

Kerala Forest Research Institute
Peechi, Thrissur, Kerala-680653
Ph: 0487 2690100, Fax: 0487-2690111, 2690339.

No: KFRI/KSC2017/Tender/Venue/01

Dt. 24/11/2016

The 29th session of the Kerala Science Congress will be organized by KSCSTE, in association with KFRI during 28th to 30th January 2017 at Mar Thoma College, Thiruvalla, Kerala. You are requested to extend your co-operation in this venture by offering sealed tenders for various works associated with the '**Venue Arrangements**'.

Tender forms and other details are available in the following Websites:

www.ksc.kerala.gov.in; www.kfri.res.in

Tender form along with detailed specifications, terms and conditions can be obtained on all working days from the KFRI Office, Peechi P.O, Thrissur, Kerala on payment of Rs.2, 000/- (Rupees Two Thousand only) plus VAT. A Demand Draft Rs. 20,000/- (Rupees Twenty Thousand only) drawn in favour of Director, KFRI payable at Thrissur, towards EMD should be attached with the tender.

Interested Firms/Contractors may also download the prescribed tender form and submit the sealed bid on or before 16-12-2016, before 2 pm along with separate DD's of Rs. 2,000/- (Rupees Two Thousand only) plus VAT towards tender cost and Rs. 20,000/- (Rupees Twenty Thousand only) towards EMD.

Last date & time of receipt of filled tender bids : 19-12-2016 up to 12.00 noon

Date & time of opening of tender bids : 19-12-2016 at 3.00 pm.

Tenders received after the last date and time mentioned above or without tender fee and EMD will be rejected. EMD of unsuccessful bidders will be refunded to them only after the finalization of the tender. EMD of the Firm whose Bid is finally accepted will be accounted and will be released only after the satisfactory completion of the contract.

The tenderer shall submit the following along with the bid: -

1. Copy of PAN and TIN number.
2. Earnest Money Deposit of Amount of Rs.20, 000/- in the form of Demand Draft in favour of 'Director, KFRI', payable at 'Thrissur'.
3. Copy of the cash receipt of KFRI for the payment of Rs. 2000/- plus VAT 5% as the cost of Tender Form or a DD for Rs. 2000/- plus VAT 5% drawn in favour of 'Director, KFRI' payable at 'Thrissur'.
4. Copy of one single 'Work Order' of value worth Rs 10.00 lakhs or two 'Work Orders' of value of Rs.5 lakhs each for similar 'Nature of Works' recently carried out by the Firm.

The tenderer who fail to submit the documents mentioned above shall stand disqualified for the bid.

Please submit Tenders in sealed covers super scribing the name of work “29th KSC -Venue Arrangements” on the cover.

The selected bidder has to provide a security deposit (in addition to EMD) of Rs.2.0 Lakhs (Rupees Two lakhs) as bank guarantee in the name of Kerala Forest Research Institute, Peechi. A contract with the terms and conditions has to be signed in required stamp paper by both the parties. If the bidder withdraws from the committed agreement, the financial loss will be levied from the EMD and security deposit in addition to penalties as per the contract.

The Chairman, Organizing Committee, 29th KSC reserves the right to reject or accept any tender without assigning any reason thereof. The decision of Chairman, Organizing Committee, 29th KSC is final with regard to this tender. All Court cases, if any, arise on account of this tender is limited to Courts having jurisdiction at Thrissur only.

If the Firm/Contractor fails to complete the work within the prescribed time as per specification and rate approved, it would be liable to face the penalty as imposed by the competent authority.

