



PAWAN HANS LIMITED
(A Govt. of India Enterprise)

Ref No. PHL/CO/CA/2020

Date: 04.03.2020

E-Tender for Empanelled PR Agency of PHL – Short Limited Tender

Subject: Invitation of E-Tender Bid for Designing, Fabrication and Creatively Exhibition of PHL Stall during WINGS INDIA 2020, International Exhibition & Conference on Civil Aviation on March, 12th – 15th 2020 at Begumpet Airport on Sardar Patel Road, Hyderabad India

Last Date & Time for Submission of Bid	06.03.2020	1530 Hrs
Last Date & Time for Technical & Financial Bid Opening	06.03.2020	1600 Hrs

Dear Sir,

Pawan Hans Limited is participating in WINGS INDIA -2020, to be held at Begumpet Airport, Hyderabad, India from March 12th –15th, 2020 and it proposed to invite E-Tender from empanelled agencies under Limited Tender for Designing, Fabrication and Creatively Exhibition of PHL Stall during WINGS INDIA 2020, International Exhibition & Conference on Civil Aviation on March, 12th – 15th, 2020.

Scope of Work, Format for furnishing Quotations and General Terms & conditions for various jobs concerning setting up of stall and its management are as under:

1.0 Pawan Hans intends to invite proposal for Design, Fabricate and Creatively Exhibit PHL at WINGS INDIA -2020, to be held at Begumpet Airport, Hyderabad, India from March 12th – 15th, 2020 and it has been provided with a space of measuring 170 sq. mtr. three side open.

1.1 The Bid documents consists of the followings:

- i) Scope of work at Annexure-I
- ii) Summary of Schedule of Quoted rates Annexure-II (To be filled by the bidder)
- iii) General Terms & Conditions at Annexure-III
- iv) Special Conditions of Contract at Annexure-IV

2.0 These documents are meant for the exclusive purpose of bidding against this specification and shall not be transferred, reproduced or otherwise used for a purpose other than that for which these are specifically issued.



PAWAN HANS LIMITED
(A Govt. of India Enterprise)

3.0 Scope of Work:

Detailed Scope of Work related to Designing, Fabrication and Creatively Exhibiting PHL Stall at WINGS INDIA -2020, to be held at Begumpet Airport, Hyderabad, India from March 12th – 15th, 2020 with specification is as per Annexure-IA.

3.1 INSTRUCTION FOR FILLING IN AND SUBMITTING THE TENDER

- i) The rates/charges should be quoted both in words and in figures.
- ii) The technical creative shall be submitted in sealed envelope.
- iii) The name of the work, the tender notice no. the due date of bid opening and the contents of the envelope should clearly be indicated on the technical envelope.
- iv) All the tender papers should be returned to us duly signed and stamped on each page by the authorized signatory of the tenderer.

The technical quotation/creative and art work should be sent to the undersigned in a sealed cover super scribed **"Designing, Fabrication and Creatively Exhibiting PHL Stall at WINGS INDIA -2020, to be held at Begumpet Airport, Hyderabad from March 12th – 15th, 2020** so as to reach this office latest by **1530 Hrs on 06.03.2020 other than specified in E-Tendering process only.**

- 3.2 The Bidders are required to submit their technical/creative and art work complete in all respect at the address given below (creative should also be submitted in physical form other than check list upload in e-tender) or sent by Registered post/speed post well in time so as to reach us before bid due date and time for submission of bids. Offers bids shall not be accepted if presented after the due date and time for submission of bids. Financial bid shall only submitted in E-tender mode, no physical mode of financial bid accepted.

GM (Corporate Affair)
M/s Pawan Hans Limited
C-14, Sector-1, Noida
Phone no. 0120-2476735

- 4.0 **The quotation shall be sent through E-Tender only and Technical Bid hardcopy shall be submitted at this office.**



PAWAN HANS LIMITED
(A Govt. of India Enterprise)

All information in the bid shall be in English. The quoted price must be written in both figures and words in capital letters, alternations if any, should be made clearly by crossing the whole entered rate and last corrections should be attested by the bidder with their full signature and rubber stamp, in no case there should be overwriting and all bids with such over writing shall be liable for rejection.

The bidder shall bear all costs associated with the preparation and submission of its bid, and the PHL will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

5.0 The quotation received on spot within the stipulated date and time will be opened on 06.03.2020 at **1600 Hrs** in the presence of the representative of the tenderers who may be present.

