

**VERY SHORT TERM TENDER FOR SELECTION OF AN AGENCY FOR
THEME DESIGN, FABRICATION AND INSTALLATION OF
EXHIBITION STALL FOR 'UP DEFENCE INDUSTRIAL CORRIDOR' AT
'DEFENCE EXPO 2022'
TO BE HELD FROM 10 MAR 2022 TO 14 MAR 2022 AT
HELIPAD EXHIBITION CENTRE (HEC), GANDHINAGAR, GUJARAT**

2nd Floor, Paryatan Bhawan
C-13, Vipin Khand, Gomti Nagar
Lucknow – 226010

DISCLAIMER

The information contained in this Tender document (the "Tender") or subsequently provided to Bidder(s), whether verbally or in documentary or any other form by or on behalf of the Authority or any of its employees or advisors, is provided to Bidder(s) on the terms and conditions set out in this Tender and such other terms and conditions subject to which such information is provided.

This Tender is not an Agreement and is neither an offer nor invitation by the Authority to the prospective Bidders or any other person. The purpose of this Tender is to provide interested parties with information that may be useful to them in making their financial proposals (BIDs) pursuant to this Tender. This Tender includes statements, which reflect various assumptions and assessments arrived at by the Authority in relation to the Project. Such assumptions, assessments and statements do not purport to contain all the information that each Bidder may require. This Tender may not be appropriate for all persons, and it is not possible for the Authority, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this Tender. The assumptions, assessments, statements and information contained in the Bidding Documents, especially the Project Report, may not be complete, accurate, adequate or correct. Each Bidder should, therefore, conduct its own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this Tender and obtain independent advice from appropriate sources.

Information provided in this Tender to the Bidder(s) is on a wide range of matters, some of which may depend upon interpretation of law. The information given is not intended to be an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Authority accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The Authority, its employees, consultants, representatives and advisors make no representation or warranty and shall have no liability to any person, including any Bidder under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this Tender or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the Tender and any assessment, assumption, statement or information contained therein or deemed to form part of this Tender or arising in any way for participation in this BID Stage.

The Authority also accepts no liability of any nature whether resulting from negligence or otherwise howsoever caused arising from reliance of any Bidder upon the statements contained in this Tender.

The Authority may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumptions contained in this Tender.

The issue of this Tender does not imply that the Authority is bound to select a Bidder or to appoint the Selected Bidder, for the Project and the Authority reserves the right to reject all or any of the Bidders or BIDs without assigning any reason whatsoever.

The Bidder shall bear all its costs associated with or relating to the preparation and submission of its BID including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the Authority or any other costs incurred in connection with or relating to its BID. All such costs and expenses will remain with the Bidder and the Authority shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a Bidder in preparation or submission of the BID, regardless of the conduct or outcome of the Bidding Process.

The Bidders are prohibited from any form of collusion or arrangement in an attempt to influence the selection and award process of the Bid. Giving or offering of any gift, bribe or inducement or any attempt to any such act on behalf of the Bidder towards any officer/employee/ advisor/ representative of the Authority or to any other person in a position to influence the decision of the Authority for showing any favour in relation to this Tender or any other contract, shall render the Bidder to such liability/penalty as the Authority may deem proper, including but not limited to rejection of the Bid of the Bidder and forfeiture of its Bid Security.

Laws of the Republic of India are applicable to this Tender.

INSTRUCTION FOR TENDERING

The bidding process for this tender will be completed as mentioned in the Tender Document. The tender document can be downloaded free of cost from the website of UPEIDA viz. <https://upeida.up.gov.in/>

The bidders must submit the technical proposal & financial proposal in two separate sealed envelopes. All the pages of the Technical and financial proposal should be duly signed by the Authorised signatory.

