



## TENDER DOCUMENT

**Tender notice No:** MEPMA-EXH/EXGR/2/2019, dated: 24.12.2019.

**Name of the work:** Erection of Stalls containing counters, Product racks, cloth partitions cum false ceiling, carpeting, electrification arrangements etc for 50 stalls for MEPMA Bazar in 80<sup>th</sup> AIE, Exhibition grounds, Nampally, Hyderabad.

Tenders document issued to : -----

Address of Agency -----  
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Contact No:-----

**OFFICE ADDRESS:** o/o MEPMA, 4<sup>th</sup> floor, CDMA Building, A.C. Guards, Hyderabad. Contact No: 9701385105

## GENERAL CONDITIONS

**BACK GROUND:** MEPMA is a Govt. Organization registered under society's registration Act under Municipal Administration & Urban Development, Govt of Telangana for implementing the various Govt. schemes related to elimination of poverty in urban areas.

MEPMA is facilitating for participation of Urban SHGs, from the all ULBs in Telangana, in the 80th All India Industrial Exhibition to be conducted at the Exhibition grounds, Nampally, Hyderabad from **1<sup>st</sup> Jan' 2020 to 15<sup>th</sup> Feb 2020** For this purpose **50 stalls** were allotted to MEPMA, for which the sealed tenders are invited from the interested agencies and having previous experience in erecting of stalls in Exhibition. **The estimated amount is Rs. 7920/- per each stall.**

### **Scope of Work:**

1. Construction of temporary stalls (**fabrication work with cloth**) in the space under already constructed shed, to withstand for about 45 days during exhibition period, for exhibiting and sale of the various products made by urban self help groups.
2. Providing steel racks for placing the products.
3. Construction of temporary arch at main entry and at VIP entrance.
4. Providing required electrification to each stall and illumination to the common passages and elevation arches
5. Carpeting for the entire area.
6. Providing 2 plastic chairs per stall.
7. Providing security guards for security and maintaining the public.
8. Cleaning and maintain of the stalls area by sweepers.

**Note:** The works shall be carried out as per the specifications mentioned in Terms & Conditions.

**Last Date of submission:** The last date for submission of filled in tenders duly signed is **28.12.2019 at 3.00 PM** to o/o MEPMA, 4<sup>th</sup> floor, CDMA Building, A.C. Guards, Hyderabad. Ph.No: 9701385105. Tenders will be opened on the same day at **4.00 PM**. No tender will be accepted after the stipulated time.

**Period of completion of work:** Work shall be completed within 3 days from issue of work order.

The decision of the MD, MEPMA will be final, in view of the time bound nature of work.

## Terms and conditions

1. All the stalls and other arrangements shall be provided as per the specifications and as per the instruction of the department and shall be maintained for 45 days.
2. The Agency shall take the responsibility of designing the stalls such that no harmful incidents happen. MEPMA will not take any responsibility in this regard.
3. The Agency shall have minimum of 2 years experience in execution of similar works.
4. In case of delay or non start of work as per the instructions of the department or delay in handing over of the completed work, penalty up to 10% on the amount of work order will be levied. MD,MEPMA has the powers of taking decision for imposing more penalty, even cancellation of work awarded, in case irresponsiveness in completion of work.
5. The specifications may be subject to modifications, depending upon site conditions agreeable by both parties.
6. The quantum of work mentioned in the schedule is only tentative and the payment will be made on the actual work done at site which shall be carried out as per the instructions of the department. The department has the discretionary powers to decrease or increase the quantum of the work mentioned in schedule as per the requirement during the execution.
7. The Agency shall quote the most competitive rates on an average per stall in the column mentioned for the purpose in the **financial offer**. The total amount shall be mentioned both in words and numbers. The **financial offer** shall be signed by the authorized representative of the agency at the space mentioned for the purpose.
8. The rates quoted by the Agency shall be inclusive of all taxes, what so ever applicable to the contract, as per the existing rules in force.
9. The agency shall quote his rate in terms of unit rate per each stall for execution of stalls with the specifications mentioned in this document at clause 10.

