



REC/8/3/2011-11/CCPR/

Dated: 08.09.2011

**Sub: Expression of Interest (EoI) for Designing and Fabrication of REC stall at India International Trade Fair 2011 on 49 Sq mt.(7 x 7) bare space in Hall No-18, Lower Level at IITF, Pragati Maidan, New Delhi**

**Dear Sir,**

Rural Electrification Corporation Limited (REC Ltd.) is a Non-Banking Financial Company (NBFC). It was set up in 1969 with the main objective of financing rural electrification schemes in the country through State Electricity Boards, DISCOMS etc. To showcase its achievements and publicize its products, REC is participating in its annual event at India International Trade Fair (IITF). The bare space booked for the purpose **7 X 7 = 49 sq mt in Hall No. 18, Lower Level at IITF Pragati Maida in New Delhi.**

In this connection, Expression of Interest (EoI) is invited. You are requested to quote your lowest competitive rate for the above mentioned work as per Scope of Work and Terms & Conditions contained in the following annexures:

1. Instructions and General Conditions of the bid to the Bidder- **Annexure-A**
2. Technical Bid -**Annexure-B**
3. Design Bid **As per Annexure-A, E & F**
4. Financial Bid -**Annexure-C**
5. Breakup of Financial Bid -**Annexure-D**
6. Layout Plan of REC stall - **Annexure-E**
7. Theme/Concept of REC stall - **Annexure- F**

**Applications in two bids:** You are requested to submit Technical and Financial bid in two separate sealed envelops. Technical bid should have one creative mock-up model along with concept write-up.

**Last Date for submission:** The Technical & Financial Bids complete in all respects along with Design Bid should be addressed to the undersigned, Corporate Communications, Rural Electrification Corporation, Core-4, Scope Complex, 7 Lodi Road, New Delhi-110003 and submitted latest by 11.00 AM on **29.09.2011**. Submission of Technical and Financial bid after 11.00 AM on **29.09.2011** will not be entertained.

You will be required to give presentation of your design concept to Committee members on the same day as dated of submission of the Bid.

**Clarification on bid documents:** The rental charges towards the space are not within the scope of work. You are requested to understand the job properly before quoting the rates. Submission of the tender by the bidder implies that he has read all the documents and has made himself fully aware of the work. In case you need any clarification on the bid documents, please make all your correspondence to the undersigned or Shri S.L.Kapoor, CM(CCPR). All such clarifications should reach this office five (5) days before the close of the bid date to be eligible for written reply from us. Any clarification received less than five days before the close of the bid date will not be answered.

**IITF Manual:** You are advised to collect a copy of the booklet regarding India International Trade Fair 14- 27, November, 2011 from the ITPO for detailed information and better appreciation of the rules, regulations and facilities provided by ITPO before submitting the bid.

Thanking you and assuring you of our best co-operation.

Yours faithfully,

(Rama Vijay)  
Manager (CC)

Encl: As above

**Instructions to the Bidders**

REC intends to award the work of design and fabrication of REC stall in 7X 7 = 49 sq. mts. on bare space on turn key basis at India International Trade Fair (IITF) -2011 which will be held from 14<sup>th</sup> to 27<sup>th</sup> November, 2011 at Pragati Maidan, New Delhi. Detailed Scope of Work (SoW) is listed below but not limited to the following:

**1) Scope of Work**

a) **Space for design:** Design and fabrication of REC stall on 7 x 7 =49 sq. mts. in bare space on turn key basis at India International Trade Fair (IITF) - 2011 at Pragati Maidan, New Delhi.

b) **Material for Design and other accessories:** All aspects of designing i.e. fabrication to commissioning and maintenance of the stall. Approach to design may include wood work, glass panel, diorama, fascia including effect, landscaping, model and providing vinyl print of various sizes, color trans lights, murals, plants, hiring of plasma screen, along with VCD, computer with internet connection, mannequin, office room with sofa set and flowers, pots **green color carpet**, bouquets, photography, small store room etc.)

