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## भारतीय आयुर्विज्ञान अनुसंधान परिषद INDIAN COUNCIL OF MEDICAL RESEARCH

स्वास्थ्य अनुसंधान विभाग (स्वास्थ्य एवं परिवार कल्याण मंत्रालय)  
वी. रामलिंगस्वामी भवन, अन्सारी नगर, नई दिल्ली - 110 029  
DEPARTMENT OF HEALTH RESEARCH (MINISTRY OF HEALTH & FAMILY WELFARE)  
V. RAMALINGASWAMI BHAWAN, ANSARI NAGAR, NEW DELHI - 110 029

### Sub: Bid for Empanelment of Agencies to organize Exhibitions all over India

Dear Sir,

The Indian Council of Medical Research (ICMR) intends to empanel agencies for organizing exhibitions in which the Council shall participate across the country. If interested may submit the technical and financial bid individually in separate envelopes as per the specifications laid down by the Council (Annexure I & II) enclosed. Along with the bids earnest money (EMD) of Rs. 1 Lakh only in the form of the demand draft in favour of **Director General, ICMR, New Delhi** may be deposited. The last date of receipt of the bids in the Council is **24<sup>th</sup> Oct, 2017 upto 3 PM**. The bids need to be submitted to the **Senior Administrative officer, Division of Publication and Information, Room No. 206, Indian Council of Medical Research, V. Ramalingaswami Bhawan, New Delhi 110029**. The technical bid will be opened on the same day at 4 PM in the presence of representatives of bidders or their nominees.

The bidders who fulfill our specification/criteria would be called for presentation. Financial bid will be opened only after initial scrutiny of the technical bid/presentation and ascertaining the criteria laid down by ICMR. Only those bidders will be empanelled who accept the lowest rates offered by the Council. Those bidders who fulfill our requirements will be empanelled initially for a period of two years in the first instance or for such period up to which the agreement is further extended.

Thanking You

Yours faithfully

(T. Ramani)

Sr. Administrative Officer

Incloser

1. Technical BID form
2. Financial BID form



**Indian Council of Medical Research**  
**V. Ramalingaswami Bhawan, Ansari Nagar,**  
**Post Box 4911, New Delhi - 110 029**

ESSENTIAL DETAILS OF THE FIRM

1. Name of the firm
2. Full Address
  - i) Head Office
  - ii) Branch Office, if any
3. E-mail Address / website
4. Telephone Number (s) & Mobile No.
5. Fax No.
6. Date of establishment of the firm
7. GST No:
8. PAN Number
9. Name and address of your Bankers, stating the name in which the account stands
10. Give details of equipment and manpower of your firm /unit
11. Attach audited statement of account of previous two years
12. Jobs undertaken with Govt. Agencies during the last five years

**Certified that:**

1. The information provided by us above regarding the details of equipment & Manpower is correct & any information found to be incorrect should lead to the cancellation / rejection or removal of our firm from your panel.

Dated.....

Signatures \_\_\_\_\_  
Stamp of the firm \_\_\_\_\_



## TECHNICAL BID

### Annexure-I

#### KEY ELEMENTS FORMING A PART OF FABRICATED STALLS FOR WHICH QUOTES ARE REQUIRED

- **Concept & Design** : In drawing form depending on the theme of the exhibition as per the space (in sq. mt.) including the 3 dimensional prospective designs.
- **Partition wall** : Wall paneling with wooden frame with one side/both laminated commercial ply (6 mm thick) panels (finish as per design) up to standard height of 8' (Formica or equivalent).
- **Logo** : Providing and fixing of company's name and logo in 600 dpi resolution with back/front lighting in self adhesive vinyl cut stickers and translates on 3 mm polycarbonated sheet with UV protection layer, wherever required.
- **Raised Platform**: Flooring of raised platform 4" high with 3"x1 1/2" section wooden framework of 2' x 2' grid surfaced with 19 mm particle or ply board.
- **Carpet**: Covering of the platform with non-woven synthetic carpet. (Unitex or equivalent) with under laying complete in all respects. (in specified colour) – Sample to be approved.
- **Element**: Two-Four (nos.) elements to highlight the pavilion (i.e. Pillars, back wall – 10" x 12" height and can go to 16' height), depending on the permission given by the organizer and the space available.
- **+True Structure** : Mild steel truss structures duly painted as highlighting elements, which can be used for fixing mercury lights, halogens, or any other lights of required to illuminate and highlight the pavilion and hanging of silken or satin cloth with written slogans or plan.
- **Facia** : Suitable facia (tentatively 16' wide x 12' height with entrance space of a minimum of 8' wide) depicting the theme of the exhibition in water proof colour fabricated on 8' mm water proof laminated plywood fixed on 2"x 2" wooden frame to be finished on both side.

