

Request for Proposal

For

DESIGN, FABRICATION, ERECTION AND MAINTAINING OF TEMPORARY STALL STRUCTURE  
At BES EXPO 2024

Reference no. BECIL/Admin/BES EXPO/2023-24/TENDER

(Dated: 15/01/2024)



**ब्रॉडकास्ट इंजीनियरिंग कंसल्टेंट्स इंडिया लिमिटेड**  
(सूचना एवं प्रसारण मंत्रालय के अधीन-भारत सरकार का उद्यम) (मिनि रत्न कम्पनी) (CIN - U32301UP1995GOI017744)

**BROADCAST ENGINEERING CONSULTANTS INDIA LIMITED**

(A Government of India Enterprise - Under Ministry of Information & Broadcasting) (A Mini Ratna Company)

पंजीकृत एवं कॉर्पोरेट कार्यालय : बेसिल भवन, सी-56/ ए-17, सेक्टर-62, नोएडा-201307 (उ०प्र०), फोन : +91 120 4177850, फैक्स : +91 120 4177879

Registered & Corporate Office : BECIL BHAWAN, C- 56/ A-17, Sector-62, Noida-201307 (U.P.), Tel. : +91 120 4177850, Fax: +91 120 4177879



Head Office: 14-B, Ring Road, I.P. Estate, New Delhi -110002 Tel: 011-  
23378823 Fax: 23379885

Corporate Office: C-56/A17, Sector-62, Noida- 201307 Tel: 0120-4177850  
Fax: 01204177879

Email: [harmohan@becil.com](mailto:harmohan@becil.com), Website: [www.becil.com](http://www.becil.com)



**BROADCAST ENGINEERING CONSULTANTS INDIA LIMITED**

(A Govt. of India Enterprises – A Mini Ratna Company)

An ISO 9001:2015 Certified Company

Head Office: 14-B, Ring Road, I.P. Estate, New Delhi -110002, Tel.: 011-23378823 Fax: 23379885

Corporate Office: C-56/A17, Sector-62, Noida 201307, Tel.: 0120-4177850 Fax: 120-417787

S. No	Description	Details
1.	BID NO	BECIL/Admin/BES EXPO/2023-24/TENDER
2.	Date of Issue of BID	15 <sup>th</sup> January 2024
3.	Last date of Submission of BID	Till 3:00 P.M. 29 <sup>th</sup> January, 2024(12 days)
4.	Date of Opening of BID(TECH)	At 3:30 P.M. 29 <sup>th</sup> January, 2024
5.	Address of: Purchase of BID Document/ Submission of BID / Opening of BID	Broadcast Engineering Consultant Limited (BECIL) BECIL Bhawan, C -56, A/17, Sector – 62, Noida 201307 (Uttar Pradesh) Ph. 0120 – 4177850 Fax. 012.0 – 417787
6.	Website	BECIL
7.	Cost of BID Document	Rs.1000/- In the form of DD/PO in favor of Broadcast Engineering Consultants India Limited, Payable at New Delhi.
8.	Bid Security	Rs. 40,000/- towards EMD In the form of DD in favour of Broadcast Engineering Consultants India Limited, payable at New Delhi.
9.	Contact details of BECIL	Ms. Varsha Sharma: 9999068959
10.	Help Desk of BECIL	01204177850 (From10:00hrs to 18:00hrs)

**General Manager (Admin)**



## Part I – General Information

### ABOUT BECIL:

1.1.1. Broadcast Engineering Consultants India Limited (BECIL) an ISO 9001:2015 certified, a Mini Ratna public sector enterprise of Government of India under Ministry of Information & Broadcasting, was established on 24th March, 1995 for providing consultancy services of international standards for broadcasting in transmission and production technology including turnkey solutions in the specialized fields of Terrestrial & Satellite Broadcasting, Cable, Manufacturing and various Information Technology(IT) related fields, including security, surveillance, acoustics & audio-video systems and smart cities.

1.1.2. BECIL is the professional platform which caters to all aspects of projects related to TV, Radio, Communication, IT, Security, Security and Manufacturing from concept to completion and from regulation to realization.

### 2. RFP NOTICE:

2.1.1. Broadcast Engineering Consultants India Limited (BECIL) invites online/e-tender from agencies having proven experience and ability in the Design, Fabrication, Erection and maintaining of temporary Stall Structure.

The Stall will be required in the exhibition hall of BES EXPO 2024.

