

Department of Posts
O/o. Chief Postmaster General, Gujarat Circle,
Khanpur, Ahmedabad-380001

Scope of Work for Conceptualization, Design and Fabrication of India
Post Pavilion at Vibrant Gujarat, 2019

1. Background

India Post, is a household name for various postal, financial, insurance and retail services. Spread in every nook and corner of the country, with a network of 1.54 lakh post offices, India Post is the dominant vehicle of serving the citizens at last mile.

In the recent past, India Post has extensively digitize its network, to provide digital services to citizens in rural and semi urban areas. Some of the key initiatives in this regard India Post Payment Bank (IPPB), eCommerce Portal for rural artisans, digital devices to rural postmasters (DARPAN), Aadhaar Sewa Kendras in Post Offices, Post Office Passport Sewa Kendras (PoPSK) etc. For more details www.indiapost.gov.in may be referred.

For Vibrant Gujarat 2019, India Post (Chief Post Master General, Ahmedabad Gujarat) intents to put up a pavilion (**150 sqm**) for showcasing its achievements. The pavilion need to be designed to highlight the technology and innovative initiatives of India Post. The pavilion should depict the modern day Post Office, highlighting its key services like IPPB, DARPAN, POPSK, ASKs, PLI/RPLI, Sukanya Samridhhi Accounts (SSA), eCommerce Centers etc. For details website of India Post (www.indiapost.gov.in) may be referred. India Post had also set up pavilion in the year 2015 & 2017.

2. Scope of Work:

2.1 The scope of work includes conceptualization, designation and fabrication of India Post Pavalion at Vibrant Gujarat 2019 (150 sqm) and inter alia includes the following,

- i) **Facia** - The facia will be made up of appropriate material of latest trend with Flex or hand made paintings with latest art of finishing. The backdrop and furnishing inside the pavilion will be provided by the designer / contractor.

- ii) **Carpet** – The contractor will use carpet/tiles of befitting colours and standards. The dimension, type, color and material of the carpet with cost per square feet basis will be indicated. Extra mat shall be provided by the contractor, if required.
- iii) **Flowers and Potted Plants:** - The contractor shall provide required no. of Bouquets and flower vases and potted ornamental plants with the mixture of different sizes and varieties as per requirement and also as desired by the PMG (HQ)
- iv) **Plasma:** - The Contractor shall provide required Plasma Screen with Video/ CD Projection System with stable power supply through UPS.
- v) **Diorama:**-The contractor shall provide diorama unique to Department of Posts.
- vi) **Lighting and Electrical Fittings:** - The Contractor shall provide the frames/ boxes duly fitted with electrical fitting i.e. back lit for display panels, attractive turn table with adequate load rotating capacity, attractive scroller device of appropriate size and blow up of suitable photographs in vinyl / translide for display through backlights etc.
- vii) **Pantry Service:**-The contractor may be required to provide pantry services in the pavilion for which the rates/charges may be quoted separately. The expenditure incurred on entry of pantry boy is to be borne by the tenderer itself.
- viii) **Reception and business counter:** - The Contractor shall provide a well decorated and attractive Reception and business counters along with the provision of stalls with shelves in the pavilion. The chairs and sofas in black or brown color with lather. The following enclosures and counters would be required: -
 - a) **Enclosures**
 - 1 VIP/Officers/Guests Lounge
 - 2 Business Clients discussion table
 - b) **Counters & Display Units as below should be prepared in accordance with requirements/layout, namely**
 - 1. **Business Development:** as per requirement
 - 2. **Financial Services & Money Remittance:** Counter
 - 3. **Philately:** Display should be covered by Glass having lock and key facility, depicting the life and work of Mahatma Gandhi through Postal Stamps

4. **My Stamp:** counter
5. **MPCM Counter:** Counter.
6. Demonstration of Post Office Passport Sewa Kendra
7. Demonstration of Aadhaar Services, DARPAN, IPPB, eCommerce Portal

The list of demonstrations is indicative. The agency may use details of the department from its website and give it creative interpretations for highlighting the role of India Post in financial inclusion and last mile service provider.

- ix) The material to be used for each item of work should be clearly specified and reflected in the 3-D model and on CD.
 - x) The material to be used for fabrication of the pavilion should be new and branded one. After the event is over, the contractor will take away all the material except the display panels & models.
 - xi) All guidelines in connection with Vibrant Gujarat Global Trade Show – 2019 should be adhered to.
3. **Eligibility Criteria** – the bidder while submitting the bid should submit the documents (signed by authorized signatory) for confirming the eligibility criteria
 - a. The bidder should be a registered company
 - b. Previous experience (2015, 2017 - Vibrant Gujarat) of work of similar nature and scope
 - c. The bidder should not been black listed by any government agency
 - d. The annual turnover of the bidder should not be less than Rs 50 lakhs for last 3 years
 4. **Evaluation Process** - The bidders will be evaluated through Quality and Cost Based Selection Process (QCBS) in a ratio of 70(Cost) : 30(Quality).