All the separate envelopes of Technical Proposal, Financial Proposal and the envelope containing the two demand drafts for documents fees and the EMD should be kept in one sealed envelope with following superscription:-

“VERY SHORT TERM TENDER FOR SELECTION OF AN AGENCY FOR THEME DESIGN, FABRICATION AND INSTALLATION OF EXHIBITION STALL FOR ‘UP DEFENCE INDUSTRIAL CORRIDOR’ AT ‘DEFENCE EXPO 2022’ TO BE HELD FROM 10 MAR 2022 TO 14 MAR 2022 AT HELIPAD EXHIBITION CENTRE (HEC), GANDHINAGAR, GUJARAT”

The demand drafts should be drawn in favour of UPEIDA, and payable at Lucknow.

The proposals shall be submitted and opened at the below address:

UPEIDA,
2nd Floor, Paryatan Bhawan
C-13, Vipin Khand,
Gomti Nagar,
Lucknow – 226010
Uttar Pradesh
mail: UPEIDA2@gmail.com, web site: <https://upeida.up.gov.in/>
phone: 0522 2307542/2307592

NOTICE INVITING TENDER

 <p>UPEIDA U.P. Expressways Industrial Development Authority</p>	<p>VERY SHORT TERM TENDER FOR SELECTION OF AN AGENCY FOR THEME DESIGN, FABRICATION AND INSTALLATION OF EXHIBITION STALL FOR 'UP DEFENCE INDUSTRIAL CORRIDOR' AT 'DEFENCE EXPO 2022' TO BE HELD FROM 10 MAR 2022 TO 14 MAR 2022 AT HELIPAD EXHIBITION CENTRE (HEC), GANDHINAGAR, GUJARAT</p>
<p>Uttar Pradesh Expressways Industrial Development Authority (UPEIDA) intends to select an Agency for the Theme Design, Fabrication and Installation of Exhibition Stall for 'UP DEFENCE INDUSTRIAL CORRIDOR' AT 'DEFENCE EXPO 2022' TO BE HELD FROM 10 MAR 2022 TO 14 MAR 2022 AT HELIPAD EXHIBITION CENTRE (HEC), GANDHINAGAR, GUJARAT. Interested agencies may download the Tender document from the website of the Authority viz. https://upeida.up.gov.in/. The last date for submission of Bid is 06.03.2022 till 03.00 PM at the Office of the Authority, which shall be opened on the same day at 04.00 PM.</p>	
<p>Chief Executive Officer, UPEIDA 2nd Floor, Paryatan Bhawan, C-13, Vipin Khand, Gomti Nagar, Lucknow – 226010. Phone: +91-0522-2307592 / 2307542 Email: UPEIDA2@gmail.com</p>	

PROJECT BACKGROUND

Uttar Pradesh Expressways Industrial Development Authority (UPEIDA) is the nodal agency for the Uttar Pradesh Defence Industrial Corridor project and is engaged in the development of Expressways and Industrial Corridors as a part of the Industrial Development of the State of Uttar Pradesh.

UPEIDA intends to select an Agency for the Theme Design, Fabrication and Installation of Exhibition Stall for 'UP Defence Industrial Corridor' at 'Defence Expo 2022' to be held from 10 Mar 2022 to 14 Mar 2022 at Helipad Exhibition Centre (HEC), Gandhinagar, Gujarat

SCOPE OF WORK

UPEIDA invites Bids for selection of an agency for theme design, fabrication and installation of exhibition stall for 'UP Defence Industrial Corridor' at 'Defence Expo 2022' to be held from 10 Mar 2022 to 14 Mar 2022 at Helipad Exhibition Centre (HEC), Gandhinagar, Gujarat. The scope of work for the selected agency shall be, but not limited to, the following:

- Theme design, fabrication, installation, decoration and maintenance of UP Defence Industrial Corridor Exhibition Stall at Defence Expo 2022.
- The exhibition stall and all its elements will be temporary in nature, which shall be neatly dismantled after the period of the project.
- The exhibition stall needs to be fully ready by 09 Mar 2022 and should be operational by 10 Mar 2022, and shall be maintained, operated and supervised till the end of the Defence Expo 2022 event i.e. on 14 Mar 2022. The agency needs to ensure that all the necessary fabrication work is done beforehand, to have the exhibition stall installed on-ground by the 09 Mar 2022.
- The exhibition stall will be used as a platform to showcase the various opportunities in the state along with latest update on the Corridor through various medias like the LED Televisions, literature, marketing collaterals, audio/visual gallery, flex banners, display standee ETC. (the necessary literature and film to be displayed shall be provided by UPEIDA)