The construction/erection will be on 13<sup>th</sup> February 2024.

Venue: Hall 12A, Pragati Maidan, New Delhi

Stall Number: C 2

**Stall Size: (36 Sq. raw spaces, Measures 6m x 6m x 2.5.)**

Dates: BES EXPO 2024 Scheduled from 15-17 February 2024.

The Theme is **"Evolving Media Ecosystem: Innovative, Immersive & Sustainable Broadcasting"**

**Total number of days: 3 days.**

### 3. Objective & Scope of Work

3.1.1. BECIL wishes to engage reputed SI / Vendor towards design Fabrication, Erection and maintaining of temporary Stall Structure of Exhibition stall at BES EXPO 2024.

### 4. Qualifications Eligibility Criteria for Bidders

1. The Bidder may be a **Company, Partnership Firm or Sole Proprietorship Firm.** The bidder should have existence in India for last five (5) years at the end of bid submission.
2. The Bidder or its parent company should have successfully executed at least two similar works with minimum value of INR 3 Lakhs with at least five years of experience in any exhibition / expo with equivalent scope of work as required now, done by them. Kindly provide Copy of a work order.
3. Annual turnover of the bidder during last 3 year should not be less than INR five Lakhs (in each of the last 3 Financial Years). The bidder should have a positive net worth for the previous 3 financial years from the date of BID. In case CA certified copy is not available with Partnership /Proprietor, IT return filed for financials should be provided for last 3 FY.
4. The bidder firm should not be black listed from any State/Central Government departments/PSUs/Banks during the last 5 years.
5. The bidder should provide list of offices in India along with registration details.
6. The bidder should provide detail of technical manpower on roll for such projects.
7. The bidder should submit an undertaking (on non-Judicial stamp paper of Rs. 100/-, duly notarized) that it has neither been boycotted or blacklisted by any Government Institution/PSU for supplies desired/intended in this BID.
8. The bidder must provide a list of clients/customers with contact details such as postal address, landline phone number and e-mail ID where services has been provided in the last three years.
9. The bidder should provide proof of registration for:
  - a. Company Registration Certificate.
  - b. GST Registration.
  - c. TIN
  - d. PAN

10. In the event of tenderer submitting any false credentials, the Tenderer shall be black listed for 5 years. An affidavit in this regard has to be submitted on a stamp paper of Rs. 100/-The bidder has to submit legitimate digitally signed documents in support of above requirements.

11. The bidders *are* advised to submit single sealed envelope super scribed, “Payment for RFP & Bid Security Document”.

- **The “Technical Bid” Contains Technical document towards eligibility criteria is to be submitted.**

The Payment for BID Document envelope must be submitted at the below given name and address:

Assistant General Manager (Admin)  
Broadcast Engineering Consultants India Limited.  
BECIL BHAWAN, Corporate Office C-56/A-17, Sector-62 Noida-201307 (UP).

12. The Bid must be submitted in English language only with a font size of 12. All the document including the supporting documents/enclosures etc. must be fully legible. Supporting documents if in a language other than English must be accompanied by a Self certificate English translated document. The English version shall prevail in matters of interpretation. Bid documents which are not legible shall be rejected.

13. Each bidder shall submit only ONE Bid, Consortium is not allowed. Sub-Contracting is not allowed.

14. The bidder shall bear all costs associated with the preparation and submission of BID and BECIL will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the BID process.

15. In case the bidder has any doubt about the meaning of anything contained in the BID document, she/he shall seek clarification within 5 days of issue of BID. Except for any written clarification by AGM (Admin), BECIL via email to [harmohan@becil.com](mailto:harmohan@becil.com). No written or oral communication, presentation or explanation by any other employee of BECIL shall be taken to bind or fetter BECIL under the contract.

## 5. Part II Technical Information

- 5.1.1 Complete BID document can be download from Tender portal of BECIL [www.becil.com](http://www.becil.com).
- 5.1.2 Technical Bid will be submitted in separate envelope with superscribed in capital letters as “TECHNICAL BID”. No other means of tender submission shall be acceptable.