Tender documents to be submitted to

The Chairman,
Organizing Committee
29thKSC,
Kerala Forest Research Institute
Peechi, Thrissur, Kerala-680653
Ph:0487 2690100, Fax: 0487-2690111, 2690339

Place of Acceptance of Completed Tender

The Chairman,
Organizing Committee
29thKSC,
Kerala Forest Research Institute
Peechi, Thrissur, Kerala-680653

For queries related to Science Congress Programme Venue:

The Convener,
Venue Committee
29thKSC, Kerala Forest Research Institute
Peechi, Thrissur, Kerala-680653
Ph # 9496426424 (Dr. R Jayaraj)
8547735981 (Mr. Arjun Prasad)

For queries related to Science Congress Exhibition Venue

The Convener,
Exhibition Committee
29thKSC, Kerala Forest Research Institute
Peechi, Thrissur, Kerala-680653
Ph # 9447126861 (Dr. Muhammed Kunhi)
9446093865 (Dr. NS Pradeep)

The Chairman
Organizing Committee

Kerala Forest Research Institute
Peechi, Thrissur, Kerala-680653
Ph: 0487 2690100, Fax: 0487-2690111, 2690339.

No: KFRI/KSC2017/Tender/Venue/01

Tender Form

To

**The Chairman,
Organizing Committee
29th KSC
Kerala Forest Research Institute
Peechi, Thrissur, Kerala-680653**

Sir,

Sub: 29th Kerala Science Congress-'Venue Arrangements'-Submission of Tender-reg.
Ref: Your Tender No: KFRI/KSC2017/Tender/Venue/01, Dt. 23/11/2016

I/We hereby offer you to carryout various works associated with the 'Venue Arrangements' for the conduct of 29th Kerala Science Congress at at Mar Thoma College, Thiruvalla, Kerala, as detailed below at the price hereunder quoted and agree to hold this offer for six months from **19/12/2016**. I/We shall bind to carryout various works associated with the 'Venue Arrangements' on communicating the acceptance thereof on or before the stipulated time frame mentioned in the conditions herein, as well as in the agreement to be executed.

I . Kerala Science Congress Programme Venue

No	Description	Unit	Appox: Qty	Unit Rate	Amount (Rs)
A	Arch - 5 Days				
1	Providing theme based venue entrance Arch	Nos	02		
B	Campus lighting - 3 days				
1	Providing LED mala (illumination bulb set chain)	Nos	200		
2	Providing Metal Halogen (Green/White)	Nos	10		
3	Providing tube lights (including wiring and installation)	Nos	100		
	Subtotal				
C	Registration Counter - 3 days				
1	Temporary Hall (Top GI Sheet roofing /white cloth ceiling/ cloth side covering etc for 3 days	Sqft	1400		
2	Providing Synthetic Carpet	Sqft	1400		
3	Providing Table & Table cloth settings	Nos	10		
4	Providing Chair & Chair Cover with bow	Nos	20		
5	Providing Ceiling fan	Nos	06		

6	Providing Plug points	Nos	05		
7	Providing Computer / Laptop	Nos	01		
8	Providing Printer with photocopier facility (Cartridge - Full + 1)	Nos	01		
	Subtotal				
D	Main Auditorium (Capacity 600 nos) 3 days				
1	Providing Central Carpet on passage (200 x 3)	Sqft	600		
2	Providing Plastic Chair with Chair cover & bow	Nos	500		
3	Providing Banquet chair	Nos	100		
4	Providing VIP Chairs	Nos	20		
5	Providing Stage Carpet	Sqft	400		
6	Providing Stage curtain work (white cloth) 3 sides	Nos	01		
7	Providing Stage Flower Decoration	Nos	02		
8	Providing Flower Bouquet	Nos	20		
9	Providing Big Lamp/ Small hand lamp/Oil/thiri, Para/Flower/Agarbathi etc	Nos	01		
10	Providing Teapoys	Nos	02		
11	Providing Glass with cover	Nos	20		
12	Providing Mineral water bottle	Nos	40		
13	Providing Cordless mic	Nos	05		
14	Providing Coller/headband mic (UHF)	Nos	02		
15	Providing Podium mic	Nos	01		
16	Providing par light	Nos	10		
17	Providing LED par light	Nos	05		
18	Providing Plug point	Nos	05		
19	Providing Laser pointer with additional batteries	Nos	02		
20	Providing Laptop with operator	Nos	01		
21	Providing LCD Projector & Screen	Nos	01		
22	Providing UPS (800 VA) for LCD projector	Nos	01		
23	Providing Sound system 5000 watts complete with Amplifier, mixer (USB recording), stage monitoring and necessary speakers with stand etc	Nos	01		
24	Providing Cooler fan (Room cooler)	Nos	06		
25	Providing Pedestal fan (Soundless)	Nos	08		
	Subtotal				
E	Additional Temporary Hall (Capacity 300 Nos) - 3 days				
1	Erecting Temporary Hall with top Tarpaulin Sheet, White cloth sealing, Side masking with cloth	Sqft	4200		
2	Erecting Temporary Hall with Top GI Sheet, White cloth sealing, Side masking with cloth	Sqft	4200		
3	Providing Synthetic Carpet	Sqft	4200		
4	Providing Chairs with chair cover and bow	Nos	300		
5	Providing LED TV 55 '' with live streaming from main auditorium (including stand and accessories)	Nos	01		
6	Providing Ceiling Fans	Nos	20		
7	Providing pedestal fans (soundless)	Nos	10		
8	Providing tube lights with wiring and installation	Nos	10		