Specifications & requirements of the exhibition stall is, but not limited to:

- The exhibition stall structure needs to be waterproof and well ventilated.
- Setting up the necessary foundation and preparing the floor befitting the display, which includes, but not limited to, wooden ply flooring, matting, etc.
- Ambience creation for the exhibition stall, based on the theme.
- The total area must be utilised to the full capacity and no zone should be left uncovered. It includes, but not limited to, creation of Facade for the exhibition stall, day & night lighting, theme lighting, general lighting, furniture/fixtures, etc.
- Complete management of the activities related to necessary furniture/fixtures, including but not limited to, providing, preparation of facia, etc.
- To ensure the structural stability of the exhibition stall during the event.
- The agency to provide the lighting for the exhibition stall (both interior & exterior façade), sufficient charging points, multiple plug points and extension chords for the workstation, necessary & enough cabling & wiring. The Exhibition Authority will provide the electricity connection to the exhibition stall. DG sets are not required.

- The agency is also responsible for the liaison with the local bodies for emergency preparedness in case of fire, extreme weather, crowd management, etc.
- The agency need to ensure that there is always maintenance support available in the Stall for the duration of the project. Any damage to the structure & its elements need to be repaired or replaced in the most urgent manner.

The agency is responsible for the overall design & aesthetics of the exhibition stall (Exterior & interior) on the theme. The artwork & creative to be used for branding shall have to be got approved.

Points to note:

- Approximate area allocated for the exhibition stall –150 Sqm.
- The Height of the exhibition stall will be 10-15 Ft.
- Only raw indoor space will be provided, and the exhibition stall will be built inside the space. Wooden ply flooring is required inside the exhibition stall.
- The facade of the exhibition stall must be visually appealing and can be higher than 15 Ft.

Mandatory Requirements:

- The exhibition stall must have the following elements, but not limited to:
 - Front façade (can be higher than 15 Ft.) and a smooth entry & exit.
 - 4 LED televisions of large size, placed aesthetically inside the exhibition stall.
 - Scrollers, Chairs and Tables, Fire extinguisher, appropriate Lighting (wall light, focus light, trans light, for façade & inside), etc., all in appropriate quantity. Exact quantity has not been defined and the agency must factor in w.r.t. the design concept.
 - 1 Storage area.
 - 1 Working station (with table & chairs) for UPEIDA appointed staff with power plugs and electricity connection.
 - Reception area & Display shelf/tray.
 - First aid kit.
 - Dedicated manpower deployed (with neat uniform) will be required for the duration of the event, who will be responsible for the day-to-day operation, reception of guests and housekeeping work within the exhibition stall.
 - Water dispenser for the duration of the event. Drinking water to be made available for the Departmental staff deployed at the exhibition stall.
 - Picture and Narratives for creatives will be provided to the selected Agency.

Please note that the designs, structure, material used & its elements must be visually appealing, sturdy, must stand the weather condition at the exhibition site. In addition to the above Scope of Work, the agency will provide necessary on-ground support required & maintenance, to ensure smooth operations of the exhibition stall.

Note:

1. The Applicants must quote in the 'Financial proposal' as per format at Appendix-E, the total cost (excluding GST which shall be paid extra) of Theme Designing, Installation &

Maintenance of the Exhibition Stall, with all its elements as defined in the scope of work, for the period of the exhibition. Any cost related to the deployment of the maintenance support; other direct/indirect cost also must be included in this quote. No additional cost will be paid by UPEIDA.

2. The quote must be exclusive of GST.

INSURANCE

The Bidder shall ensure that all its resources deployed at the site are adequately insured & covering each incidence for personal injury caused or arising out of the performance of the services. The selected Agency shall also be required to have a comprehensive insurance for the entire Exhibition Stall & any loss incurred to the structure or life due to natural calamity or other reasons (If so may arise).