## 6. Submission of BID

- 6.1.1 Bidders shall have to submit an “amount of INR 40000/- (Rupees Forty Thousand Only) as EMD in the form of Demand Draft drawn on any scheduled **bank at Delhi/Noida in favor of Broadcast Engineering Consultants India Limited**” Payable at Delhi/Noida along with the BID towards the cost of BID processing and no other mode of payment is acceptable. BID Document is also available at BECIL Office: C- 56/A17, Sector-62, and Noida-201307. The EMD shall be refunded to unsuccessful bidders only after the tender process is complete.
- 6.1.2 The Management of BECIL reserves the right to amend or withdraw any of the terms and conditions mentioned in the BID Document or reject any or all the bids without giving any notice or assigning any reason. The decision of the Chairman and Managing Director, Broadcast Engineering Consultants India Limited in this regard shall be final and binding on all.
- 6.1.2 Cross Subsidy across product or services is not allowed.



- 6.1.3 Complete BID in all respects, must be submitted on or before the due date and time i.e. till 3:00 PM IST. In the event of the specified date for the submission of BID being declared a holiday, the BID can be submitted by 1:00 PM IST on the next working day for which BECIL will make necessary provisions.
- 6.1.4 BECIL may, at its own discretion, extend the date for submission of BID. In such a case all rights and obligations of BECIL and the Bidders shall be applicable to the extended time frame.
- 6.1.5 As the BID can be submitted only up to the defined date and time, there can't be any late bids. BECIL will not be responsible for any delay in obtaining the terms and conditions of the BID.
- 6.1.6 At any time to the last date for receipt of BID, BECIL may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the BID Document by an amendment. The amendment will be notified on BECIL's website <http://www.becil.com> and should be taken into consideration by the prospective bidders while preparing their BID.
- 6.1.7 In order to give prospective bidders reasonable time to take the amendment into account in preparing their BID, BECIL may at its discretion, extend the last date for the submission of BID. No BID may be modified subsequent to the last date for receipt of BID.
- 6.1.8 The BID shall be ignored, if complete information is not given there-in, or if the particulars and data (if any) asked for are not provided. BECIL reserves the right to ask any clarification.



## 7. Opening of BID

The envelope containing “Fees and EMD for BID document” would be opened first and if only found as per BID notice then the “Technical documents towards eligibility criteria” would be opened on the time and date mentioned above. Qualified vendors would be informed about opening of Financial Bid later.

## 8. Evaluation of Bid will be in Two parts:-

- a) **Technical Bid,**
- b) **Commercial Bid.**

Note: In Technical Bid, Design will be provided in Pen drive to evaluate the same and both the bids will be provided in two Separate sealed envelopes with the tagging of bid. Technical bid includes design of a stall, which will be provided in Pen drive and In Commercial Bid, all the Rates and Taxes for the BOM/BOQ Materials or Items.

- 8.1.1 Bids Selection and opening Criteria Commercial Bid will be Open if only Technical Bid gets qualified with the 70% marks out of 100 and this selection of a bid or marks will be provided by the selection Committee who will finalize the technical Bid.
- 8.1.2 It is mandatory for all the applicants to have Class-III Digital Signature Certificate (in the name of person who will sign the bid document) from any of the licensed certifying Agency.
- 8.1.3 Tender fee deposit of INR 1000 in the form of DD/PO in favor of Broadcast Engineering Consultants India Limited, payable at New Delhi. shall be placed in a single sealed envelope super scribed with tender reference No and date of opening so as to reach Broadcast Engineering Consultant India Limited 56A/17, Block ‘C’, Noida-201307 (UP) before scheduled time on prescribed tender opening date. Hard copy of any other tender document shall not be accepted. Technical Bid of only those bidders would be opened who have submitted the requisite tender fees before date & time as per BID.





## 9 Indicative BOM / BOQ

Stall details as if now, Stall No. 29 (36 Sqm raw space) the space allotted to BECIL Measures 6m x 6m x 2.5.

No	Item description	Unit / Quantity	Total
1	Structure Platform (wooden Hard Top) Size: 10 x 5 mts Height: 4 Inch Aluminum side locks Painted Back Wall (wooden) Size: 6mX 5 x 2.5 mts (approx.)	Meters	
2	Meeting Rooms 2 Closed Meeting Rooms Size: 9' x 9' (Approx.) 1 Open Meeting Room Size: 6' x 6'	Meters	
3	Pantry/Storage (wooden) Size: 1.5 x 2.5 x 2.5 mts Wall: 4 Inch thick Door: 2.5 feet with Lock and Key Storage with Lockable door	02 nos. (in Meters)	
4	Reception Reception Back Wall or as per the design, (Size: 2.5 x 2.5 feet) Reception Table with storage (Wooden) (Size: 4 x 2 x 3 feet) Product Demo Table (Size 5" x 2" x 2.5" 2 inch) 10 feet high GI pole mounted on the floor with proper grouting on floor. Drawer's lockable cupboards, BECIL Logo on the Table.	01 nos. 02 nos. 01 nos.	

