

**TENDER INVITING FINANCIAL BIDS FROM ELIGIBLE  
BIDDERS FOR SUPPLYING TEMPORARY STRUCTURE  
AT VARIOUS SEMINARS OF GCSRA**

**Date: July 17<sup>th</sup>, 2017**



**GUJARAT CSR AUTHORITY**

**3RD FLOOR, GSFC BUILDING, OPP. DRIVE-IN CINEMA, B/H RELIANCE MART,**

**BODAKDEV, AHMEDABAD - 380054**



## **BACKGROUND**

GCSRA (a state level body for CSR facilitation) organizes knowledge seminars, training programmes for knowledge dissemination in the areas of CSR. These seminars and training programmes are organized at various districts such as Ahmedabad, Surat, Vadodara and Rajkot to address the social gaps pertaining to the CSR. The events are expected to draw the participation from different segments from across the country which creates an ideal opportunity for partners to showcase their offerings, initiatives and solutions etc.

## **SCOPE OF WORK**

It is important that a proper branding and visibility opportunity to be provided to GCSRA partners during the conclave. Besides this, as stated above, these seminars would be held at local and national level and it is important that branding and setup is to be done to showcase GCSRA's offerings at larger level.

GCSRA is hereby inviting financial bids from eligible bidders for supplying the temporary structure and related material at various events of GCSRA. Bidders are requested to refer eligibility criteria detailed in this tender document.

Scope of work includes following:

- The temporary structure should include Side wings, Stage fascia, Ceiling Logo, Inside hall standee, Outside standees, Registration frame, Sofas, Coffee table, LED paricans, Podium, Flower pots, Comfort plasma, Stalls frames, partners stall, Tables, Chairs, Dustbin, Carpet, Floral work, Crew members and Transportation etc.
- Agency should provide these items at rent only for minimum 8-9 hours on an event day.
- Locations, date and time would be informed to agency well in advance.
- Agency should have transportation facilities to provide these rented items.
- GCSRA will not pay any transportation charges.
- Agency needs to make sure the dispatch of all the items at the venue within one to two days before the event.
- GCSRA will not bear charges for any type of damages happened due to the transportation or by any other mean.

## **ELIGIBILITY CRITERIA**

- Agency must have a turnover of Rs. 50 lakhs.
- Agency should have local support offices at Rajkot, Vadodara, Surat and Ahmedabad to coordinate and execute seminars smoothly. Agency must be based out of Gujarat.
- Agency should have prior experience of working with Government clients.
- Agency should submit various proof of registration.

## **SUBMISSION OF BIDS**

Agency fulfilling the above eligibility criteria would only be considered for evaluation of financial bids. Agency are requested to submit financial bids (in the attached format- Annexure 1) along with the above documents mentioned in the eligibility criteria. Agency may note that these financial bids are submitted on the letter head of the agency which must be duly signed and authorized.



## **TIMELINE**

- Opening date of tender : 17/07/2017
- Closing date of submission of financial bids along with documents : 24/07/2017

Eligible bidders are requested to send the financial bids along with the supporting documents to the following address: "Chief Executive Officer, Gujarat CSR Authority, 3<sup>rd</sup> Floor, GSFC Building, Opp. Reliance Mart, Drive in Cinema, Ahmedabad- 380054". Only financial bids through courier/ speed post would be considered eligible.

## **CONTACT**

For any query in this regard, Mr. Subhash Advani, GCSRA may be contacted at +91-9636888599 or [seminar\\_training@gcsra.org](mailto:seminar_training@gcsra.org).



## Annexure- 1: Format for submission of the Financial Proposal for one day event

To,  
The Chief Executive Officer,  
Gujarat CSR Authority,  
3rd Floor, GSFC Tower, Opp. Drive-In Cinema, Bodakdev, Ahmedabad

Sir,

We hereby submit the detailed breakup of the price bid submitted for your tender document entitled "Tender inviting financial bids from eligible bidders for supplying temporary structure at various seminars of GCSRA" for one day event. The rates quoted below against the items are for one day event:

Sr. No.	Particular	Details	Amount (INR)
1	Side wings	10 ft x 9 ft - 2 nos. Left and right	
2	Stage facia	20 ft x 1 ft - only flex	
3	Ceiling Logo	3ft x 3 ft - vinyl on sunboard - 1 no.	
4	Inside hall standee	4 ft x 8 ft - 3 nos. (frame with flex)	
5	Outside standees	3 ft x 6 ft - 6 nos. (frame with flex)	
6	Registration frame	6 ft x 8 ft - 1 no. (frame with flex)	
7	Sofas	2 nos. of 2 seater, 2 nos. of 1 seater	
8	Coffee table	glass coffee tables - 3 nos.	
9	LED parcans	8 nos.	
10	Podium	2 ft x 4 ft - vinyl on sunboard - 1 no.	
11	Flower pots	20 nos.	
12	Comfort plasma		
	<i>Stalls frames</i>		
13	Partner 1- Platinum	14 ft x 8 ft (covering 3 frames as per space available)	
14	Partner 2- Gold	6.5 ft x 7 ft& side 4 ft x 7 ft	
15	Partner 3- Gold	6.5 ft x 7 ft& side 4 ft x 7 ft	
16	Partner 4 - Silver	4 ft x 7 ft	
17	Partner 5- Silver	4 ft x 7 ft	
18	Partner 6- Silver	4 ft x 7 ft	
	<i>Stall other requirements</i>		
19	Tables	6 nos.	
20	Chairs	12 nos.	
21	Dustbin	6 nos.	
22	Carpet	10 ft x 40 ft = 400 sqft	
23	Floral work	center piece on glass tables - 3 nos.	
		Bouquets - 6 nos.	
24	Crew members	2 nos.	
Total Amount			

All above rates are exclusive of all the taxes.

Seal/Name/Sign of the Authorized