

**સ્થાપત્ય**<sup>®</sup>  
6<sup>th</sup> to 9<sup>th</sup> JAN | 2017

**INVITATION OF TENDER  
FOR  
MARKETING AND BOOKING OF STALLS  
FOR STHAPATYA - 2017**



**INVITED BY: THE INSTITUTE OF CIVIL ENGINEERS AND  
ARCHITECTS [ICEA], SURAT**

**GORDHAN HALL, SURYAPUR SOCIETY, RANDEK ROAD, SURAT- 395009.  
PH. 0261 2778110.**

**Email :-[iceasurat@yahoo.in](mailto:iceasurat@yahoo.in), web :- [www.iceasurat.org](http://www.iceasurat.org)**

## PARTICULAR OF TENDER SCHEDULE

Name of the institution calling the Tender: The Institute of Civil Engineers and Architects Surat.  
ICEA Gordhan Hall, Suryapur Society, Rander Road,  
Surat.

1. Name of work: - Booking of stalls related to Building Materials, Services, Equipment, Architectural & Interior Design products for “STHAPATYA-2017” Exhibition to be organized between 6<sup>th</sup> to 9<sup>th</sup> January – 2017, at Vanita Vishram Ground, Athwagate, Surat.
2. Reference to Tender Notice Published in Local Daily.
3. Minimum commitment value for booking: -Rs.90Lacs.
4. E.M.D. Amount:- Rs. 1,51,000.00 (Rupees One lakh Fifty One Thou sand Only) to be paid by  
pay order / demand draft of Nationalized / Scheduled Bank in favour of ICEA, Surat.
6. Name and address of agency/contractor :-  
to whom tender schedule is issued.
7. No. of sheet of tender Schedule :-  
(Excluding drawing sheet)
8. Last date of receipt of Tender and Time:- 16-05-2016 up to 17.00 hrs.
9. Place of receipt of tender. :-The Institute of Civil Engineers and Architects (ICEA),  
ICEA Gordhan Hall, Suryapur Society, Rander Road, Surat.

PARTICULARS TO BE FILLED UP BY THE TENDER OPENING AUTHORITY AFTER  
OPENING THE TENDER. (For Office Use Only)

1. Date of opening of Tender:-
2. Place of opening. :- ICEA Office, Surat.
3. Whether the tender  
is issued in proper order... Yes/No
4. Whether any conditions  
are stipulated by the Tenderer... Yes/No
5. No. of additional sheets enclosed  
By the tenderer to Tender Schedule
6. Details of EMD paid Pay Order / D.D. No.:- Dt.:-  
Amount
7. Tender opening authority. President, ICEA.

Name  
Date:

Signature

Tenderer

President/Chairman



**IMPORTANT CONDITIONS AND INSTRUCTIONS.**

1. The Tender should be addressed to the President, ICEA, Surat.
2. Intending tenderer should submit the tenders in a sealed cover addressed to the President, ICEA, Surat. The name of work and the name & address of the Tenderer should also be noted on the cover.
3. The tenderer or their agents are expected to be present at the time of opening of the tenders.
4. The tender receiving authority will be opening each tender and will attest any corrections therein and record the number of corrections in tender.
5. Before filling up schedule 'A' (Offer Letter) the tenderer may please read carefully the clause 11, 12 and 29 of schedule B.
6. All necessary Infrastructure for the Exhibition shall be made available by ICEA through different agencies. The minimum furniture and electrical points to be provided per stall of 9.0 sq. mt. by ICEA are as below
  - a) Table - 02 Nos.
  - b) Chairs - 02 Nos.
  - c) Electrical points - 2.5 Nos.

**Any additional requirement for furniture or electrical points should be informed minimum 3 days in advance to ICEA. This additional requirement shall be made available at extra cost as per rates of Infrastructure Contractor.**

Tenderer

President/Chairman



NOTICE INVITING TENDER FOR: - Marketing and Booking of stalls related to Building Materials, Services, Equipment, Architectural & Interior Design products for “STHAPATYA-2017” Exhibition to be organized from 6<sup>th</sup> to 9<sup>th</sup> January–2017.

FOR :-The Institute of Civil Engineers and Architects (ICEA), Surat.

AT :- Vanita Vishram Ground, Athwagate, Surat.

The Institute of Civil Engineers & Architects [ICEA], Surat organizes building material exhibition “STHAPATYA” every year. “STHAPATYA” is registered in exhibition category and ICEA holds all rights for “STHAPATYA”.

“STHAPATYA-2017” exhibition is scheduled on 6<sup>th</sup> Jan-2017 to 9<sup>th</sup> Jan-2017 at Vanita Vishram Ground, Athwagate, Surat. ICEA invites Tenders from reputed & experienced firms for Marketing and booking of stalls on percentage rate contract basis. As per specifications, instructions mentioned in – **Tender for Marketing ‘Sthapatya 2017’**.