**Manning of Stall:** two girl guides with uniform, one security guard and one attendant etc. The girl guides should be presentable and should be able to speak both English & Hindi. Uniform of the Girl Guides will be as decided by REC and MoP. In case, the uniform is provided by REC/ MoP, the cost towards such uniform will be born by the agency separately.

d) **The information about** REC and other relevant inputs like transparencies, negatives, copy matter etc. as may be required will be made available by REC.

e) **Scope for readymade display stands:** Your concept should be so conceived that it has scope for display of readymade display stands and models of transmission tower etc. if required.

f) **Openness:** The design of the stall should be designed in such a way that it reflects openness and see through approach integrating all stalls together.

g) **Assistance of professional:** Assistance of professional such as artists, choreographers, painters, dress designers etc. if required may be used for the development of the concept.

h) **Photographs:** The copy matter of photographs is to be used on Trans Light. The exhibitor will submit short, crisp and bilingual bullet copy as and where required for depicting different aspects of REC and should be done on vinyl cut computer aided letterings. All necessary arrangements for upkeep and maintenance of the mechanical/ electrical/ electronic gadgets provided by you in your design scheme.

i) **Correction/ modifications of design:** Further the agency may be required to carry out some changes in the design without any financial implications to REC, if required.

j) **Maintenance of Stall:** The bidder shall be responsible for designing, fabrication, maintenance and subsequent dismantling/ clearance of the site of the stall after the fair is over.

k) **REC property:** After the fair is over re-usable materials like Trans lights, copy matter, graphs, model, charts, etc. will be handed over to REC, if required, at its Corporate Office, New Delhi without any cost.

l) **Adherence to the ITPO instructions/ guidelines:** As the exhibition is spread over a period of 14 days the contractor will be required to maintain the stall in good condition for that period and also ensure adherence to the ITPO instructions/ guidelines/ rules and other statutory requirements, if any.

## **2) Theme and Approach**

a) The concept/ theme for the stall has been explained in the enclosed write-up (**annexure E**) the agencies are required to submit brief write up on the theme with their mock-up designs.

b) In case of award, the successful bidder will be required to submit Contract Performance Guarantee (CPG) in the form of Demand Draft or Bank Guarantee from a nationalized bank. The value of the security (CPG) shall be equivalent to 10% of the contract price and shall be valid upto 30 days after the successful completion of work.

## **3) Bid Submission and Evaluation**

a) **Bid submission:** You are requested to submit your offer in the following mode in separate sealed envelopes.

- i. Technical Bid
- ii. Financial Bid
- iii. EMD
- iv. Design Bid (Mock-up model)

b) **Technical & Design Bid:** Mock-up model of qualified bids in Technical Bid will only be considered for final evaluation. The design bid shall include mockup model of the stall alongwith a write up on the theme of the stall and shall be personally handed over to the Manager(CCPR) or, Chief Manager(CCPR). **Mock-up model of the Design Bid shall be submitted on a platform not bigger than 30" x 40"**. It may please be noted that no payment will be made towards the preparation of mock-up model. Bids without the mock-up model will be summarily rejected. The mock-up model has to be personally handed over at the Corporate Communications Department with the name of the agency for identification.

c) **Financial Bid:** The financial bid containing detailed schedule of rates duly filled in as per **Annexure-C** shall be submitted in separate sealed envelop superscripted "Financial Bid for REC stall at India International Trade Fair- 2011". The quotation sent in any other format will not be considered. The price shall be quoted for the complete scope of work defined in para (1) of the EoI. The breakup of financial bid indicating the cost of each item along with creatives may also be enclosed as **Annexure-D** in a separate sheet alongwith the Financial Bid. The sealed envelop containing the **Financial Bid in separate envelop and EMD in separate envelops** be submitted along with the mock-up model at the Corporate Communications Department.