INSTRUCTION TO BIDDERS

The selected bidder shall function as the Agency for the THEME DESIGN, FABRICATION, INSTALLATION AND MAINTENANCE OF Defence Industrial Corridor EXHIBITION STALL AT the exhibition site as per the scope of work.

The proposal will be evaluated on the basis of the evaluation criteria set out in this tender document in order to identify the successful Bidder ('Successful Bidder'). The Successful Bidder will be issued a Work Order by UPEIDA.

UPEIDA intends to adopt a single stage two envelope bidding process for the selection of the Agency for the assignment. Hence, the technical and financial proposal shall be submitted as two separate envelopes in the office of UPEIDA on or before the scheduled date and time.

A demand draft of INR 2360 (Rupees Two thousand, three hundred Sixty only) for the cost of tender document (Non-refundable), in favour of UPEIDA, payable at Lucknow, issued by any scheduled bank in India has to be submitted for the acceptance of the Bid. The demand draft must be hand delivered to the office of UPEIDA, on or before the bid submission date and time.

Each bidder shall submit a maximum of one (1) proposal for the assignment, in response to this tender document. Any bidder who submits more than one proposal for the assignment shall be disqualified.

The proposal shall remain valid for a period of not less than 60 days from the proposal due date (Proposal validity period). UPEIDA reserves the right to reject any proposal, which does not meet this requirement.

EARNEST MONEY DEPOSIT (EMD)

An Earnest Money Deposit (EMD) for an amount of INR 25,000/- (Rupees Twenty Five thousand only) in the form of a demand draft, in favour of UPEIDA, payable at Lucknow, issued by any scheduled bank in India, has to be submitted for acceptance of the Bid. The demand draft must be hand delivered to the office of UPEIDA on or before the bid submission date and time.

EMD shall be returned to the unsuccessful bidders within a period of one month from the date of issue of 'Work Order' to the 'Successful Bidder'. EMD submitted by the 'Successful Bidder' shall be treated as part of performance security and shall be refunded along with the performance security after completion of the assignment.

EMD shall be forfeited in the following case:

- If any information or document furnished by the bidder turns out to be misleading or untrue in any material respect.

FORMAT AND SIGNING OF BIDS

The bidder shall provide all the information as per this tender document. UPEIDA will evaluate only those proposals that are received in the required format and are complete in all respects.

Each proposal shall comprise the following:

Technical Proposal

- A. Copy of DD for the cost of tender document;
- B. Copy of DD for the Earnest Money Deposit (EMD);
- C. Covering letter in the format set out in Appendix A;
- D. Details of the bidder in the format set out in Appendix B. The bidder has to provide the company profile such as Memorandum & Article of Association of the company, etc. The documents to be submitted should also include the following:
 - I. Self-attested copy of registration;
 - II. Self-attested copy of PAN card;
 - III. Self-attested copy of the GSTIN number;
 - IV. Self-attested copy of the company profile, along with the list of significant clients;
 - V. Chartered Accountant Certificate (ORIGINAL) specifying the annual turnover for the last three Financial Years in the format set out in Appendix D.
- E. Technical proposal should also comprise:
 - I. Project data sheets & Technical capacity of the bidder in the format set out in Appendix C, with supporting proofs as indicated in Clause 'Eligibility Criteria and Evaluation Methodology';
 - II. Undertaking regarding the Non-debarment by any State/Central Government or their agencies, in the last three years.

Each page of the technical Bid shall be numbered and signed by the authorized signatory of the bidder.

Financial Proposal

- A. Financial proposal will be separately submitted in sealed envelope as per format at Appendix-E.
- B. The financial proposal shall be exclusive of GST.

SUBMISSION OF BIDS

The bidders must submit the technical proposal & financial proposal in two separate sealed envelopes. All the pages of the Technical and financial proposal should be duly signed by the Authorised signatory.