5	Fascia/Branding 3 Side Fascia with Logo on it 6 Side Backlit Logo in round format 2 side backlit kiosk Make in India Logo Cutout (Backlit)		
6	Equipment 50" LED on the Side Wall with USB port. Coffee/Tea Machine/ Water Dispenser/Refrigerators	02nos. 01nos. 01nos.	
7	Lights and Electrical Equipment Spot Lights Halogen Concealed lights Power points	(as per the Requirement)	
8	Designing of Posters and Display Panels Poster Design Display Kiosk Design Fascia Design	(as per the Brand Guideline)	
9	<b>Printing</b> Posters: 3 mm thick (Sun Board Digital print with lamination) Poster Size: 4' x 3' Company name on Fascia: Vinyl Prints (Letter Cutting) 6 Logo printing on Backlit Acrylic	Meters	
10	Consumables and Manpower  Juice/Water bottles /Cold Drinks Toffees/Candy Butler to Serve/Pantry Operator. Photographer(Still+Video) Girl Guide/hostess	6 Pkt. 5 Pkt. 01 nos. 01 nos. 01 nos.	

11	Furniture		
	Sofa sets as per requirement		
	Executive Chairs	10 nos.	
	Round Table with glass top.	02 nos.	
	Center Table as per requirement	01 nos.	
	Magazine Holder	01 nos.	
	Catalog stand	02 nos.	
	Bar stool	01 nos.	
	Bowl for Card and candy	01 nos.	
	Flower Pots and Flower Bouquets.	02 nos.	
	04 nos.		

### 9. Commercial Bid.

Commercial Bid will be open only, when Technical bid qualifies the appropriate selection Criteria.



## 10. Bidder code of conduct and business ethics.

BECIL is committed to its 'values & beliefs' and business practices to ensure that companies and Bidders, who supply goods, materials or services, will also comply with these principles.

**Bribery and corruption:**

Bidders are strictly prohibited from directly or indirectly (through intermediaries or subcontractors) offering any bribe or undue gratification in any form to any person or entity and / or indulging in any corrupt practice in order to obtain or retain a business or contract.

**Integrity, indemnity & limitation:**

Bidders shall maintain high degree of integrity during the course of its dealings with business/contractual relationship with BECIL. If it is discovered at any stage that any business/ contract was secured by playing fraud or misrepresentation or suspension of material facts, such contract shall be voidable at the sole option of the competent authority of BECIL. For avoidance of doubts, no rights shall accrue to the Bidder in relation to such business/contract and BECIL or any entity thereof shall not have or incur any obligation in respect thereof. The bidder shall indemnify BECIL in respect of any loss or damage suffered by BECIL on account of such fraud, misrepresentation or suspension of material facts.

**Reporting Misconduct:**

Bidders are required to report any misconduct/violations/improper demands from BECIL employees to the Chief Vigilance Officer/Director (O&M)/CMD. All communication in this regard should be directed only to above as per below mentioned email ids;

[CMD@becil.com](mailto:CMD@becil.com)

No Communication shall be encouraged to any other authority / external sources in this regard.



## SELF DECLARATION FOR THE CODE OF INTEGRITY

(To be included in the RFP on Bidder letter head)

I/We shall maintain a high degree of integrity during the course of my/our dealings business/contractual relationship with BECIL. If it is discovered at any stage that any business/ contract was secured by playing fraud or misrepresentation or suspension of material facts, I/We authorize BECIL to term such contract as voidable at the its sole option.

Place: \_\_\_\_\_

Signature of Authorized  
Signatory on behalf of Agency

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile: \_\_\_\_\_

Email ID: \_\_\_\_\_



ANNEXURE 1

UNDERTAKING & ACCEPTANCE LETTER BY THE BIDDER  
(To be included in the BID on bidders Letter Head)

I/We have carefully gone through the various terms and conditions listed in the “\_\_\_\_\_”. I/We agree to all these conditions and offer to for BECIL and submitting ----- this BID after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We hereby sign this undertaking in token of our acceptance of various conditions listed in the BID document.

Place: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorized Signatory  
On behalf of Agency

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email ID: \_\_\_\_\_