**d) EMD:** An amount of Rs.20,000/- (Twenty Thousand only) in the form of demand draft from a nationalized bank in favour of Rural Electrification Corporation Ltd. and payable at New Delhi is to be submitted in a separate sealed envelop superscripted "EMD for REC stall at IITF 2011" which is refundable and the EMD of successful bidder shall be adjusted towards CPG.

e) With respect to items like blow ups, copy panels, trans lighting and fixtures, the break up of sizes, numbers and rates are required to be submitted separately.

f) The price shall be quoted net of salvage value.

g) The price should be firm and valid till date of complete execution of the work. No escalation on any account whatsoever shall be paid under the contract.

h) Quoted price should be inclusive of packaging, forwarding, transportation and all taxes and levies including service tax, works contract tax etc. if applicable.

i) The quoted price should also include price of all items essential for the actual execution and completion of the stall.

j) Each page of the Bid submitted should be signed by the bidder.

k) The mock-up model along with sealed Technical Bid, Financial Bid, Design Bid and EMD complete in all respects should be presented personally to the Corporate Communications Division at Rural Electrification Corporation, Core-4, Scope Complex, 7 Lodi Road, New Delhi-110003 at **11.00 AM on 29.09.2011. Submission of Bid after 11.00 AM on 29.09.2011 will not be entertained.**

#### **4) Evaluation Criteria:**

a. Design Bid will be accepted from bidders qualified in Technical bid.

b. Design Bid (Mock-up model) will be evaluated by the Selection Committee as per the theme of the stall and approach to theme.

c. The Financial Bids of qualified parties will be opened whose Design Bids(s) are found suitable as per the theme and approach by the Selection Committee. Final evaluation of the Bid shall be done on the basis of total rates quoted by them for item No.(A)-1. Main items of Schedule of rates as given in Annexure-C.

d. The decision of REC with regard to selection of the design approach will be final & binding and no communication in this regard will be entertained. It may be noted that REC reserves the right to reject any or all the approaches without assigning any reason whatsoever.

e. The bidder must comply with the terms and conditions of contract. No deviations shall be entertained.

### **5) Completion of job:**

a) Usually, about 8 days are available for fabrication of stall. The stall of REC must be completed by the night of the November 11, 2011 to enable us to display and fine tune them. However, the Office-in-charge will have the right to make necessary modifications/ alterations in the layout till the last moment even after November 14, 2011, if required. Failure to meet the time schedule will invite invocation of the liquidated damage clause given in the 'Other Terms & Conditions'.

b) After the fair is over, the party shall pack all the display materials like models, trans-lights, copy vinyls etc. and hand over to the Corporate Communications department of REC at its New Delhi office. The packets should be properly marked about their contents.

### **6) Terms of Payment:**

The full payment will be released within one month of receiving the bill along with satisfactory performance certificate duly signed by the Executive Director (CC), REC or his authorized representative after completion of the exhibition.

### **7) Other Terms & Conditions:**

a. REC has the right to assess bidder's capability and capacity to perform the contract, should the circumstances warrant such assessment in the overall interest of the owner.

b. The bidder has to maintain the quality of work and the work shall be executed / completed to the entire satisfaction of the officer-in-charge.

c. The Contractor shall execute the work strictly as per the theme, concept, creative approach and time schedule as stipulated in the tender document and as per the guidelines of ITPO including safety norms. All the materials used in the stall shall be new and in good condition e.g. carpet, chairs etc.

d. **Liquidated Damages:** In case of delay in completion of the job as per schedule, liquidated damages for the delay @ 1% per day of delay subject to maximum 5% of award value shall be deducted from the Contractor's Bill.

e. **Insurance Policy:** The party selected will have to make a comprehensive insurance policy for the entire amount of the value of the exhibits displayed at the stall at its cost w.e.f. 11<sup>th</sup> November 2011 upto the entire duration of the IITF- 2011. The insurance will be taken in the name of REC in the form and manner acceptable to REC.