All the separate envelopes of Technical Proposal, Financial Proposal and the envelope containing the two demand drafts for documents fees and the EMD should be kept in one sealed envelope with following superscription:-

“VERY SHORT TERM TENDER FOR SELECTION OF AN AGENCY FOR THEME DESIGN, FABRICATION AND INSTALLATION OF EXHIBITION STALL FOR ‘UP DEFENCE INDUSTRIAL CORRIDOR’ AT ‘DEFENCE EXPO 2022’ TO BE HELD FROM 10 MAR 2022 TO 14 MAR 2022 AT HELIPAD EXHIBITION CENTRE (HEC), GANDHINAGAR, GUJARAT”

The Bidders should submit their bids in office of UPEIDA on or before 06.03.2022 till 03:00 PM.

LATE BIDS

No bid shall be accepted after the scheduled bid due date and time. The bidder only, will be held responsible if his/her Bids are not submitted in time due to any reason.

It shall be deemed that prior to the submission of the proposal, the bidder has:

- A. Made a complete and careful examination of terms and conditions/requirements, and other information as set forth in this tender document;
- B. Received all such relevant information as required by them, and;
- C. Made a complete and careful examination of the various aspects of the project.

UPEIDA shall not be liable for any mistake or error or neglect by the bidder in respect of the above.

RECEIPT AND OPENING OF BIDS

Bidders are advised to submit their Bids in ‘Two-Envelope’ system with Technical and Financial proposals in separate sealed envelopes. Please note that price/financial proposal should not be quoted in the Technical proposal. The Prices should be quoted in the Financial proposal only. On receipt of tenders, the technical proposals will be opened by the designated committee in the office of UPEIDA at Paryatan Bhawan, Lucknow.

UPEIDA will open all Bids, in the presence of bidder’s authorized representatives who choose to attend UPEIDA office, Paryatan Bhawan, C-13, Vipin Khand, Gomti Nagar, Lucknow – 226010 on the date and time mentioned in the Tender.

After the opening of technical proposal the same shall be evaluated. Financial Proposal of only technically qualified bidders shall be considered for opening of their financial proposal.

UPEIDA reserves the right to reject any Proposal which does not contain the information/documents as set out in this tender document.

To facilitate evaluation of Proposals, UPEIDA may, at its sole discretion, seek clarifications in writing from any bidder regarding its proposal.

EVALUATION

The criteria for prequalification, technical evaluation and selection of Bidders are set out under Section Eligibility criteria and evaluation methodology.

As part of the evaluation, the Technical proposals shall be checked for responsiveness as per the requirements of the tender document and only those Proposals which are found to be responsive shall be evaluated further with the criteria set out in this tender document.

The technical proposal would be considered to be responsive if it meets the following conditions:

- A. The amount towards the Cost of tender (DD) and EMD (DD) has been received on or before the Proposal Due Date including any extension thereof.
- B. It is signed and marked as stipulated in Clause 'Format and signing of bids' and 'Submission of bids'. It contains all the information and documents.
- C. It contains information in formats specified in this tender Document.
- D. It conforms to the bid validity period as set out in the tender.
- E. It provides information in reasonable detail. ("Reasonable Detail" means that, but for minor deviations, the information can be reviewed and evaluated by UPEIDA without communication with the Bidder). UPEIDA reserves the right to determine whether the information has been provided in reasonable detail.
- F. There are no inconsistencies between the Proposal and the supporting documents.

A Proposal that is substantially responsive is one that conforms to the preceding requirements without material deviation or reservation. A material deviation or reservation is one:

- A. Which affects in any substantial way, the scope, quality, or performance of the Assignment, or
- B. Which limits in any substantial way, inconsistent with the tender Document, UPEIDA rights or the Bidder's obligations under the Work Order, or
- C. Which would affect unfairly the competitive position of other Bidders presenting substantially responsive Proposals.

The responsive Proposals shall be evaluated as per the criteria set out in Section Eligibility criteria and evaluation methodology.

Quality cum cost based selection (QCBS) method shall be adopted for selection of the Agency, which has been fully described in Section Eligibility criteria and evaluation methodology of this tender document. The Bidder achieving the highest combined technical and financial score as described in Section Eligibility criteria and evaluation methodology will be considered to be the successful bidder and will be invited for negotiations, if required before the final contract signing (the "Successful Bidder").

In case there are two or more Bidders with the same combined score, UPEIDA may in such case call all such Bidders for negotiations and select the Preferred Bidder on the outcome of the negotiations. The selection in such cases shall be at the sole discretion of UPEIDA.