1. Tender papers will be available at the Institute office at a fee of Rs. 2500/- Per each. This amount is not refundable in any case. Tender papers will be available from 09-05-2016 (Monday) to 14-05-2016 (Saturday) on working days between 10.00 hrs. to 17.00 hrs. Tender paper can be downloaded from the Institute’s website. Tender fee of Rs. 2500/- for the downloaded tender shall be paid at the time of submitting the tender.
2. Tenders are to be submitted to the Institute by 17.00 hrs. on 16-05-2016 (Monday).
3. Tenders will be opened on 18-05-2016 (Wednesday) at 18.00 hrs.
4. The institute (ICEA) reserves all rights to reject any or all the tenders without assigning any reason thereof. Tender received after due date and time will not be considered in any case.
5. The Tenderer should attach his charges (commission) in percentage of the actual amount received against booking of stalls in the blank columns in the offer letter. The Tenderer must fill up and subscribe properly the printed form of the tender without adding any stipulations there to. There shall be no over-writing in any column. Every correction will be initialled by the Contractor.
6. The Tenderer at the time of handing of his Tender shall deposit with the Institute (ICEA) a sum of Rs. 1,51,000/- by Pay Order/D.D., from a Nationalized/Scheduled Bank in favour of ICEA, Surat, handed over separately as a guarantee of good faith, which amount shall be forfeited as liquidated damages in the event of any evasion, refusal or delay in signing the Contract. The deposit of the unsuccessful tenderers will be returned immediately after the decision of refusal of tender is conveyed to them. No interest will be paid to the Tenderer on this amount.
7. Minimum commitment value for booking: -Rs. 90 Lacs.
8. The Amount on which commission will be paid doesn’t include the Amount of service tax & discount decided by the ICEA. **(i.e. net amount after deduction of discount + all applicable taxes and Service tax and/or all statutory Govt. Taxes from the total booking amount).**

Tenderer

President/Chairman



9. The deposit of the Tenderer whose Tender is accepted shall remain with the trust and he will pay a further sum to make up the total equivalent to Rs. 9,00,000/- (Rupees Nine Lacs Only) as Security Deposit to ICEA.
10. The Tenderer whose Tender is accepted shall enter into a regular Contract Agreement with embodying the above conditions in addition to the Tender with prices filled in the tender, Specifications and General Drawings, Tender Notice, General and Special conditions of Contract and in which the Institute or their executors or administrator shall become bound to make payment of the sums that may become due to the Tenderer. The Tenderer or his heir, Executors and Administrators shall become bound for the due fulfillment of the Contract.
11. The Institute do not bind themselves to accept the lowest or any tender and will not assign any reason for such rejections.
12. NO change by the Tenderer in rates, drawing, or No commitments to the participants shall be made without prior written permission of ICEA.
13. ICEA is a reputed Institute and adheres to strict norms. The marketing agency should strictly follow the discount structure approved by ICEA. No additional discount shall be forwarded by the marketing agency failing which the total commission for that particular stall shall not be paid.
14. All rights reserved with ICEA to change dates, place or layout of the Exhibition.
15. Various Sponsorships like Event Sponsor, Dome Sponsor, Gate Sponsor, Kiosk, Banner, Canteen etc. will be part of tender. The marketing agency will be paid as per his lowest quoted rates (in case if rates are quoted for different slabs of collection amount) for sponsorship amount. The sponsorship amount will be treated under separate head and will not be counted for minimum commitment amount for booking nor for the total value of stall booking.

Tenderer

President/Chairman



**SCHEDULE-C**  
**FORM OF UNDERTAKING FROM THE TENDERER**

Tenderer are required to fill up all the blanks-space in the tender form

Name of work \_\_\_\_\_

Ref \_\_\_\_\_

Dear sir,

1. Having examined the tender notice, instructions to the tenderer comprising of tender conditions and drawings of the work mentioned above, I/WE the undersigned offer to do the Marketing and booking of stalls for "STHAPATYA 2017" in conformity with the said Tender Documents for the sum on percentage basis as quoted in the Offer Letter, and such other as may be ascertained in accordance with the said conditions.
2. I/WE undertake, if our tender is accepted, to commence the work immediately and to complete and deliver the booking of stalls as confirmed in the contract.
3. The sum of Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) is herewith forwarded through Pay Order/D. D. NO \_\_\_\_\_ Dated \_\_\_\_\_ on bank \_\_\_\_\_ in favor of \_\_\_\_\_ as Earnest Money Deposit the whole value of which will be forfeited, if
  - i) I/we do not commence the work within 15 days of acceptance of tender.
  - ii) I/we do not execute the contract within the time prescribed in the letter of acceptance.
4. I/WE agree to abide by this tender for the period of (12 Month) Twelve Months from the date fixed for receiving the same and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
5. Unless and until a final agreement is prepared and executed this tender, together with your written acceptance thereof shall constitute a binding contract between us.
6. I/WE understand that you are not bound to accept the lowest tender or any tender you receive without assigning any reason whatsoever.
7. Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2016