6.0 Bidders may note that the due date and time of opening of tenders will be strictly adhered to and accordingly if they wish to present themselves in the tender opening they should bring necessary authorization letter from the company. However, due to declaration of unexpected holiday or any unforeseen circumstances if the tenders are not opened on the due date, the same will be received & opened on the next working day at the same time.

7.0 Alternative quality may not be accepted by the office. Therefore, you are requested not to deviate from the specimen specification/qualities mentioned against each item.

8.0 BID SUBMISSION & EVALUATION

You are requested to submit your offer in the following mode in separate sealed envelopes plus check list of all these through E-Tender:

- i) **Technical/Design Bid**
- ii) **Financial Bid to be uploaded online only.**

The technical/design bid shall include a write-up about exhibits used in the PHL stall which should coincide with the theme of Pawan Hans Stall i.e. **Pawan Hans-“Flying For All”**

Redefining General Civil Aviation

- LED Big Wall on- "RCS": Regional & Remote Connectivity Scheme- UDAN-II,
- Backlit Panel: 8-10 Numbers showcasing PHL's initiatives towards spreading wings of transformation and promotion of Heli-tourism with a Moto **Pawan Hans – Flying For All.**



PAWAN HANS LIMITED
(A Govt. of India Enterprise)

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- **KIOSK- Multi Touch Interactive Screen to showcase diverse activities of Pawan Hans etc.**

The above should be in a separate sealed envelope super scribed “**Design for PHL WINGS INDIA–2020**”. It may please be noted that no payment will be made towards preparation of design/KIOSK/Backlit. The envelope should also contain all Technical tender pages except Schedule of Rates, duly stamped and signed as a mark of acceptance. The Technical Bid containing write-up and all tender documents except schedule of rates shall be submitted in a separate sealed envelop superscribed "Technical Bid" followed by a complete checklist of technical shall be uploaded through E-Tender also. Technical Checklist/Contents not uploaded online will be rejected.

The Financial Bid containing Schedule of Rates duly filled in as per **Annexure-II** shall be submitted online i.e. E-Tender only. The quotation sent in any other format will not be considered.

The prices shall be quoted for the complete scope of work defined in scope of work at Annexure-I.

The prices shall be quoted net of salvage value.

The prices should be firm and valid till the complete execution of the work.

No escalation on any account whatsoever shall be paid under this contract.

Quoted price should be inclusive of packing, forwarding, transportation and all taxes, levies including service tax, works contract tax if applicable, and considering net salvage value.

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

The technical / design bid and Financial Bid will be opened on the same day i.e. 06.03.2020 at 1600 Hrs and the qualified bidders will be informed accordingly.

The work shall carried out as per direction and satisfaction of In-Charge. Any deviation from the standard specification will not be acceptable and such works are liable to be rejected without assigning any reason.

PHL reserves the right to make payment for only those items which



PAWAN HANS LIMITED
(A Govt. of India Enterprise)

are actually executed by the party.

9.0 TERMS OF PAYMENT:

In case of award of work, the payment shall be made within 30 days after successful completion of work and submission of invoice. No advance shall be made under any circumstances. PHL reserves the right to make payment only for items which are actually executed by the party.

10.0 EVALUATION CRITERIA:

The evaluation cum short listing of the creative bids will be done by PHL. Financial bids of only technically shortlisted agencies whose creativity, innovativeness, backlit panels and KIOSK found above the board followed by below evaluation criteria will be opened and the job will be awarded to party with lowest quoted rates.

Technical Evaluation Criteria will be as under:

Sr. No.	Criteria	Excellent	V.Good	Good	Fair
1	Understanding of PHL objectives/Mission/Vision	10	8	5	3
2	Concept – Theme (Pawan Hans: Flying for All	15	12	10	8
3	Work Plan - Execution	15	12	10	8
4	Appearance-PHL Stall	10	8	5	3
5	Innovativeness/ Creativity	20	18	15	12
6	Presentation to PHL	30	25	22	18
7	Total Marks	100			

Note : Minimum qualifying marks will be 60 out of 100 marks.

11.0 COMPLETION OF JOB:

The total job as mentioned in Scope of Work has to be completed by 11th March 2020. In addition to that, the Officer in-charge will have the right to make necessary modifications/alterations in the layout till the last moment, if required. Failure to meet the time schedule will invite invocation of the liquidity damage clause given in the General Conditions of Contract. The Pavilion shall have to be completed by 11th March, 2020 at Site.