UPEIDA reserves the right to reject any Proposal, if:

- A. At any time, a material misrepresentation is made or discovered; or
- B. The Bidder does not respond promptly and diligently to requests for supplemental information required for the evaluation of the Proposal.
- C. In the event of acceptance of the Proposal of the Preferred Bidder, UPEIDA shall declare the Preferred Bidder as the Successful Bidder. UPEIDA will notify the Successful Bidder through a Letter of award (LoA) that its Proposal has been accepted.

PERFORMANCE SECURITY

The successful Bidder shall at his own expense will deposit with UPEIDA, on the receipt of Letter of Award from UPEIDA, additional amount of Rs. 1,00,000/- towards the total Performance Security of Rs. 1,25,000/- by way of Demand Draft drawn on a scheduled bank, in favour of UPEIDA, payable at Lucknow, for the due performance and fulfilment of the assignment by the Bidder. The Performance Security shall be released by UPEIDA after satisfactory completion of the assignment and upon being satisfied that there has been due performance of obligations of the Bidder as per the Scope of Work.

Failure of the Successful Bidder to comply with the requirements of Clause Performance security shall constitute sufficient grounds for the annulment of the Work Order/LoA and forfeiture of the EMD. In such an event, UPEIDA reserves the right to:

- A. Either invite the next best bidder to match with the Financial Proposal of the Successful Bidder, or;
- B. Take any such measures as may be deemed fit in the sole discretion of UPEIDA, including annulment of the bidding process and blacklisting of the firm from UPEIDA for any future work.

Notwithstanding anything contained in this tender document, UPEIDA reserves the right to accept or reject any Proposal, or to annul the bidding process or reject all Proposals, at any time without any liability or any obligation for such rejection or annulment.

The Bidding Process shall be governed by, and construed in accordance with, the laws of India and the Courts in Lucknow shall have exclusive jurisdiction over all disputes arising under, pursuant to and or in connection with the Bidding Process.

PAYMENT

Payment will be made to the Successful Bidder on the basis of the milestones as specified in the following table:

Milestones	Amount
Milestone 1 – Successful installation of the exhibition stall.	40% of the agreed financial proposal.
Milestone 2 – Dismantling of the exhibition stall after the completion of the exhibition.	60% of the agreed financial proposal.

ELIGIBILITY CRITERIA AND EVALUATION METHODOLOGY

Pre-Qualification Criteria

S No	Criteria	Documentary Evidence
1.	The bidding entity should be a registered entity with minimum 5 years of existence on the day of the submission of Bid, with fabrication & production capabilities of temporary structures, exhibition pavilion & booths.	<ol style="list-style-type: none"> 1. Certificate of Incorporation under Companies Act 1956/2013, and other applicable Acts. 2. PAN Card. 3. GST Registration. 4. Other appropriate documents supporting their status.
2.	The bidding entity should have a minimum average annual turnover of INR 50 lakhs or more over the last three financial years (i.e. 2017-18, 2016-17 and 2015-16).	<ol style="list-style-type: none"> 1. CA certificate (Original). 2. Audited balance sheets for the last three financial years (i.e. 2017-18, 2016-17 and 2015-16) to support the claim.
3.	The bidding entity must have successfully executed two (2) projects of design & installation of temporary structures, exhibition pavilion & booths, in the last three (3) years, with the State or Central Government / PSUs / Private.	<ol style="list-style-type: none"> 1. Letter of Award / Agreement / Contract / Work Order / Completion Certificate, duly certified by the authorized signatory of the bidding company. 2. Pictures & other supporting documents.
4.	The bidding entity must not be blacklisted/terminated/ debarred by any State or Central Government or their agencies and should not have been found guilty of any criminal offence by any Court of law, in the last three (3) years.	<ol style="list-style-type: none"> 1. Undertaking by the authorised signatory of the bidder.

Note: Qualitative comparative evaluation of work credentials amongst the participating bidders will be applied. Work credentials will be considered as on last date of submission of Bids.

