



# DIRECTORATE GENERAL MUNITIONS PRODUCTION

Ministry Of Defence Production

## TENDER NOTICE

FABRICIATION OF CUSTOMISED STAND FOR  
12<sup>TH</sup> INTERNATIONAL DEFENCE EXHIBITION & SEMINAR (IDEAS-2024)  
19-22 NOVEMBER 2024 AT KARACHI EXPO CENTRE

1. Sealed tenders are invited by the Directorate General Munitions Productions (DGMP) from reputed exhibition agencies for organizing design, decoration, printing, paneling, supervision and display of theme (interior) of DGMP Pavilion at IDEAS 2024 focused on "Indigenous Defence Production" from 19-22 November, 2024. The Bidders should submit the proposals in two parts - Technical Bid & Financial Bid.
2. Agencies should quote the lump sum rate for each 48 Sqm area, for designing of facia and interiors of exhibition space which is to be occupied by Directorate General Munitions Productions (DGMP).

### Terms & Conditions

3. Following information, with supporting evidence must be furnished by the bidder:-
  - a. The firm must have worked with Government Departments / Organizations (5 work orders).
  - b. Only those firms who have minimum 05 (five) years experience of executing exhibition related jobs may apply.
  - c. The firm should have an average minimum yearly turnover of Rs.1.00 crore & above for the last five years. Audited Balance Sheet must be enclosed.
  - d. The firm should have adequate manpower and other facilities to arrange and execute the job smoothly.
  - e. The firm should enclose photographs with appreciation certificate (if any) of similar jobs done by them (5 events).
  - f. The firm must enclose their INCOME / SALES TAX registration Certificate.

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- g. The firm has to submit coloured concept designs of the proposed theme / stall and creative for display panels.
- h. The Bid should be in a Two Envelope format. Envelope '1' should be marked as **TECHNICAL OFFER** and should have all the above mentioned details. Envelope '2' should be marked as **FINANCIAL OFFER**. Both envelopes should be sealed in a third envelope marked as – "**TECHNICAL & FINANCIAL OFFER** for IDEAS - 2024 Theme, Interior Designing & Fabrication".
- i. The bidder must submit a Bank draft of Rs. 100,000/- drawn in favor of Directorate General Munitions Production, payable at Rawalpindi as earnest money with the Technical Bid.
- j. The firm should quote separately for each Display Panel (including concept, copy, design and vinyl printing / fabrication).
- k. A pre-bid meeting will be organized with the interested tenderers on <sup>20</sup> **20 Sep 2024 at 11.00 AM** in the office of undersigned.
- l. Bidders must furnish full data and information as required in the tender documents which may be collected from the office of **DDMP(Tech)**, DGMP, Secretariat-II, Rawalpindi during working hours i.e. 9.00 am – 4.00 pm.
4. Complete and sealed offer should reach this office by <sup>24</sup> **24 Sep 2024 up to 1300 hrs**. The Technical bid will be opened on the same day **at 1430 hrs**. Financial bid will be opened of those bidders who will successfully qualify in the Technical Bid part. DGMP reserves the right to reject, cancel any particular or all bid offers. The reasons of rejection will be intimated.

  
**Deputy Director Munitions Production (Technical)**  
Contact: 051-9270969, 0321-5269488

## INSTRUCTIONS TO BIDDERS

1. **Eligibility and Qualification of the Bidder.** Agencies applying for the bid must have designed and supervised at least 5 such similar exhibition works in the last 05 (five) financial years. (Submission of work orders/letters relating to eligibility criteria are must). The agency preferably must have executed similar work with similar area for the pavilions/stalls in large Industrial exhibitions in the last three years.
2. **Rates and Quotes.** The rates quoted shall be inclusive of all taxes and duties as applicable as per the law. It must also included 18% of the total bid cost as fee to be charged by the Official Event Organizer. The quoted rates shall be firm and shall not be subject to any change whatsoever. Agencies should quote in lump sum 48 Sqm area. The firm should **also quote separately** for each **Display Panel** (including concept, copy, design and vinyl printing / fabrication).
3. **Tender Contents.** The tender shall be submitted in ONE large sealed packet, named and duly marked as "Strictly Confidential - Bid for Design, Supervision and Display of Theme (Interior) of DGMP Stall in the IDEAS- 2024. The contents of the packet are described below:-
  - a. There will be two (02) sealed envelopes duly marked as follows: -
    - (1) **Envelope 1** –Technical Bid including Design of the Stall
    - (2) **Envelope 2** – financial bid for design and decoration, supervision, fabrication and display of stall in the IDEAS- 2024
  - b. **Envelope 1** should contain the following: -
    - (1) Refundable Security Deposit of Rs. 100,000/- (Rupees One Hundred Thousand) only by Demand Draft/ Pay Order in favour of Directorate General Munitions Productions (DGMP), payable at Rawalpindi.
    - (2) Authorization of the person signing the Tender.
    - (3) Proof of bidder's qualification to participate in tender in terms of clause 1.
    - (4) Copies of Income Tax registration certificate and Trade license.
    - (5) Balance sheet and copy of I.T. return for last three years.
    - (6) The design of stall three options only.
    - (7) The Tender Document - The original Tender Document shall be duly signed on all pages.
  - c. **Agency details:**
    - (1) Name of the person duly authorized to clarify, negotiate and finalize the tender along with telephone, e-mail and fax numbers.