### **8) General Terms and Conditions:**

a In case of award of this job, the following shall be applicable definitions and terms and conditions:

i. 'Contractor/Agency' shall mean the bidder whose bid is accepted by the owner for award of the works and shall include such successful bidder's legal representatives, successors and premised assigns.

ii. 'Officer' shall mean the officer appointed in writing by the REC to act as officer from time to time for the purpose of the contract.

b. The contractor shall in no case lease/ transfer/ sublet/ appoint caretaker for services.

c No other person except Contractor's authorized representative shall be allowed to enter REC's premises.

d Within the REC's premises, the contractor's personnel shall not do any private work other than their normal duties.

e Contractor shall be directly responsible for any/ all the disputes arising between him and his personnel and shall keep REC indemnified against all losses, damages and claims arising thereof.

f The personnel engaged by contractor shall be subject to security check by REC's Security staff while entering / leaving the premises.

g Contractor shall be solely responsible for payment of wages/ salaries and allowances to his personnel that might become applicable under any new act or order of Government of India. REC shall have no liability whatsoever in this regard.

h Contractor shall be fully responsible for safety of the stall and shall also be responsible for theft, burglary, fire or any mischievous deeds by his staff.

i All consumables and materials used by contractor shall be of standard make and approval of office-in-charge shall be taken for the same.

#### **Settlement of dispute**

Both organizations would be working very closely and will be able to resolve any issue or dispute amicably through mutual discussions. However, should there be a dispute which cannot be resolved between the two organizations, the matter will be referred to, for arbitration to the Chairman & Managing Director of REC.

#### **Force Majeure**

For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances. Without limiting the generality of the forgoing, force majeure occurrences Force majeure occurrences shall include: acts of nature (including fire, flood, earthquake, storm, hurricane, or other natural disaster) war, invasion, acts of foreign combatants, terrorist acts military etc. Party asserting force majeure shall have the burden of proving proximate cause, that reasonable steps were taken to minimize the delay and damages caused by events when known.

**Format for submitting the proposal**

**TECHNICAL BID**

(to be submitted in separate sealed envelope superscripting Technical Bid for  
Fabrication of REC Stall at IITF 2011)

**(I) General Information of the Company**

1. Name of the Company/ Firm :

Address :

Telephone No. :

Fax No. :

E-mail address :

Registered office Address :

2. Description of Company/Firm & its Core Business:

3. Number of years of experience in handling relevant projects:

4. Financial highlights along with financial statements for the last three years (including that of subsidiaries and associates if any).

5. Brief details of relevant projects/assignment handled.

6. Additional information if any.

**(II) Qualification Criteria:**

**(a) Turnover**

Average Annual financial turnover during the last 3 years, ending 31<sup>st</sup> March, 2011, should be at least Rs.3 lakhs

**(b) Experience:** Experience of having successfully completed similar works during last 7 years ending last day of the month previous to the one in which applications are invited should be either of the following:

(a) Three similar completed works costing not less than the amount equal to Rs.4 lakhs each.

**Or**

(b) Two similar completed works costing not less than the amount equal to Rs.5 lakhs each.

**Or**

(c) One similar completed work costing not less than the amount equal to 8 lakhs.

**Note:** Similar works means fabrication of stalls at Exhibitions.

## Annexure-C

### Financial Bid – Form (A)

Conceptualizing, designating and fabrication of 7 x 7 =49 sq. mt. bare space for REC stall on Turnkey basis at India International Trade Fair 2011 to be held from November 14 -27, 2011 at Pragati Maidan, New Delhi.

### Format for Schedule of rates

#### (A) Main Items

S.No	Description of work	Total quoted price (Rs)
1.	Conceptualizing, designing and fabrication of the 49 sq. mt.(7x7=49) bare space for REC stall at India International Trade Fair 2011 to be held from November 14-27, 2011 at Pragati Maidan, New Delhi (including all creative items, concepts/ creative approach, materials etc. as mentioned in Annexure-C.	

Total Rs.\_\_\_\_\_.

Rupees(\_\_\_\_\_)

(inclusive of all taxes).

(Name and signature of the bidder with seal)

#### Note:

Final evaluation of bids shall be done on the basis of total rates quoted for item no.(A)-1 Main items of Schedules of rates.

- The price quoted should include all taxes, levies, service charges, insurance charges, work contract tax etc., if applicable. TDS to be deducted as per rules.
- The price shall be quoted net of salvage value.
- The price should be quoted in Indian Rupees only.

**Annexure-D**

Breakup of cost of each item in conceptualizing, designing and fabrication of REC stall at India International Trade Fair 2011 to be held from November 14-27, 2011 at Pragati Maidan, New Delhi (including all creative items, concepts/ creative approach, materials etc. according to design submitted.