12.0 DISCREPANCIES AND ADJUSTMENT OF ERRORS:



PAWAN HANS LIMITED
(A Govt. of India Enterprise)

If there is a discrepancy between words and figures, the amount in words will prevail. If there is a discrepancy between unit price and the total price which is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected.

- 13.0 Work shall be executed as per the item mentioned in Scope of Work at Annexure-I.
- 14.0 The bidder is requested to understand the work properly before quoting the rates. Submission of tender by the tendered implies that he has read all the documents and has made himself fully aware about the work.
- 15.0 PHL reserves 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.
- 16.0 Bidder shall not contact the PHL Personnel on any matter relating to its bid, from the time of opening of bids to the time the contract is awarded. Any effort by a bidder to influence PHL in the bid evaluation, bid comparison or contract award decision may result in rejection of the bidder's bid.
- 17.0 At any time prior to the deadline for submission of bids, PHL may, for any reason, whether at its own initiative, or in response to a clarification requested by a prospective bidder, amend the bidding documents. The amendment will be notified in writing to all prospective bidders that have received the bidding documents and will be binding on them. Bidders are required to immediately acknowledge receipt of any such amendment, and it will be assumed that the information contained therein will have been taken into account by the bidder in its bid. In order to afford prospective bidders reasonable time in which to take the amendment into account in preparing their bid, the PHL may, at its discretion, extend the deadline for the submission of bids.
- 18.0 This office reserves the right to reject any or all quotations without assigning any reason whatsoever.
- 19.0 Bidders have to submit EMD of Rs.60,000/- in the form of Demand Draft (DD) from Scheduled/ Nationalized bank against tender no: PHL/CO/CA/2020 dated 03.03.2020. Agencies having valid MSME/NSIC Registration Certificate are exempted from EMD. Further EMD of unsuccessful bidders will be refunded within 15 working days from the date of award of work.
- 20.0 Performance Bank Guarantee (PBG): PBG will be 10% of the contract



PAWAN HANS LIMITED
(A Govt. of India Enterprise)

value and should be deposited in favor of Pawan Hans Limited from scheduled banks by the shortlisted agency only.

This covering letter shall be the part of bid documents.

We look forward to your participation.

Thanking you.

Your Faithfully,

(VanrajSinh Dodiya)
GM (Corporate Affair)
Mobile:9999017977

Contact Address
Corporate Affair Department
Pawan Hans Tower
Sec-1, C-14, Noida, U.P- 201301



PAWAN HANS LIMITED
(A Govt. of India Enterprise)

Annexure - I

1. SCOPE OF WORK

Designing and fabrication of PHL Stall at WINGS INDIA 2020 at Begumpet Airport, Hyderabad.

- 1.1 Conceptualizing, Designing, fabrication, Commissioning and maintenance of PHL stall in an area of 170 sq. mtr.(10x17 mtrs,3 side open). Includes arrangements of 2-3 bouquets with fresh flower arrangement, tea, coffee, cold drinks, drinking water and light snacks for visiting VIPs, media persons, senior PHL / MOCA officials and the officials on duty during all days of the exhibition as per requirement. Provision for meeting space along with Sofa / Table / Chairs (As per design & space). Also, the agency may make arrangements for distribution of press release at Media Centre and other publications.
- 1.2 Big LED Wall with sound arrangements and DVD player/laptop in sync with VIP room.
- 1.3 4 inch wooden platform floor with carpet covering and LED lights on skirting.
- 1.4 Arrangement of Press release slot through FICCI.
- 1.5 Backlit Panel highlighting PHL's important activities such as 'RCS','MRO under Make in India', CSR, Projects / Activities, Heliports/Helipads, Business Diversifications, Training & Skill Development, PHL Services etc. with 8-10 in numbers.
- 1.6 LED wall showcasing visual effects as appropriate towards the height of wall on "Pawan Hans....Flying For All".

1.7 Facilities :

Sr.No	Description
1	One security guard / attendant.
2	Good quality visitor Book and Pen.
3	Arrangement of Photography / Videography
4	Arrangements of 2-3 bouquets and fresh flower arrangement , tea, coffee, cold drinks, drinking water and snacks for visiting VIPs, media persons, senior PHL / MOCA officials and the officials on duty during all days of the exhibition as per



PAWAN HANS LIMITED
(A Govt. of India Enterprise)

	requirement.
5	Provision for e-Registration desk with requisite manpower and other facilities / visiting card bowl / toffee / chocolate bowl etc.
6	Provision for inauguration of PHL stall with items such as scissors, ribbon, tray, floral bouquets, book stand etc.
7	Provision of queue manager to control the public
8	Only bare space will be provided and requirements like power, furniture etc. have to be borne by the bidder.