9	Providing speaker unit (as required)				
	Subtotal				
F	Guest Room - 3 days				
1	Providing synthetic carpet in room	Sqft	250		
2	Providing Sofa (3 piece set)	Nos	02		
3	Providing Chairs with Chair cover and bow	Nos	10		
4	Providing Table with table cloth settings	Nos	02		
5	Providing Teapoys	Nos	02		
6	Providing Plug Point	Nos	03		
7	Providing Cooler fan (Room cooler)	Nos	02		
8	Providing Laptop with operator	Nos	01		
	Subtotal				
G	Media Room - 3 days				
1	Providing Chairs with Chair cover and bow	Nos	15		
2	Providing Table with Table cloth setting	Nos	05		
3	Providing pedestal fan (Soundless)	Nos	02		
4	Providing Plug points	Nos	05		
5	Providing Laptop (with Malayalam font)	Nos	01		
6	Providing Printer with photocopier facility (Cartridge - Full + 1)	Nos	01		
	Subtotal				
H	Providing Poster Laying Stand with white cloth - 3 Days (Quote for length per meter rate) 150 cm (H) x 120 cm (W) area for individual posters [approx 200 posters of size - 120 cm (H) x 90 cm (W)]	Meter	240		
	Subtotal				
I	Technical Session Halls - 1 day				
1	Providing LCD Projector& Screen	Nos	08		
2	Providing LCD Projector (Stand by)	Nos	02		
3	Providing Laptop + Operator	Nos	10		
4	Providing UPS (800 VA) for LCD projector	Nos	10		
5	Providing Sound system - 800 watts with amplifier, mixer, speaker (2 No/set) and cables	Nos	10		
6	Providing Cordless Mic	Nos	25		
7	Providing Coller/headband mic (UHF)	Nos	10		
8	Providing Podium stand mic	Nos	10		
9	Providing Chairs (Approx 70 per hall)	Nos	600		
10	Providing Seminar Hall side masking	Nos	05		
11	Providing Laser pointer with additional batteries	Nos	12		
12	Providing Pedestal fan (Soundless)	Nos	30		
13	Providing Plug points (5 Set)	Nos	10		
14	Providing Timer & bell	Nos	12		
15	Setting of tables with table cloth (3 No/Set)	Set	10		
	Subtotal				
J	Photography & Video Recording				
1	Photography of the entire functions, 5 days (26- 30, Jan 2017)& setting a Quality Album with 200 Snaps & providing a DVD with all Digital photos (all photographs- appx. 2000 snaps)				