The agency who fulfil the above pre-qualification criteria will be considered eligible Bidder. Failure to comply with pre-qualification Criteria's shall render the Bidder ineligible. The technical and financial proposal of in-eligible Bidders shall not be considered.

Note: Submission of forged documents will also result in rejection of the bid.

Technical Evaluation Criteria

S No	Evaluation Criteria	Maximum Score
1	<p>Number of successfully executed projects of theme design & installation of temporary structures, exhibition pavilion/stall/ booths, in the last three (3) years, with the State or Central Government / PSUs / Private.</p> <p>Projects will include theme design & installation of temporary structures like exhibition booths,</p>	60

	<p>pavilions, etc.</p> <p>Marking: 40 marks : for 2 Project 50 marks : for 3 Project 60 marks : for more than 3 Projects</p> <p>Documentary Evidence:</p> <ol style="list-style-type: none"> 1. Letter of Award / Agreement / Contract / Work Order / Completion Certificate, duly certified by the authorized signatory of the bidding company. 2. Pictures & other supporting documents. 	
2	<p>Minimum average annual turnover of INR 50 lakhs or more over the last three financial years (i.e. 2021-2, 2020-19 and 2019-18).</p> <p>Marking: 30 marks : for average annual turnover of INR 50 lakhs to INR 1.0 crore. 40 marks: for average annual turnover of more than INR 1.0 Crore.</p> <p>Documentary Evidence:</p> <ol style="list-style-type: none"> 1. CA certificate (Original). 2. Audited balance sheets for the last three financial years (i.e. 2021-2, 2020-19 and 2019-18) to support the claim. 	40
Total:		100

The technical score (Pe) for the technical proposal will be the arithmetic sum of the marks assigned to the Bidders under each of the parameters listed above. The Bidder is required to achieve a minimum technical score of 70 marks (Benchmark Score) for opening of financial proposals.

Evaluation Methodology

The Financial Proposals shall be given scores as follows:

- Financial score (Pf) = $100 \times (\text{Financial Proposal of Lowest Bidder} / \text{Financial Proposal of Bidder under consideration})$

The evaluation methodology will be based on quality and cost based selection method (Q.C.B.S.), with 60% weightage on technical score and 40% weightage on financial score.

The Composite Score shall be computed as follows:

- Composite Score = $(Pe \times 0.60) + (Pf \times 0.40)$

The Bidder obtaining the highest Composite Score would be declared as the Selected Bidder.

Appendix A

**Covering Letter
(On the Letterhead of the Bidder)**

Date:

To:

Ref: "VERY SHORT TERM TENDER FOR SELECTION OF AN AGENCY FOR THEME DESIGN, FABRICATION AND INSTALLATION OF EXHIBITION STALL FOR 'UP DEFENCE INDUSTRIAL CORRIDOR' AT 'DEFENCE EXPO 2022' TO BE HELD FROM 10 MAR 2022 TO 14 MAR 2022 AT HELIPAD EXHIBITION CENTRE (HEC), GANDHINAGAR, GUJARAT"

Dear Sir,

Being duly authorized to represent and act on behalf of (hereinafter referred to as 'the Bidder'), and having reviewed and fully understood all of the Proposal requirements and information provided and collected, the undersigned hereby submits the Proposal on behalf of _____ (Name of Bidder) for the captioned Project, with the details as per the requirements of the tender document, for your evaluation. We confirm that our Proposal is valid for a period of 60 days from _____ (insert Proposal Due Date).

We also hereby agree and undertake as under:

Notwithstanding any qualifications or conditions, whether implied or otherwise, contained in our Proposal we hereby represent and confirm that our Proposal is unqualified and unconditional in all respects and we agree to the terms of the proposed Scope of Work, which forms a part of the tender document provided to us. We hereby certify and confirm that in the preparation and submission of our Proposal, we have not acted in concert or in collusion with any other Bidder or other person(s) and also not done any act, deed or thing which is or could be regarded as anti-competitive.