- **Furniture (Wooden/PVC)** : One reception table and two chairs. One dimension table (round) with four chairs every 50/100 sq. mt. (at least one even if area is less than 50 sq. mt.)
- **Counters/Podia**: One laminated wooden lockable podium/counter per 9.0 sq. mt. with 2 chairs and one waste paper basket.
- **Electrification and Lighting** : Focus light on each display panel; general lighting with tube light, mercury lamps, etc. and one emergency light per 10 sq. meters. Pedestal fans and desert coolers as per requirement. Plug points to be provided where ever required for both light and power connection, complete in all respect including wiring.
- **Cabins** : Cabins (with adequate lighting, fan and plug point) with table and chair, patients stool and anti-chamber with an examination table wash basin, covered dustbin, curtain, towel, water bucket and mirror for carrying out health checkup. Both cabin and anti-chamber will be of 9.00 sq. meter and 6' height.
- **Decoration of stall** : Artificial/natural potted plants with PVC potter (5 big plants and 10 small/medium plants every 10 sq. meter space), to be maintained and watered regularly.
- **Telephone** : Intercom system for the exhibition area along with the wiring.
- **Rotoglow** : Electricity –operated revolving type glow sign display having three or more side display of relevant photos as per theme and subject of exhibition on translates/digital prints duly laminated and mounted on 3 mm polycarbonate sheet fitted in wooden or metallic frames.
- **Services**: \*General cleaning of exhibition, exhibits, cabins, stall, etc. \*Dustbin cleaning. \*Disposal of medical waste (as per norms). \*Security service (round the clock with adequate number of guards). \*Specialized (users/volunteers during the visiting hours). \*One attendant during the entire visiting hours. \*Fire extinguisher. \*Maintenance of electrical devices, points, lights, etc. \*Arrangements for drinking water. \*Providing flower vase on reception and discussion table. Any other service/product related to exhibition, requirement.
- **Public Address System** : With 2 microphones and suitable number of speakers (complete system with the facility announcement and playing of music).

The above scope would also include carrying ICMR exhibits from Delhi to Exhibitions venue and return to Delhi; installation and dismantling of exhibits.

**FINANCIAL BID**

**Annexure-II**

<b>Indian Council of Medical Research: Job specifications/criteria to organizing Exhibitions all over India</b>			
S. No.		Item	Rate (Rs.)
1.		<b>Supply on turnkey and hire basis including the elements listed in Annexure-I</b>	
		Rates for stalls with area of:	
	<b>A.</b>	<b>In Delhi</b>	
	a.	36 sq. mtr.	
	b.	54 sq. mtr.	
	C.	72 sq. mtr.	
	d.	90 sq. mtr. & above	
	<b>B.</b>	<b>In Other Cities</b>	
	a.	36 sq. mtr.	
	b.	54 sq. mtr.	
	C.	72 sq. mtr.	
	d.	90 sq. mtr. & above	
	<b>C.</b>	<b>Repeat Stall in Delhi</b>	
	a.	36 sq. mtr.	
	b.	54 sq. mtr.	
	C.	72 sq. mtr.	
	d.	90 sq. mtr. & above	
	<b>D.</b>	<b>Repeat Stall in Other Cities</b>	
	a.	36 sq. mtr.	
	b.	54 sq. mtr.	
	C.	72 sq. mtr.	
	d.	90 sq. mtr. & above	
2.		<b>Supply of collapsible, modular, portable display system of international standards, preferably of the make Skyline, Nimlok, Meroform, Octonorm or Abex</b>	
3.		<b>Other display Equipments</b>	
	<b>A</b>	Plasma Wall for audio visual purpose on hire basis (42")	
	<b>B</b>	Interactive Koisk on hire (21" screen) TFT LCD Monitor Touch Screen (Design & Hardware to be provided) per unit+	
	<b>C</b>	Computer, printer, scanner and other accessories on hire basis	
	<b>D</b>	TV/Video/DVD Projection System on hire basis	
4.		<b>Digital Printing</b>	
	<b>A.</b>	<b>Cost of digital printing/designing of translate film (per sq. feet)</b>	
	a.	Backlit Translites	
	b.	Translite on Matte Adhesive Paper	
	c.	Translite on High Glossy Paper	
	d.	Translite on Flex	
	e.	Vinyl Translite	
	<b>B.</b>	<b>Lamination and Mounting of Translate on : (Per sq. feet)</b>	
	a.	2 mm polycarbonate sheets	
	b.	3 mm polycarbonate sheets	

	C.		<b>Cost of Digital Printing/designing of blow-ups (per sq. feet) With visual and write up super imposing or separately</b>	
		a.	On Vinyl	
		b.	On High Glossy Paper	
		c.	On flex	
	D.		<b>Lamination and Mounting of blow ups on 3 mm sun board (per sq. feet)</b>	
		a.	Glossy Lamination	
		b.	Matte Lamination	
		c.	Mounting on 2/3 mm polycarbonate sheet	
	E.		<b>Cost of Processing (per sq. feet)</b>	
		a.	High resolution drum scanning	
		b.	Original Art work reproduction	
5.			<b><i>Preparing and Mounting of Murals (as per the advise design) (cost in sq. feet)</i></b>	
	A.		Flat painting with three dimensional finish	
	B.		Two dimensional (relief type) made up of paper masshey/POP/Fibre Glass or any other material	
6.			<b><i>Publicity</i></b>	
	A.		Handouts	
	B.		Banners (on satin cloth) 10' x 3'	
	C.		Back Drop	
7.			Any other item as per the need at the time of exhibition	
			Tentative cost	
		a.	Designing/preparation/lamination & printing of poster's/pt on the size 7x4 t.	
		b.	With octonorm/task	
		c.	Translite / per poster	
		d.	Chair / face /carpeting	
		e.	Putting pavilion/sq. mtr.	

### GENERAL INFORMATION

1. The rates to be tendered by the firm should be valid for two years in the first instance. Once the rates are submitted and accepted , requests for any increase will not be considered during the period of arrangement
2. **In case of any item of work not covered under the arrangement, the rates decided by the Council therefore, will be final and binding on the firm**
3. The Director – General, Indian Council of Medical Research is not bound to accept the lowest quotations or any quotation or to assign any reason for rejection of any or all the quotations. She also reserves to herself the right of accepting the whole or any part of the quotations. Her decision in these matters shall be final and binding on you.