The quality of the bid will be assessed based on proposed concept and design of pavilion (be submitted at the time of bid submission in both hard and soft copies) in separate sealed envelope.

5. **Costing** - The cost of fabrication to the pavilion will be all-inclusive and Chief Postmaster General, Ahmedabad Gujarat, shall not be liable to any extra cost toward transportation, assembling and dismantling etc. These costs shall be borne by the Contractor.

The total cost of the Pavalion should be submitted (along with itemized cost) for concept & design, materials and fabrication in sealed envelope, signed by authorized signatory of the company.

6. **Submission of Bids** - All bid should be addressed to **Shri A. R. Awadhvasi, ADPS(Mails&BD), O/o, Chief Post Master General, P&T Admin Building, Khanpur, Ahmedabad – 380001**. The bid should be submitted in three separate, sealed envelopes (enclosed in covering sealed envelope)
- Documents confirming eligibility criteria
 - Technical Bid – design and concept of pavilion (hard and soft copies)
 - Financial Bid

Bidders shall submit, along with their Bids, **EMD of Rs. 50,000/- (Rupees Fifty Thousand Only)** in the form of a Demand Draft in favour of Chief Post Master, GPO, Ahmedabad payable at Ahmedabad, valid for three months. If required, the bidders need to revalidate the Demand Draft for another three months.

The bid should be submitted within 8 days of receipt of bid document (26th Dec 2018), 1700 hrs at the address indicated above. No bid will be received through email.

7. Timelines

The total project duration would be of about 30 days from the date of signing of the contract. Complete bids are to be submitted by the bidder within 8 days i.e. 26th Dec 2018 at 17:00 hrs from the receipt of bid documents by email.

8. General Instructions

- If required, the bidder may be called by the evaluation committee for additional information or inputs on bids
- In case of change of area of the pavilion, the payment will be made on pro rata basis
- The bidder will as far as possible use non-inflammable fire resistant and safe material for fabrication of the pavilion with requisite provision of fire extinguishers.
- Bidder shall ensure that the structure erected is sturdy and safe in all respects to avoid any mishap.
- The Bidder will bear the cost of Insurance of the pavilion and in case of any Mishap or loss, The Chief Postmaster General, Gujarat shall be indemnified to the extent of loss.

- f. The bidder will ensure presence of their liaison officer, designer and electrician etc. throughout the duration of the exhibition.
- g. The Chief Postmaster General, Gujarat shall have the right to accept or reject the work totally or any part thereof or altogether cancel the project at any stage if the Contractor/ Designer fail to comply with any of the terms and conditions of the Tender / Contract.
- h. The designated office in charge of the Department will have the right to make necessary modifications/ alterations in the lay out till the last moment in order to ensure that a quality product is finally put on display.
- i. For any additional information, Shri Jaldeep Gohel, ASP(BD), O/o CPMG may be contacted.
- j. Payment will be made within a period of three weeks on the submission of bills and successful execution of work as per the conditions of the SoW document.
- k. CPMG Gujarat on the recommendation of the evaluation committee may disqualify any bidder on the reasons of false presentation of information or abandonment of any previous work.
- l. In the event of a Force Majeure, which restricts the agency from performing their services, the agency shall be entitled to payments under the terms of this contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the services and in reactivating the service after the end of such period.
- m. If any of the services performed by the Agency fails to conform to the specifications of the assigned project or in the event of failure of the project due to indifferent, non-supportive attitude of the Agency and CPMG Gujarat decides to abort the contract because of such failure, then a sum up to 50% of the value of the contract shall be recovered as liquidated damages from the Agency. Besides, all the payments already done for such service shall also be recovered. This shall be without prejudice to other remedies available under this contract to CPMG Gujarat.
- n. If any dispute arises between parties, then there would be two ways for resolution of the dispute under the Contract. In the case dispute arising between the CPMG and the Agency, which has not been settled amicably, the Agency can request the CPMG to refer the dispute for Arbitration under Arbitration Act, 1996. Such

disputes shall be referred to Arbitral Tribunal. Arbitration proceedings will be held in India at Ahmedabad and the language of the arbitration proceeding and that of all documents and communications between the parties shall be in English. The decision of the majority of arbitrators shall be final and binding upon both the parties. All arbitration awards shall be in writing and shall state the reasons for the award. The expenses of the arbitrators as determined by the arbitrators shall be shared equally by the CPMG and the Agency. However, the expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.

- o. The Agency shall fully familiarize themselves about the applicable domestic taxes (such as VAT, Sales Tax, Service Tax, Income Tax, duties, fees, levies etc.) on amount payable by CPMG under the contract. The Agency, sub Agencies, if any, and personnel shall pay such domestic tax, duties, fees and other impositions (wherever applicable) levied under the applicable law. All such taxes shall be payable extra on actual at the time of allocation of work.

Date: 17.12.2018

Place: Ahmedabad

(A. R. Awadhvasi)
Asst. Director (Mails & BD)
O/o. Chief PMG, Gujarat Circle, Ahmedabad-380001