Yours faithfully,

For and on behalf of (Name of Bidder)
Duly signed by the Authorized Signatory of the Bidder
(Name, Title and Address of the Authorized Signatory)

Appendix B

Details of Bidder (To be provided on 'Company letter head')

1.	Name of the bidder firm		
2.	Registered Office	Address (With Pin Code)	
		Telephone Nos. (With STD Code)	
		Fax Nos. (With STD Code)	
		mail ID	
		Website	
3.	GSTIN (Copy to be Enclosed)		
4.	PAN Card No (Copy to be Enclosed)		
5.	Name and designation of the Chief Executive of the firm		
	Address, Contact Number, Email etc		
6.	Cost of tender (Details of the DD) EMD amount (Details of the DD)		
7.	Attach documents in evidence of Past Experience		
8.	Attach list of important clients		
9.	Attach proof of accreditation, membership and certificates from important past clients.		

For and on behalf of:

Signature: ,
(Authorised Signatory of the Bidder)
Name of the Person:
Designation:
(with seal of the bidding entity)

Appendix C

Format for Project Data Sheet (to be provided for each claimed project separately)

Name of the Applicant: _____

Project Name:		
Project Location		Details of assignment
Name of Client		
Start Date (Month/Year)	Completion Date(Month/Year)	Approx. Value of Services (in INR):
Description of the Project:		
Description of Actual Services provided:		
Any other information pertaining to the Assignment		

For and on behalf of:

Signature: ,
(Authorised Signatory of the Bidder)
Name of the Person:
Designation:
(with seal of the bidding entity)

Appendix D

Financial Capacity of the Bidder (Chartered Accountant certificate)

(On Chartered Accountant's letterhead)

Date: DD/MM/YYYY

To
The Chief Executing Officer,
U.P. Expressways Industrial Development Authority
2nd Floor, Paryatan Bhawan,
C-13, Vipin Khand, Gomti Nagar,
Lucknow-226010.

Sir,

I, Chartered Accountant of M/s _____ hereby declare that I have scrutinized and audited the financial statement of M/s _____. The Turnover of the Applicant for last three financial years as per audited statement is as under:

Annual Turnover (INR in Lakhs)			
2018-19	2019-20	2020-21	Average Annual Turnover

Yours faithfully,

(Signed and sealed by the Chartered Accountant)
(Name and Registration no.)

For and on behalf of:

Signature: ,
(Authorised Signatory of the Bidder)
Name of the Person:
Designation:
(with seal of the bidding entity)

Appendix E

FINANCIAL PROPOSAL SUBMISSION FORM

**(To be submitted on the Letter head of the Bidder – in a separate sealed envelope)
(NOT TO BE SUBMITTED WITH TECHNOCAL PROPOSAL)**

Ref. No.....

Date:

To,
Chief Executive Officer
Uttar Pradesh Expressways Industrial Development Corporation
Lucknow.

REF: “VERY SHORT TERM TENDER FOR SELECTION OF AN AGENCY FOR THEME DESIGN, FABRICATION AND INSTALLATION OF EXHIBITION STALL FOR ‘UP DEFENCE INDUSTRIAL CORRIDOR’ AT ‘DEFENCE EXPO 2022’ TO BE HELD FROM 10 MAR 2022 TO 14 MAR 2022 AT HELIPAD EXHIBITION CENTRE (HEC), GANDHINAGAR, GUJARAT”

Dear Sir

I/we offer our quote for Rs..... (Rupees) (exclusive of GST) only to be paid by UPEIDA for the captioned assignment on the stipulated terms and conditions and other particulars indicated in the Tender document.

This proposal and all other details furnished by us shall constitute a part of my/our Bid. I / we understand that UPEIDA is not bound to accept the lowest or any Bid received.

I/ we agree that my / our Bid shall remain valid for a period of 60 days from the Bid submission Date prescribed for submission of proposal. I / we confirm that my/our Financial Proposal is unconditional and that we accept all terms and conditions specified in the Tender document. I/ we agree to bind by this offer if I/we am/are selected as the Successful Bidder.

It is understood that in case of discrepancy between the amount quoted in figures and words, the later will prevail.

For and on behalf of:

Signature: ,
(Authorised Signatory of the Bidder)
Name of the Person:
Designation:
(With seal of the bidding entity)