S.No.	Item	Specification	Quantity	Amount in Rs.

**Total: Rs** \_\_\_\_\_

**Taxes (if any) @** \_\_\_\_\_ **% = Rs.** \_\_\_\_\_

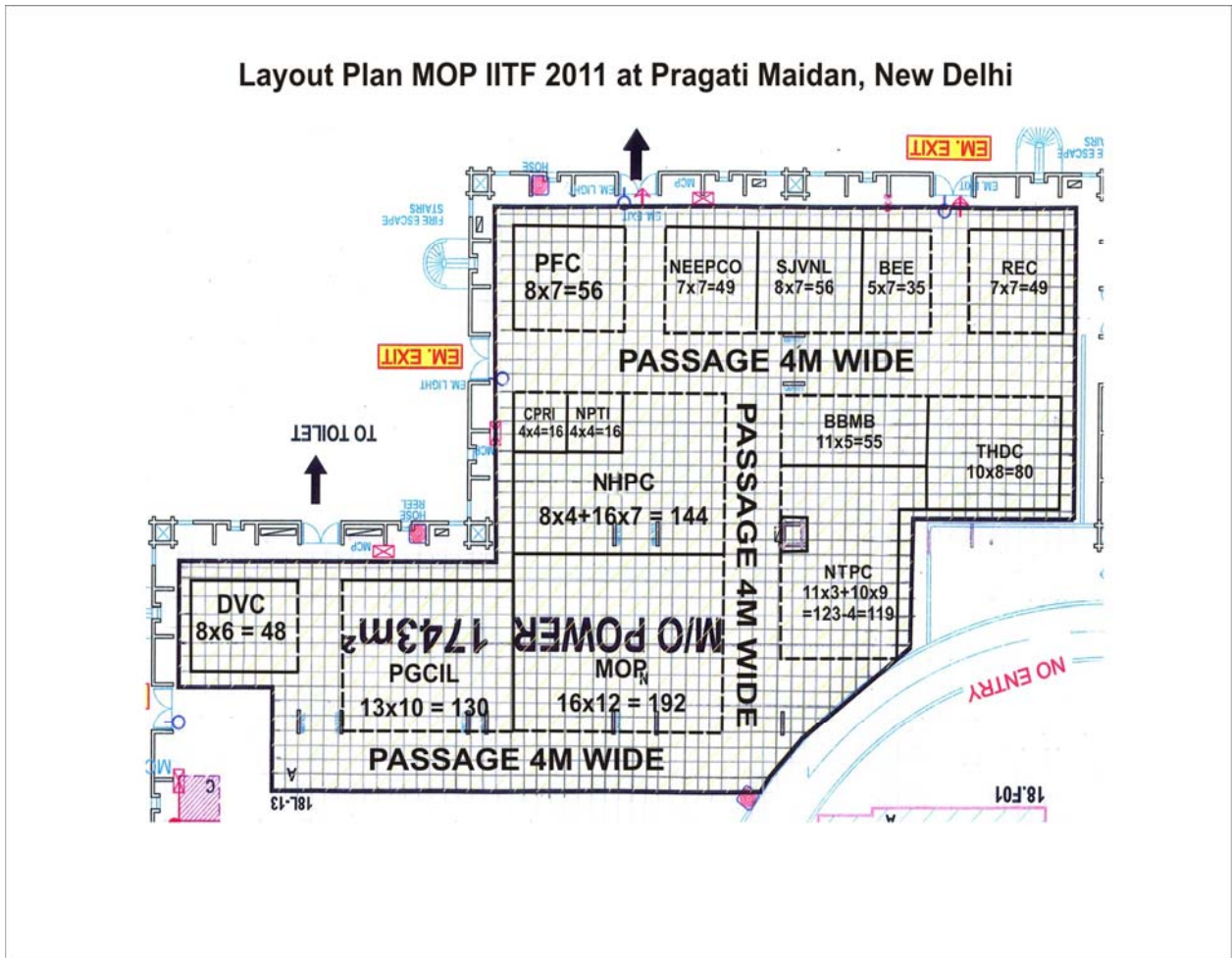
<b>Grand Total</b>	Rs. (in figures) _____
	Rs. (In words): Rs. _____
	_____ (inclusive of all taxes)
	_____