2	Video recording, 3 days (28-30, Jan 2017) of the entire functions & Providing Edited 45 minutes Video CD & Video recorded hard disk without editing				
	Subtotal				
K	Food Court - 5 days				
1	Erecting Temporary Hall with GI Sheet Roofing, white cloth Ceiling, cloth side Covering, etc, for 5 days use	Sqft	3300		
2	Providing Synthetic Carpet	Sqft	3300		
3	Providing Coir Carpet	Sqft	3300		
4	Providing Ceiling Fans	Nos	25		
5	Providing tube lights with wiring and installation	Nos	20		
6	Providing Washbasin (10 taps/set)	Set	03		
7	Providing metal allied lamps	Nos	05		
8	Providing plug point	Nos	20		
9	Erecting Tarpaulin temporary hall backside courtyard of Food court	Sqft	900		
	Subtotal				
L	E-Toilets - 5 days	Nos	05		
	Servicing, plumbing, toilet cleaning, chemical processing, water and waste management Cleaning has to be done 3-4 times daily				
M	Provision for proper cleaning of urinal and toilets in the college campus before the commencement and during the conduct of the programme. Cleaning has to be done 3-4 times daily (per person/day)	person/day	05 days		
	Subtotal				
N	Providing Generator, 62.5 KVA sound proof	Nos	01		
O	Running cost of generator including diesel and manpower	per hour			
P	Printing of posters and sign boards in ecofriendly material (rate per sq ft)	Sqft	-		
Q	Provision for potted plants in the venue (10'' pots with palms ~10 nos, rose - ~20 nos and shade plants [<i>Dracaena CV, Aglaonema CV, Begonias CV, Dieffenbachia CV</i>] - ~10 nos)	Per plant	40		
R	Cleaning of venues (main auditorium, technical session halls, food court area, poster session area and campus premises) before the commencement and during the conduct of the programme - 2 times a day for 4 days (rates per person/day)	person/day	04 days		
S	Cleaning of the venue after the programme per person/day	person/day	01 day		
T	Provision for Security personal (per person/day)	person/day	03 Days		
	Subtotal				
	Total of A to T				

II. Kerala Science Congress Exhibition venue

Sl. No	Particulars	Rate	Amount
A. Exhibition Area			
1	Pandal/hanger/Doom structure with	Sq. ft rate for each items may be given separately	
	1. 6" raised good quality plywood platform		
	2. Synthetic good quality carpeting		
	3. General lighting of the exhibition areas		
	4. All sides covering with good quality sheet 12 ft height & inner side cover with		
	5. Inside ceiling with good quality neat white cloth		
2	Installation of ramp/steps with side railings to reach the ground : 8-10 meter slop, 4 m width and 8 feet height		
B. Stall Design			
2	Construction of stalls - Octonorm with the following accessories in a stall of 3 X 3 mtr, 3 X 2 mtr & 2 X 2 mtr with following items (Approx 125 stalls)	Sq. ft rate for each stall may be given separately	
	1. Shell Scheme - Octonorm with good quality pure white ply with uniform size, shape & colour		
	2. One information counter uniform to all the stalls		
	3. Two good quality PVC chairs of uniform size, colour, shape etc.		
	1. One plug point (15 amps)		
	2. Neat, clean Facia board		
	3. Three long arms spot lights		
C. Expo Campus Lighting			
4	Temporary lighting arrangements of Expo campus (Marthomma College Ground, Thiruvalla, Pathanamthitta) and supply of generators with	Item wise rates per day may be given	
	1. Metal Halide lamps		
	2. Halogen lamps		
	3. Tube lights		
	4. Serial sets of 24 miniature bulbs		
	5. Ceiling fans		
	6. Pedestal fans		
	7. Five (5) Amp Plug points		
	8. Fifteen (15) Amp Plug points		
	9. 250 KVA sound proof DG set		
	10. 125 KVA sound proof DG set		
	11. 62.5 KVA sound proof DG set		
	12. Running charges of 250 KVA sound proof DG set		

	13. Running charges of 125 KVA sound proof DG set		
	14. Running charges of 62.5 KVA sound proof DG set		
Technicians and helper support for 24hrs during the entire expo period must be provided.			