1.8 Publicity Materials

Sr. No	Description
1	Printing of 8.5x11 inches (close size) single fold PHL Brochures (2000 Nos.) of good quality (300 gsm art paper) with lamination with four colors printing.
2	T-Shirt (200 no.) and Caps (200 no.) number with PHL Logo with a theme of Pawan Hans... Flying For All. Maximum price of Rs. 300/- each.
3	500 Gel pens/Key chain/Small Notebook with PHL Logo for students & crews visiting the PHL stall. Pen / key chain are to be approved by PHL prior to supply of the materials. Maximum price of Rs. 20/- each.
4	200 Jute Carry Bags with handle for gift items with PHL and Government Logo (attach two different samples of carry bags). Maximum price of Rs. 200/- each.
5	One LCD/Plasma TV (42 inch size) with DVD Player
6	PR Booklet: 100 numbers, size: Printing of 8.25x11 inches covering 20 pages.
7	200 Paper Bags of 8.5x12 inches of handmade paper.
8	100 Number Invitation Card

1.9 As the exhibition is spread over a period of 4 days, the agency shall be required to maintain the Stall in good condition for that period and also ensure adherence to local authorities instructions/guidelines, if any.

1.10 Further, the agency may be required to carry out minor changes in the design without any financial implications to PHL.

1.11 The bidder shall be responsible for designing, fabrication, maintenance and subsequent dismantling/clearance of the site of the Stall after the Event is over.



PAWAN HANS LIMITED
(A Govt. of India Enterprise)

1.12 Provision for keeping 1/2 models of PHL should be kept while making the model/layout of the exhibition.

1.13 Theme and Approach

The theme of PAWAN HANS will be **Pawan Hans ... Flying For All**

The foremost requirements of the impressive stall are a vibrant theme and an artistic exposition. PHL Stall will be located in Hall No B. The theme should be used effectively to highlight PHL's Contribution and its importance for the Nation in the helicopter Industry with concern for Rural and Regional Connectivity, MRO, Skill Development and Heliports/ Helipads.

The bidders are required to submit a brief write up on the total theme with their bid.

1.14 Other Terms & conditions

PHL reserves 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.

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

If the bidder does not work in full or part thereof at the stipulated time, the same may be got done by PHL at the risk & cost of the supplier and debar bidders in future from empanelment in PHL.

The bidder shall not sublet the contract.

(Signature of the Bidder with seal)



PAWAN HANS LIMITED
(A Govt. of India Enterprise)

Annexure-II

**SCHEDULE: ONLINE SUBMISSION OF THROUGH E-TENDER ONLY
(FINANCIAL BID)**

Subj.: Designing and Fabrication of PHL Stall at WINGS AVIATION-2020 to be held from March 12th – 15th 2020 at Begumpet Airport, Hyderabad, India

Description of Work: MAIN WORK – (Detailed Scope of Work as mentioned at Annexure-I)	All Cost For the Work	Amount of GST	Total Price (in Rs.)
Conceptualizing, Designing, fabrication, Commissioning and maintenance of PHL stall & dismantling the stall at the end of event & payment related to electricity to be factored in your proposal in an area of 170 sq. mtrs., 3 side open) as per scope of work.			
Totals (Fig. in Rs.)			

Total Lump-sum cost inclusive of All Taxes towards designing, usage of material, setting up and dismantling the stall and any other levies. (in Rupees)

(Total Rupees in Words)
.....

NOTE:

1. You shall quote the prices online only.)
2. All the pages of our tender enquiry to be duly signed by the bidder and uploaded accordingly.
3. The applicable price quoted should include all taxes, levies, service charges, work contracts tax, packing, forwarding, transportation etc, if any and of net salvage value. (Taxes may be mentioned separately).
4. The prices shall be quoted net of salvage value if any.