- (1) **Presentation of Design - 40 marks.** (The presentation would comprise design, presentation & visual impact and quality appreciation of past fabricated work of pavilions) - a maximum of 3 design options. The presentation should comprise 3-D design presentation. Out of the 40 marks a minimum of 30 marks will have to be obtained for an agency to qualify for opening of the financial bids. In the event of large number of qualified bidders (who obtained more than 30 marks) only the top five bidders will be accepted for opening of financial bids.
- (2) **Financial Bid - 60 Marks.** The bidder should quote for stall design, fabrication, supervision and display based on the following specification:-
- (a) **Stall Area.** Design, Decoration, Printing, Paneling & supervision shall be for each 48 Sqm area. The firm should also quote separately for each Display Panel (including concept, copy, design and vinyl printing/ fabrication).
  - (b) **Display of Panels.** Either backlit or front lit with modern & sleek spotlights. (Panels will be designed & fabricated by the agency).
  - (c) **Seating Arrangement.** Common passage with decorating, seating arrangement for not less than 8 persons.
  - (d) Adequate provision of fixing of Backlit/ Front lit / acrylic Panels.
  - (e) Display Podium wherever needed.
  - (f) Daily maintenance / cleaning of the stall.
  - (g) Additional Electrical Fittings (if required)- as per design.
  - (h) Carpeting of the entire floor area.
  - (i) 42 inches Plasma LED with DVD player / USB compatible.
  - (j) Catalogue stands at least 2 nos.
  - (k) Reception tables
  - (l) The stalls should have a mix of plywood / modular system, glass / truss material. Usage of fire retardant material for making the stall.
  - (m) Description of work / services is attached as **Anx-A.**

5. **Mode of Payment**

- a. 25% advance payment against bank guarantee.
- b. 50% payment on completion of stalls.
- c. 25% after successful completion of the event and certified by designated officers.

6. **Rules for Designing**

- (2) No. of years in this field.
- (3) Past experience of exhibition stall fabrication supported by photographs and work orders/letters.(attached annexure must be filled for quality evaluation)
- d. **Signing of Tender.** Persons tendering shall submit their Tenders duly signed on all pages. Signature will indicate acceptance of the contents of the tender papers. Corrections and alterations, if any, are to be signed.
- e. **Envelope 2** should contain the following:-
- (1) The lump sum price (inclusive of all taxes and duties as applicable) for 48 Sqm area. The firm should also quote separately for each Display Panel (including concept, copy, design and vinyl printing/ fabrication).
- (2) Bidders should put all the above 2 envelopes in a common sealed envelope addressed to "**DDMP(Tech), Directorate General Munitions Productions (DGMP), Pak Secretariat-II, Rawalpindi**". If the envelopes are not sealed and marked as instructed, **DDMP(Tech), DGMP** will assume no responsibility for the misplacement or premature opening of the tender. A tender opened prematurely due to this sub-clause may be rejected and returned to the bidder.
- f. **Time of Submission.** Complete and sealed offer should reach this office by <sup>24</sup> **24 Sep 2024 up to 1300 hrs.**
- g. **Opening of Tenders.** The tenders shall be opened on <sup>24</sup> **24 Sep 2024 at 1430 hrs** in presence of such representatives of the bidders who wish to be present. The Technical bid will be open on the same day.
4. **Evaluation of Tenders.** The bids will be evaluated on the basis / parameters given below: -
- h. **Stage I.** The technical bid i.e. envelope 2 (two) of those bidders who have submitted all documents in envelope 1 (one) under para 3 and satisfy the eligibility and qualification criteria as stated in clauses and para 1 of the Tender Document, will be opened.
- i. **Stage II.** The agency will have to make presentations before the evaluation Committee. The evaluation of the bid proposals will be based on the following parameters:-

- a. Any design and concept presented by the agency should be in accordance with the theme.
- b. All design should be created in conformity with the rules laid down by event organizer.
- c. The design should be as per the layout plan of the IDEAS 2024.
- d. Layout plan will be supplied at the time of issuing of work order.

  
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**DESCRIPTION OF WORK/ SERVICES****DGMP**

<b><u>Construction of Indoor Stall on 48 Sqm Space as per Following:-</u></b>	
a.	<b>General Requirement &amp; Items for Stall</b>
	<ul style="list-style-type: none"> <li>• Kitchen &amp; Store and accessories</li> </ul>
	<ul style="list-style-type: none"> <li>• Executive Chair - 1</li> </ul>
	<ul style="list-style-type: none"> <li>• Center Table - 1</li> </ul>
	<ul style="list-style-type: none"> <li>• Side Tables - 2</li> </ul>
	<ul style="list-style-type: none"> <li>• Glass Door - 1</li> </ul>
b.	<b>General Sitting Areas Covered</b>
	<ul style="list-style-type: none"> <li>• Center Table - 1</li> </ul>
	<ul style="list-style-type: none"> <li>• Chairs - 4</li> </ul>
c.	<b>Electronic Items</b>
	<ul style="list-style-type: none"> <li>• LED Screen (42 Inches) - 3</li> </ul>
	<b>Display Stands</b> - as per requirement
e.	<b>Miscellaneous</b>
	<ul style="list-style-type: none"> <li>• Lunch / Light Refreshment</li> <li>• Accommodation / Transportation of Officers / Officials</li> <li>• Paneling</li> <li>• Lighting Arrangements</li> <li>• Panaflex Background Printing with Logo</li> </ul>
f.	<b>Display Area for Products duly covered with carpet and floor must be covered with marble Sheets</b>