Authorized Signatory: \_\_\_\_\_

Name and Seal of the Company \_\_\_\_\_

**PS: This grand Total shall be same as in Annexure-C**

Layout plan for REC Stall – 2011



**Theme Concept of REC Stall**

The thrust of REC stall is 'Electrification of Villages' and theme of the Ministry of Power is to focus on 'Clean and Efficient Power'. However, concept of stall should also incorporate profile/ business of the organization. The agencies should submit state of art designs / model upon these parameters.

**Theme colour of MoP pavilion:** Carpet inside stall will be Green in colour and Light Blue colour is the theme colour of the Ministry of Power Pavillion

**Profile of Rural Electrification Corporation Ltd.**

Rural Electrification Corporation Limited (REC), was set up in 1969 under the Companies Act 1956. REC is a wholly owned Government of India Public Sector Enterprise. Its main objective is to finance and promote rural electrification projects all over the country. It provides financial assistance to State Electricity Boards, State Government Departments and Rural Electric Cooperatives for rural electrification projects as are sponsored by them. REC also provides financial assistance to private sector power producers. The Project Offices in the States coordinate the programmes of REC's financing with the concerned SEBs/State Power Utilities and facilitate in formulation of schemes, loan sanction and disbursement and implementation of schemes by the concerned SEBs/State Power Utilities.

**Mission & Objectives of REC**

The current mission of REC is to facilitate availability of electricity for accelerated growth and for enrichment of quality of life of rural and semi-urban population and to act as a competitive, client-friendly and development-oriented organization for financing and promoting projects covering power generation, power conservation, power transmission and power distribution network in the country. REC not only finances projects aimed at integrated system improvement, but also power generation projects through promotion of decentralized and conventional & non-conventional energy sources. Projects are also sanctioned for energy conservation, renovation and modernization & maintenance etc. power distribution system with focus on pumpset energisation for optimization of reliability of power supply to rural and urban areas including remote, hill, desert, tribal, riverine and other difficult/remote areas.

**RGGVY**

The other challenge is the Rajiv Gandhi Grameen Vidyutikaran Yojana (RGGVY), launched by the Government of India in April 2005, for the attainment of the National Common Minimum Programme goal of providing access to electricity to all households in five years. The RGGVY programme aims at electrification of 1.18 lakh unelectrified villages and providing free connections to 2.34 crore rural below poverty line (BPL) households. REC is the nodal agency appointed by the Government of India for overseeing this ambitious programme wherein the Government funds 90 percent of the programme by way of grant and the remaining 10 percent is provided by REC as loan.

**Navratna Status**

REC was conferred "Navratna" Status by the Government of India in May 2008. This is the highest recognition for any Central Public Sector Enterprise (CPSE) and only a few selected CPSEs in the country enjoy this elite status.

**Performance Highlights**

Rural Electrification Corporation Ltd. (REC), a Navratna Public Sector Undertaking declared its financial results for the quarter ended 30<sup>th</sup> June 2011. Total income of the company has increased from Rs.1929 crores to Rs. 2373 crores during Q1FY 12 thus registering an increase of 23% over Q1FY11. REC's disbursements in the same period have increased by 18% from Rs.4644 crores to Rs.5481 crores and the Loan Assets have increased to Rs.85825 crores from Rs.69217 crores registering an increase of 24%.

Profit after Tax of the company showed upward swing from Rs.587 crores to 662 crores registering an increase of 13% while the net worth of REC increased by 15% from Rs.11668 crores to Rs.13451 crores. REC has been consistently rated 'excellent' on various parameters of Memorandum of Understanding entered with Ministry of Power.

**Corporate Social Responsibility**

The concept of Corporate Social Responsibility (CSR) has acquired significance at the national as well as international level as a strategic tool for sustainable development. REC has recently formulated a Policy on CSR and allocated specific budget provision for its implementation.