



भारतीय लघु उद्योग विकास बैंक
Small Industries Development Bank of India

**Request for Commercial Quotations for Fabricated Stall from
Empanelled Event Agencies ONLY**

Reference No.:	DIV/23122022/RFP/1
Request Issue Date:	23 rd December 2022
Last Date of Submission:	27 th December 2022; 3:00 PM
Email id for submission of bid	corpcomm@sidbi.in
Bid opening date and time	27 th December 2022; 4:00 PM Venue: Through MS Team
Contact Details	Shri Pushkar Srivastava Ph: 022- 6753-1367

जारीकर्ता / Issued By:

भारतीय लघु उद्योग विकास बैंक स्वावलंबन भवन, सी-11, जी ब्लॉक, बांद्रा कुर्ला कॉम्प्लेक्स, बांद्रा (पू.), मुम्बई - 400051	SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA Swavalamban Bhavan, C-11, 'G' Block Bandra Kurla Complex, Bandra (E), Mumbai - 400 051
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SIDBI is planning to set up a stall at the Exhibition on side-lines of 1st Global Partnership for Financial Inclusion (GPII) Working Group meeting at Hotel Raajkutir in central Kolkata from 9th January 2023 to 11th January 2023. The proposed event will showcase the digital capabilities SIDBI. The detailed scope of work is as under:

Scope of Work

S No.	Particulars	Qty
1.	Fabrication of Stall - wooden structure – Stall Size (12 Ft Height * 20 ft width * 20 ft length) With vinyl Walls (as per approved design) <ul style="list-style-type: none"> •Facia will have SIDBI and G20 Complete Logo •SIDBI logo Cut out Pillar (with back lit) •4 Schemes/Products Logos with 2 Line Description in Square shape (with back lit) on either side of LED Screen wall •Designated Reception Desk with SIDBI and G20 Logos and QR Code for SIDBI website •Wooden 4 inch raised Matte Finish Floor with Grey carpet •Vinyl Wall designing in theme of digitalisation 	1
2.	Horizontal LED Screen 90” With inbuilt Sound system with arrangements for extra speakers (With all fitting and fixtures and logistical elements)	1
3.	Vertical LED Screen (6ftx3ft.) for product demonstration through external devices (mobile /iPad/tablet) With inbuilt Sound system with arrangements for extra speakers (With all fitting and fixtures and logistical elements)	1
4.	Electricals: 30-Watt Concealed COB 18-Watt COB Spotlights 50 Watt LED for General Lightning LED Strip As per Design Sockets	-
5.	Reception Chair (cushioned)	1
6.	High Quality white two – seater couches with one centre table	3
7.	Brochure Stand	1
8.	Décor: Arica Palm in classy white ceramic Vases	4
9.	55” LED TV	1
10.	Transportation, Maintenance, built up, Dismantling Labour and other costs	-

The illustrative design of the stall is attached herewith.

Terms and Conditions:

1. Cosmetic review (on submitted design) by management will be done post selection of L1 Agency and should be completed by 29th December 2022.
2. Event spot Recce must be done before setting up the stall by the agency.
3. For any operational support, agency must deploy 2 volunteers including technical staff.
4. The technical support area (if any) should be adequately covered for better outlook
5. The stall should be operational by 8th January 2023; 12:00 PM
6. Agency must be well equipped to assist/install in any exigencies that may arise at any moment during the exhibition. Additional cost for extra work would be reasonably accommodated.
7. Based on commercial bid submitted, the lowest quoted price will be termed as L1 bid and rest of bids shall rank in ascending order of price quoted as L2, L3, L4 and so on. The Contract would be awarded to L1 bidder.
8. No additional cost will be considered other than the quoted price
9. Bid should be submitted in the password protected PDF file to corpcomm@sidbi.in. The password of the file should obtain during bid opening meeting on December 28, 2022.
10. The selected bidder needs to submit the design of the stall within 1 day after issue of work order.
11. SIDBI will only provide allotment space/area. All structuring, flooring, and fabrication (including specifications mentioned in Scope of Work) will be done by agency.

Commercial Bid for Stall Fabrication

S No.	Particulars	Qty	Amount Inclusive GST
1.	Fabrication of Stall - wooden structure – Stall Size (12 Ft High * 20 ft width * 20 ft length) With vinyl Walls (as per approved design) <ul style="list-style-type: none"> •Facia will have SIDBI and G20 Complete Logo •SIDBI logo Cut out Pillar (with back lit) •4 Schemes/Products Logos with 2 Line Description in Square shape (with back lit) on either side of LED Screen wall •Designated Reception Desk with SIDBI and G20 Logos and QR Code for SIDBI website •Wooden 4 inch raised Matte Finish Floor with Grey carpet •Vinyl Wall designing in theme of digitalisation 	1	
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4.	Electricals: 30-Watt Concealed COB 18-Watt COB Spotlights 50 Watt LED for General Lightning LED Strip As per Design Sockets	-	
5.	Reception Chair (cushioned)	1	
6.	High Quality white two – seater couches with one centre table	3	
7.	Brochure Stand	1	
8.	Décor: Arica Palm in classy white ceramic Vases	4	
9.	55” LED TV	1	
10.	Transportation, Maintenance, built up, Dismantling Labour and other costs	-	

(Grand Total = Rs. _____ ONLY,
inclusive of GST)

*In case of difference between amount mentioned in Numeric and Words, the amount mentioned in words will be considered.

Authorized signatory (with Official Stamp)

Tentative Layout Idea:



