AND CONDITIONS

1. Notification of Award

- i. The NWDA will notify the successful Bidder by e-mail or in writing, by registered letter that its bid has been accepted. The bidder will submit their concurrence immediately with in two days for carrying out the task. The notification of award will constitute the formation of the Contract.

2. Performance Guarantee

- i. Within 7 days of the signing of the contract, the successful Bidder shall furnish the performance guarantee in accordance with the Conditions of Contract. The successful bidder will have to execute an agreement for the due performance of the contract on such terms and conditions as may be specified, including all the terms and conditions of this tender document and shall be required to furnish a performance guarantee equal to 10% of the contract amount from a commercial Bank in an acceptable form favouring “NWDA-INDIAWATERWEEK”.
- ii. Failure of the successful Bidder to comply with the requirement of Clause 2(i) shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security, in which event NWDA may award the Contract to the next best evaluated Bidder or call for new bids.

3. Confidentiality of the Document

- i. This Tender is confidential and the Bidder is required to furnish an undertaking that anything contained in this Tender shall not be disclosed in any manner, whatsoever.

4. Rejection Criteria of Bids

Besides other conditions and terms highlighted in the Tender document, bids may be rejected under following circumstances:

- i. Bids in which the total lump sum price quoted by the Bidder is not inclusive of the all taxes, duties, fees, levies and other charges.
- ii. Bids where prices are not firm during the entire duration of the contract and/or with any qualifications.
- iii. Bids which do not confirm to NWDA’s cost bid format.
- iv. Bids that do not confirm unconditional acceptance of full responsibility of executing the ‘Scope of Work’ of this Tender.
- v. Bids in which the Bidder seeks to influence NWDA’s bid evaluation, bid comparison or contract award decisions.

5. General Obligations

- i. The financial proposals and currency of payment shall be entirely in Indian Rupees.
- ii. Income tax and any other taxes that may be levied from time to time will be deducted as per the norms of Government of India.
- iii. Any corrections/cuttings in the tender document shall be initialed by the bidder.
- iv. The work shall be executed as per the Scope of work given in **Section - III** of the tender document.

- v. Entire work shall remain open for inspection, at all stages to the Superintending Engineer-II, NWDA or his representative.
- vi. No advance payment will be made for initiating the work. However, the Firm can raise one part invoice for 40% value of contract intermittently upon successful sale of 50 % Minimum Guaranteed space to exhibitors. Sale of space includes receipt of payment from exhibitors. Remaining payments will be released only after conclusion of exhibition.
- vii. The agreement / Memorandum of Understanding of the work shall be considered to come into force immediately upon the signing by the authorised signatories of NWDA and the firm.
- viii. Quantities of work may change closer to the date of the exhibition as per requirements of Ministry and NWDA, in which case the quantities specified in this bid will be taken on a pro-rata basis. However, at least 225 sq. m in Shell (25 stalls of 3m x 3m size) and 300 sq. m. Bare space will be earmarked for the bidder to sell. Any space booking done/received directly by NWDA shall not be counted as sale done by the bidder. If any other new activity is required from the bidder, it will be undertaken on mutually agreeable terms.
- ix. Any circumstances that may arise calling for any modification of the Agreement may be made by mutual consent.
- x. The firm shall comply with all Govt. laws and regulations as applicable.
- xi. The firm shall be deemed to have himself obtained all necessary information for the purpose of preparing technical and financial proposals. Firm shall also be deemed to have taken into account all contingencies as may arise due to such information or lack of same while framing the proposal for the work.
- xii. NWDA shall not be liable for any damage or compensation payable at law in respect or in consequence of any accident to any personnel deployed by the firm and the firm shall indemnify and keep NWDA indemnified against all such damages and compensation and against all claims proceedings, court charges and expenses whatsoever in respect thereof in relation thereto. The firm shall submit indemnity bond in favour of NWDA.
- xiii. The firm shall observe all applicable and accepted safety practices while marketing and selling exhibition space at its own cost. Also, the firm has to take prior approval of the content of letters, e-mailers etc. from NWDA.
- xiv. The financial proposal shall remain firm and fixed till the completion of the work and there shall not be any escalation/revision and shall be deemed to include and cover all costs, expenses and liabilities of every description and all risks of every kind to be taken in executing/completing the work.
- xv. Address for Correspondence: The Bidder shall designate the official mailing address, place, email and telephone number to which all correspondence shall be sent by the NWDA. The bidders will have to designate a person from the firm to coordinate with NWDA. He/she will have to be present at IGNCA from 24th to 28th September, 2019.
- xvi. Contacting the Department (NWDA): No Bidder shall contact the NWDA on any matter relating to its bid, from the time of the bid opening to the time the contract is awarded. Any effort by a Bidder to influence the NWDA for bid evaluation, bid comparison or contract award decisions may result in the rejection of the Bidder's bid.
- xvii. The bidder must abide by the Code of Integrity for Public Procurement (CIPP).
- xviii. In case the Bidder is found to be transgression of CIPP, then he shall be banned/ black listed under Rule 175 of GFR, 2017 in future.

xix. The bidder/supplier should not have been banned/ blacklisted from any Ministries/Department/Agencies for marketing and selling exhibition space.

xx. The NWDA reserves the right to accept any bid, and to annul the Tender process and reject any or all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder (s) or any obligation to inform the affected Bidder (s) **of the grounds for NWDA's action.**

6. Resolution of Disputes

i. Any dispute arising out of this work shall be referred to the Director General, NWDA, whose decision will be final and binding on both the parties.

ii. All unresolved disputes shall have jurisdiction at courts of Delhi only.

Financial Bid Form

| Sl. No. | Activities | Scope of work | Minimum Guaranteed Sale of space in Sq. m. | Cost in Rs. |
|---------|---|---|--|-------------|
| 1 | Selling space of 6 th India Water Week – 2019 exhibition which is proposed to be held in the Janpath Lawns of Indira Gandhi National Centre of Arts (IGNCA), Janpath, New Delhi from 25 th to 28 th September, 2019 as per tentative layout. | | | |
| I) | Shell space (Built up space) in Octonorm stall form of 3 m x 3m size i.e., 9 sq. m. (58 nos x 9 Sq. m.). Total Shell Space Area - 522 Sq. m. | a) Promoting and marketing the 6th IWW-2019 exhibition space by contacting potential Indian and International exhibitors in person, over phone, through letters, e-mails, etc. and explaining the special and extraordinary nature of 6th India Water Week -2019 and benefits for participating in the exhibition. | | |
| II) | Bare space (In four blocks - A, B, C, D) V. Block A (10mx21m) - 210 Sq. m. VI. Block B (10mx13.5m) -135 Sq. m. VII. Block C (10m x 21m) - 210 Sq. m. VIII. Block D (10mx30m) -300 Sq. m. Total Bare Space Area -855 Sq. m. | b) Submitting daily reports to the organizers on the promotion and marketing. c) Booking Shell (built up) space of exhibition and getting the payment from the booked exhibitors by 15th September, 2019. d) Booking Bare space of exhibition and getting the payment from the booked exhibitors by 15th September, 2019. | | |

TOTAL before Taxes:

TOTAL Inclusive of taxes:

Signature and stamp of Authorized Signatory:

Technical Bid Covering Letter

From: (Registered name and address of the bidder)

To
Shri Muzaffar Ahmad,
Superintending Engineer –II,
NWDA, 205, Palika Bhawan,
RK Puram, Sector-13,
New Delhi-110066

Dated:

Subject: Technical Bid for Sale of Exhibition Space (Shell/Bare Space) of 6th India water week 2019 exhibition to be held from 25th to 28th Sep., 2019 in the Janpath Lawns of Indira Gandhi National Centre of Arts (IGNCA), Janpath, New Delhi.

Sir,

Having examined the bidding documents and amendments thereon, we the undersigned, offer for **Sale of Exhibition Space (Shell/Bare Space) of 6th India water week 2019 exhibition to be held from 25th to 28th Sep., 2019 in the Janpath Lawns of Indira Gandhi National Centre of Arts (IGNCA), Janpath, New Delhi** in conformity with the terms and conditions of the bidding document and amendments thereon.

We undertake for marketing and selling shell and bare space of exhibition for the above project or its part assigned to us in conformity with the said bidding documents for an estimated sum indicated in Financial Bid which may vary in accordance with the schedule of prices attached and coverage options made by National Water Development Agency.

If our bid is accepted, we:

1. Undertake the **Sale of Exhibition Space (Shell/Bare Space) of 6th India water week 2019 exhibition to be held from 25th to 28th Sep., 2019 in the Janpath Lawns of Indira Gandhi National Centre of Arts (IGNCA), Janpath, New Delhi** according to the time schedule specified in the bid document and contract. Quantities may change closer to the date of the conference, in which case the quantities specified in this bid will be taken on a pro-rata basis. If any entirely new activity is required, it will be undertaken on mutually agreeable terms.
2. Confirm that our bid is valid for the period specified in the tender notice.
3. Agree to abide by the bid conditions, which remain binding upon us during the entire bid validity period and understand that the bid may be accepted any time before the expiration of that period.
4. Understand that NWDA is not bound to accept the lowest or any bid it may receive, nor to give any reason for the rejection of any bid and that NWDA will not defray any expenses incurred by us in bidding.
5. Until the formal final Contract is prepared and executed between us, this bid, together with NWDA's written acceptance of the bid and its notification of award shall constitute binding contract between us.
6. Our firm has not been banned/ blacklisted by any Ministries/Department/Agencies for marketing and selling exhibition space. We understand that, in case, it is found to be transgression of code of integrity for Public Procurement, then our firm shall be banned/blacklisted under Rule 175 of GFR, 2017 in future.
7. Submit that bid is unconditional.

Place:

Date:

Bidder's Authorized Signatory
Signature & Seal

Financial Bid Covering Letter

To
Shri Muzaffar Ahmad,
Superintending Engineer –II,
NWDA, 205, Palika Bhawan,
RK Puram, Sector-13,
New Delhi-110066

Dated:

Subject: Financial Bid for Sale of Exhibition Space (Shell/Bare Space) of 6th India water week 2019 exhibition to be held from 25th to 28th Sep., 2019 in the Janpath Lawns of Indira Gandhi National Centre of Arts (IGNCA), Janpath, New Delhi.

Sir,

Having examined the bidding documents and amendments thereon, we the undersigned, offer **for Sale of Exhibition Space (Shell/Bare Space) of 6th India water week 2019 exhibition to be held from 25th to 28th Sep., 2019 in the Janpath Lawns of Indira Gandhi National Centre of Arts (IGNCA), Janpath, New Delhi** in conformity with the terms and conditions of the bidding document and amendments thereon.

We undertake for marketing and selling shell and bare space of exhibition for the above project or its part assigned to us in conformity with the said bidding documents for an estimated sum indicated in Financial Bid which may vary in accordance with the schedule of prices attached and coverage options made by National Water Development Agency.

Should there be a later increase/decrease in the initially estimated requirements, the cost will be calculated on pro-rata basis by the winning bidder. Should an entirely new service be required, which is not listed in this bid, this will be negotiated at reasonable market price.

Place:

Date:

Bidder's Authorized Signatory
Signature & Seal

TENTATIVE LAYOUT OF 6TH INDIA WATER WEEK – 2019 EXHIBITION