D. Sound system

- Exhibition ground
- Audio Visual equipments at various places of venue

E. Security services

- Per person per day rate may be provided.

F. Housekeeping & cleaning of exhibition campus

- Per person per day rate may be provided

G. Stage items

Construction of the stage without any pandal structure - only the stage with 3 ft height, 15x15 ft wide, covered all sides with white clothes, frills and good quality mats over and provision for an Arabian tent 20 x 20 ft

Stage chair	Item wise rates per day may be given	
Traditional lamp (full set)		
Teapoy		
Podium		
VIP Chairs		
Plastic chairs with arm		
Plastic chairs without arm		
Construction of a stage	Sq. ft rate may be given	

H. Printing

- Eco-friendly material (material to be mentioned clearly) printing (both multicolour, single, double colour, 2 pass, 4 pass and back light and black & white printing. (rates/sqft)

I. Potted plants

- Provision for potted plants in the venue (10'' pots with palms, rose and shade plants [*Dracaena CV, Aglaonema CV, Begonias CV, Dieffenbachia CV*] – 20 nos

J. Cleaning of exhibition ground after the programme

- The ground should be cleaned well after the programme, removing all the debris, pits and smoothed to the normal level as before the programme

Note:

- The quantity of the shell scheme, carpet or other items may increase/decrease.
- All material should be of same type and colour and of International standard.
- The rates should be quoted with VAT if applicable should be indicated separately.

- Adequate stand-by systems must be ensured without any fail for all electric, sound, audio, generators etc.
- Venue will be available for erecting pandal for exhibition from 15th January onwards.

TERMS AND CONDITIONS OF THE CONTRACT

A. General

1. Part quotations will not be accepted
2. Programme Venue area will be available from 23 January 2017 and exhibition venue area will be available from 15th January 2017 onwards.
3. The Firm/Contractor shall obtain Photo Identity Card for all their employees, during the execution of the work with instructions to show the identity card at the entrance of Venue to the security guard.
4. The Venue for the Exhibition and programmes must be ready for use as per the following schedule

(A)	Exhibition venue, Food Court and E-Toilets	- 24/01/2017, 5 PM
(B)	Main Auditorium, Temporary hall, Arch, Guest Room, Campus lighting, Media Room, Poster Laying Stand and Registration Counter	- 26/01/2017, 5 PM
(C)	Technical Session Halls	- 27/01/2017, 5 PM
5. **The Firm should provide necessary fitness/clearance certificates from concerned departments for all the temporary installations.**
6. The Firm should install/ provide any additional items associated with the Venue Arrangements as per the directions of the concerned officers.
7. Technicians and helper support for 24hrs during the entire period must be provided.
8. The programme will be over by 9 pm on 30th January 2017 and the dismantling and cleaning of the venue must be completed before 03 February 2017, 4.00 PM.
9. Photo Album, digital photos and Video CD, etc of the function should be submitted on or before 04th February 2017.

B. Payment Details:

1. An advance payment of 40 % of the total will be released on the successful completion of all the works at the venue within the stipulated time mentioned.
2. Balance and Final payment will be made on production of the Invoice after the successful completion of all the Programme and dismantling all temporary erections & cleaning the venue premises, and submission of Photo Album, Digital photos and Video CD, etc of the function.
3. The quantity indicated is only approximate numbers, that may decrease or increase. The final bill settlement will be based on the actual use per quoted unit rate.
4. Income Tax, Service Tax, VAT including cess, etc, are applicable as per Government Norms.

C. Construction Place :

**Mar Thoma College
Thiruvalla, Pathanamthitta Dist**

I/We understand the instructions to the Tenderers and General Terms and Conditions, and specific conditions of the Contract detailed above. I/We have thoroughly examined the specifications/schedule of the works referred above and my/our offer is for all the works associated with the 'Venue Arrangements' for the conduct of '29th Kerala Science Congress' in accordance with and subject to the terms and conditions detailed above.

Date :

Signature of the Tenderer with Seal