### **10. Specifications:**

- a) Erection of stalls (fabrication work with cloth on hire basis) of sizes from 9ft. X 8ft. and 8ft in height by providing partitions between stalls , falls ceiling with necessary support bellies , covering to the counter bench with total **17200 Sqft area (approx.)**
- b) Providing **minimum 671 ft** counter for full width of the stalls made of rubber wood with size of 2ft width and 3ft height with foldable top arrangement for entry to stalls including cost of material, transportation, labour for erection, maintenance etc for 45 days etc.
- c) Providing steel display racks with painting with 3ft x 7ft ( 21 square feet) or any other size on hire basis required as per site requirement including cost of material, transportation, labour for erection, maintenance etc for 45 days etc complete with **2100 Sqft area (approx.)**

- d) Providing plastic chairs (without hands) in the stalls **minimum 100 Nos** for SHG members on hire basis including transportation, labour for erection, maintenance etc for 45 days as per the directions of the department.
- e) Supply and Labeling of name of the institution / unit and numbering of stalls on flexi of size 4ft x 1ft. including cost of material, transportation, labour for erection, maintenance for 45 days etc complete as per the directions of the department with **150 Sqft area (approx.)**
- f) Providing green/red carpet in all stalls and passages including leveling of site as per site condition convenient to the visitors on rent basis including transportation, labour for erection, maintenance etc for 45 days etc complete as per directions with **4500 Sqft area (approx.)**
- g) Elevation arch 18ft. X 5.5 average Ht.(with 2ftx 2ft size pillars boxes of height 10'-2nos) and 90ft X 5.5 avg ht.ft (with 1ftx 1ft size pillars boxes of height 10'-2nos) with elevation as approved by the department including procurement of required supports and made of 6mm fly wood on hire basis etc,. complete with **306 Sqft area (approx.)**
- h) Supply and fixing of **minimum 100 nos.** of tube lights 60/38 W on hire basis including switches for on/off at suitable points for illuminating to stalls and the passages and other areas as directed by the department including transportation to site , labour charges.
- i) Supply and fixing of **minimum 10nos. of 1000W** mercury lights on hire basis on hire basis for illuminating the elevation arches for high lighting the MEPMA exhibition space and other areas as directed by the department including erection of lights with all required supports.
- j) Providing **minimum 10** Electrical power points with 3 pin socket and switch including required cable including cost of material, transportation, labour for erection, maintenance etc for 45 days complete as per the directions of the department.
- k) Providing **minimum 10 Bed lamps** for night time including switches including required cable including cost of material, transportation, labour for erection, maintenance etc for 45 days complete as per the directions of the department.
- l) Providing qualified and trained security guards 3 members @ 8 hr on rotation basis for watch and ward for 24 hours for all stalls with uniform and ID cards provide with a cell phone for communication for 45 days including all taxes applicable etc.
- m) Providing qualified and trained sweepers 2 no for maintain the premises clean with uniform and ID cards provide for 45 days including all taxes applicable etc. complete as directed by the department.

#### 11. Payment condition :

- a. No advance payment will be made to the successful Agency
- b. 60% payment will be made after satisfactory completion of the erection of work in full shape as per tender conditions.
- c. Balance payment will be made after completion of the exhibition.
- d. Proportionate amount shall be paid as per actual quantity executed.

#### 12. The agency shall install fire safety measures, including placing 5 fire extinguishers ready in emergency.

12. **The sealed Tender shall be submitted along with an EMD amount of Rs.25000/-**
13. **The bidders shall submit Rs. 2,000/- (Rupees Two Thousand only) (non-refundable) in the form of Demand Draft in favor of “Mission Director, MEPMA” issued by any Nationalized/ Scheduled Banks in India and payable at Hyderabad towards the cost of RFP document (the “Bid Processing fees”).**
14. Any Bid not accompanied by the Bid Processing fees and EMD shall be rejected by the Authority as non-responsive.
15. 14. The MD, MEPMA reserves the right to reject any or all bids without assigning any reason. Conditional bids in any form what so ever shall be liable to be rejected out rightly.
16. The agency is responsible for observing the existing labour laws in force during the execution of work.
17. The department is not responsible for any damages / thefts happened for the Articles / items so installed for whatever reason.

Sd/-  
**MISSION DIRECTOR**

## FINANCIAL BID

(Enclosed with Tender Notice No: MEPMA-EXH/EXGR/2/2019: 24-12-2019)

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Item	Rate per each stall in Figures		Total amount for 50 stalls (in Rs.)
	In Rupees	In words	
Erecting stalls as per specification at clause 10 of terms and conditions of this document.			

**Note:** The rate quoted shall be inclusive of GST.

Signature : -----

Name & Designation of the authorized person : -----

Address : -----

Telephone Nos, Fax Nos : -----

Stamp of the Agency :