Signature of Tenderer with Seal

Signature of Witness

1)

2)

Tenderer

President/Chairman



## SCHEDULE-B

THE FOLLOWING TERMS AND CONDITIONS ARE APPLICABLE TO THE CONTRACT, WHERE AT VARIANCE WITH TERMS AND CONDITION INCLUDED ELSE WHERE, THE TERMS AND CONDITION GIVEN BELOW SHALL TAKE PRECEDENCE.

### TERMS & CONDITIONS OF THE TENDER.

1. The Tender should be submitted in the prescribed form obtainable from the office of the Institute on payment of Rs. 2500/- per set. For Tender downloaded from the website, Rs. 2500/- shall be paid at the time of submission of tender in addition to the EMD.
2. While the tenders are opened, unattested corrections if any, will be noted by the President/ chairman of Institute specifying the number of corrections on each page under his signature and date.
3. Tender should be submitted in the prescribed form in sealed cover and should be addressed to the President of the Institute and the name of the work being distinctly super scribed on the cover. All the sheets of the tender papers should be signed by the Contractors/Co-partner/ person authorized to do so and all entries to be filled in English, and should be hand written.
4. Each tenderer should clearly mention in his tender papers his postal address.
5. Earnest money deposit of Rs. 1,51,000/- should be paid by means of a pay order/demand draft from a Nationalized/Scheduled Bank in the name of the Trust.
6. The successful tenderer shall deposit a total sum of Rs. 9,00,000/- (Rupees Nine Lacs only) as Security deposit with the Institute.
7. The E.M.D. of the unsuccessful tenderers will be returned immediately after the decision of refusal of tender is conveyed to them. No interest will be paid to the Tenderer on this amount.
8. The accepted tenderer shall attend the office of the concerned institute on the date fixed by written intimation to him/them for executing the agreements etc.
9. Failure on the part of the successful tenderer to execute the correct agreement would entail forfeiture of E.M.D.
10. The Tenderer should note that the booking area mentioned in the drawing are only approximate and are liable to change either less or more.
11. The contractor shall quote competitive rates specifically for each item of work as per the Offer Letter/Tender schedule and shall be inclusive of all staff hire charges, transportation charges etc. No overhead charges or any other extra charges will be paid apart from the quoted rates.

Tenderer

President/Chairman



12. All Publicity matter for marketing like newspaper advertisement & Hoardings etc., preparing brochures, Invitation cards, e-cards will be under the liability of the marketing agency. **ALL SUCH MATERIAL / MATTER SHALL INEVITABLY BE APPROVED FROM ICEA FAILURE TO WHICH MAY LEAD TO LEGAL/FINANCIAL ACTIONS AGAINST THE AGENCY.** The marketing agency shall quote his rate considering the cost for the same.
13. The marketing agency should keep open their offer at least for a period of Twelve months and if necessary to a further period till the approval from the Institute.
14. Final acceptance of the tender shall rest with the Institute and it shall have the right to accept or reject any or all the tenders without assigning any reason.
15. The submission of tender by an agency implies that he has read tender notice and conditions of contract and made himself well aware of the scope and specifications of the work to be done and has satisfied himself and acquainted himself with the queries if any.
16. Tenders not submitted in the prescribed form in due time or that are defective and conditional will be summarily rejected.
17. ICEA gives special discount to participants who are repeaters to Sthapatya Exhibitions. Those participants who have taken part in any one of Sthapatya-2015 or Sthapatya-2016 shall be considered as repeaters. They will be required to produce valid proof for earlier participation.
18. Rights of booking of Event Sponsor, Dome Sponsor, Gate Sponsor, Kiosk, Banner, Canteen etc. will be part of the scope of tender. The marketing agency will be paid as per his lowest quoted rates (in case if rates are quoted for different slabs of collection amount) for sponsorship amount. The sponsorship amount will be treated under separate head and will not be counted for minimum commitment amount for booking nor for the total value of stall booking. In the event of the Tenderer having such sponsor he shall seek a written confirmation for the same from ICEA, failing which he will not be paid for the same.
19. The Contractor shall pay the service tax and any other statutory Govt. taxes.
20. The Tenderer shall have no legal right to claim any interest if there is any administrative delay for their payment due to unavoidable reasons.
21. The Tenderer shall not have any right to take any dispute in between the institution and himself to the court of law. In case of any dispute the decision and the verdict of the President of ICEA shall be final and binding on all the parties.
22. The Tenderer should start the marketing work immediately on intimation by the Institute of acceptance of his tender. He should regularly update ICEA about the progress every week.
23. Rates quoted shall be final and will not vary at any later date and will be valid till the completion of the said work and no escalation shall be permitted.
24. The successful Tenderer should comply with minimum booking amount of Rs 90 Lacs failing which he shall be liable to a penalty of 25% of the shortfall in the booking amount subject to a maximum shortfall of Rs. 15 Lacs, above which i.e. for collection less than Rs. 75 Lacs no commission shall be paid.