The decision of PHL with regard to selection of the design approach will be final and binding and no communication in this regard will be entertained. It may be noted that PHL reserves the right to reject any or all the offers without



PAWAN HANS LIMITED
(A Govt. of India Enterprise)

assigning any reason whatsoever. The bidder must comply with all the terms and conditions of contract. No deviation shall be entertained. You shall send your technical creative's document in an envelope super scribed as “**Designing and Fabrication of PHL Stall at WINGS INDIA 2020**”. **Financial bid shall only be submitted e-tender mode along with technical check list.**

Authorized signatory_____ Name of the
Agency/Bidder____Address____Telephone Number

PAN_____Seal



PAWAN HANS LIMITED
(A Govt. of India Enterprise)

Annexure-III

GENERAL TERMS AND CONDITIONS

1. DEFINITION OF TERMS

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

2. LIQUIDATED DAMAGES (L.D.) FOR DELAY

The contractor shall execute the work strictly as per the theme, concept, creative approach & time schedule as stipulated in tender documents. However, in case of delay on completion of job as per schedule, liquidated damages for delay @ 2 % per day of delay subject to maximum of 10% of total award value shall be deducted from contractor's bill.

3. TERMINATION OF CONTRACT

If at any time you make any default in proceeding with the work without due diligence and continue to do so even after the notice in writing or commit any default in complying any of the terms and conditions even after the notice in writing is given to you on that behalf Officer-in-Charge, PHL may without prejudice to any other right to remedy accrued or shall have accrued or shall accrue thereafter to the corporation, by written notice, terminate the contract as a whole or part of the Contract and may get the work done from another empanelled advertising agency on PHL panel and recover the cost incurred from dues payable or against the BG.

4. ARBITRATION:

- a) In the event of any dispute or difference whatsoever arising under this contract or in connection therewith including any dispute relating to existing meaning and interpretation of this contract, the same shall be referred to the sole arbitration of PHL at New Delhi.
- b) There will be no objection that the arbitrator is a person who has dealt with the matters to which the contract relates and /or in the course of his duties he has expressed any view on any matters in dispute or differences. The award of the Arbitrator shall be final and binding on the parties.



PAWAN HANS LIMITED
(A Govt. of India Enterprise)

- c) Notwithstanding any dispute between the parties, the agency shall not be entitled to withhold, delay or defer his obligation, under the contract, and the same shall be carried out strictly in accordance with the terms and conditions of the contract.

5. INSURANCE

Agency may arrange necessary insurance cover for any persons deployed at sites even for short duration or thereof, PHL shall not entertain any claim arising out of mishap, if any, that may take place.

6. DEVIATION

The Contractor must comply with the tender specification and all terms and conditions of contract. No deviation shall be entertained.

7. RISK & COST

If the agency does not work in full or part thereof at the stipulated time, the same will be got done by PHL at the risk & cost of the agency. For such inefficiency, Agency will also be debar from the empanelment of PHL in future.

8. FORCE MAJEURE

- (a) Force Majeure” shall mean any event beyond the reasonable control of the Owner or the Contractor, as the case may be, and which is unavoidable notwithstanding the reasonable care of the party affected.
- (b) The party who has given such notice shall be excused from the performance or punctual performance of its obligations under the Contract for so long as the relevant event of Force Majeure continues and to the extent that such party's performance is prevented, hindered or delayed. The Time for Completion shall be extended by a reasonable time.
- (c) The party or parties affected by the event of Force Majeure shall use reasonable efforts to mitigate the effect thereof upon its or their performance of the Contract and to fulfill its or their obligations under the Contract, but without prejudice to either parties' right to terminate the contract under clause (f) here under.

No delay or nonperformance by either party hereto caused by the occurrence of any event of Force Majeure shall 1. Constitute a default or breach of the Contract, 2. Give rise to any claim for damages or additional cost or expense occasioned thereby If and to the extent that such delay or nonperformance is caused by the occurrence of an event of Force Majeure.



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Annexure-IV

SPECIAL CONDITIONS OF CONTRACT

Special Condition:

1. This is a highly time specific job requiring quality output.
2. Photographs/video graphs shall have to be treated good printing quality.
3. The agency has to maintain the quality of work and the work shall be executed/ completed to the entire satisfaction of officer-In-charge in the line schedule given by him.
4. The rates shall remain firm and valid till the complete execution of the order.
5. The work shall be carried out as per the instruction of Officer -In-Charge.
6. The bidder is requested to get familiarized with the conditions, nature of work, the events of the work involved.
7. It shall be the responsibility of the agency and his workmen to ensure that all necessary safety of precautions are taken to achieve total safety of personal and stall at all times.
8. All tools and tackles including logistics shall be arranged/ supplied by the agency.
9. If the agency does not work in full or part thereof at the stipulated time, the same may be got done by PHL at the risk & cost of the agency.