Tenderer

President/Chairman





25. No sub-letting of works by the Tenderer shall be permissible.
26. The Institute reserves the right to make alterations or additions in the scope of original work and specifications and designs and the Tenderer shall be bound to carry out the works in accordance with the instructions given to him in writing by the President of ICEA from time to time.
27. The Tenderer should employ qualified staff to fulfill the objectives of the Tender.
28. The Tenderer will not be allowed to use ICEA office or premises for marketing purpose.
29. Detailed Scope of Work
- a) Marketing and Booking of stalls on behalf of ICEA for STHAPATYA-2017, related to building activity, such as **Building Materials / Services / Equipment / Construction / Architecture / Interior Design Products etc.**
  - b) **Provide weekly update of booking status along with the details of participants to authorized person from ICEA.**
  - c) Collection of Total Booking Amount, issuing receipts to stall holders/participants.
  - d) Collection of service tax and any other statutory Govt. taxes as may be applicable, from the participants.
  - e) To allot possession of stalls and to manage for their requirements regarding stall during exhibition.
  - f) To ensure that the layout and dimensions are strictly followed by the participants.
  - g) To issue Gate Pass to stall holders at the end of the Exhibition.
  - h) All bookings and collection of the amount cash/cheque shall be received on behalf of and deposited in the name of **“ICEA, Surat.** No cash shall be retained with them by the Marketing Agency and shall be deposited in the bank account of ICEA.
  - i) To deposit with ICEA, 100% amount by 04/01/2017 for all stalls booked, failing which the participant will not be allowed to take part in the exhibition.
30. **It should be clearly noted by the Tenderer that unless and until all amount for stall booking and all Govt. taxes are collected and submitted to ICEA, his bill will not be processed and no payment will be made to him. ICEA reserves its right to claim all the dues before making any payment to the Tenderer.**

Tenderer

President/Chairman



**SCHEDULE A**  
**Price bid / Offer Letter**

Tenderer have to Quote their charges in percentage of the actual amount received against booking of stalls given in slabs below: (Rates are approximate and subject to revision)

**(A) FOR NON A.C. DOMES** (Approximate booking rate Rs. 5000/-)

Category	On Collection Of INR		
	90 Lacs (Minimum) (A)	90 to 125 Lacs (B)	Above 125 Lacs (C)
Repeated or new Stall Booking <b>FOR ONE YEAR</b>	_____ % on Total net amount	_____ % on Difference amount	_____ % on Difference amount

**(B) FOR A.C. DOMES** (Approximate booking rate Rs. 7500/-)

Category	On Collection Of INR		
	90 Lacs (Minimum) (A)	90 to 125 Lacs (B)	Above 125 Lacs (C)
Repeated or new Stall Booking <b>FOR ONE YEAR</b>	_____ % on Total net amount	_____ % on Difference amount	_____ % on Difference amount

**(1) Minimum commitment of collection [in Rs] 90 (Ninety) Lacs.**

**(2) Those who have participated in any one of the two exhibitions (i.e Stapatya 2015 & Stahpatya 2016) shall be considered repeaters**

The Amount on which commission will be paid doesn't include the Amount of service tax & discount decided by the ICEA. **(i.e. net amount after deduction of discount and all applicable taxes and Service tax and/or all statutory Govt. Taxes from the total booking amount).**

**Name of Organization:**

**Name of Proprietor:**

Address:

Ph.: [O]

[R]

[M]

Email:

**Sign and seal of tenderer with date**

Tenderer

President/Chairman



SCHEDULE D  
**Details Of Tenderer**

(1) Name of Tenderer/Firm :

(2) Contact Person :

(3) Office Address :

(4) Contact Detail : (M) \_\_\_\_\_ (Off) \_\_\_\_\_

Email \_\_\_\_\_

(5) Service Tax Registration no. :

(6) PAN no. :

(7) Previous experience if any of similar work :

(8) Detail of staff to be engaged for the work :

(9) Any other details :

Note: - Tenderer can use separate sheet if required

Tenderer

President/Chairman

