ITPO/FS-I/Medica/Dusseldorf /2016

INDIA TRADE PROMOTION ORGANISATION

ITPO is inviting online bids through two bid system from interested companies/organizations for undertaking **Construction, Decoration and Allied services** work for Medica Show, Dusseldorf, November 14-17, 2016. **Manual / Offline bids shall not be accepted**.

a. The tender documents are available on our website www.indiatradefair.com (for reference only) **& www.eprocure.gov.in** and same can be down loaded. However, the documents required such as the Demand Draft towards Earnest money, should be in favour of India Trade Promotion Organisation, payable at New Delhi. Online payment is also accepted. The original Demand Draft or Wire transfer certificate or UTR details in original should be sent by courier or hand delivered to the office of Mr. Praful Nair, Dy. Manager, India Trade Promotion Organisation Pragati Maidan, Room No.213, New Delhi – 110 001, before the time indicated for opening of the Bid. Scanned copies of the same are required to be uploaded on the tender also.

b. Tender documents may be downloaded from ITPO's web site www.indiatradefair.com (for reference only) and CPPP site https://eprocure.gov.in/eprocure/app as per the schedule as given in Critical Date Sheet as under.

Indicative Critical Date Sheet

Published Date	**07/09/2016**
Bid Document Download Start Date	**07/09/2016**
Bid Submission Start Date	**07/09/2016**
Bid Submission End Date	**29/09/2016 up to 3.00 PM**
Bid Opening Date	**30/09/2016 at 3.00 PM**

c. Bids shall be submitted online only at CPPP website: https://eprocure.gov.in/eprocure/app. Tenderers/Contractors are advised to follow the instructions provided in the 'Instructions to the Contractors/ Tenders for the e-submission of the bids online through the Central Public Procurement Portal for e-Procurement at https://eprocure.gov.in/eprocure/app'**.** Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

d. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parities liable to rejection.

e. Tenderers who have downloaded the tender from the **ITPO's web site** www.indiatradefair.com and Central Public Procurement Portal (CPPP) website https://eprocure.gov.in/eprocure/app, **shall not modify the tender form including downloaded price bid template in any manner**. In case if the same is found to be tampered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with ITPO.

f. Intending Tenderers are advised to again visit ITPO website www.indiatradefair.com and CPPP website https://eprocure.gov.in/eprocure/app at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.

EMD Payment & Tender cost:

Earnest Money Deposit is to be deposited electronically by NEFT/RTGS in the account of ITPO at the below mentioned details or DD in favour of ITPO payable at New Delhi. Bidders are required to submit the details of EMD payment at the time of Bid Preparation.

BANK Details for EMD Payment through NEFT/RTGS:

	For Foreign Bidders	**For Indian Bidders**
Name of the Beneficiary	India Trade Promotion Organisation	India Trade Promotion Organisation
Name of the Bank	CITI BANK	HDFC BANK LIMITED
Branch Address	Jeevan Bharti Building, 4th Floor, 124, Connaught Place, New Delhi -110001	G-3/4, Surya Kiran Building. 19, Kasturba Gandhi Marg, New Delhi – 110001
Account No	0002157012	00031110005078
Type of Account	--	Saving
Swift Code No.	CITI-INBX	--
IFSC Code	--	HDFC 0000003
PAN NO. (ITPO)	AAATI 2955C	AAATI 2955C

The Hard Copy of original instruments in respect of earnest money, must be delivered to Mr. Praful Nair, Dy. Manager, India Trade Promotion Organisation Pragati Maidan, Room No. 213 New Delhi – 110 001 (India) on or before bid opening date/time as mentioned in critical date sheet. Tenders not accompanied with EMD are liable to be rejected for non submission of original payment instrument like DD / RTGS/ NEFT etc., against the submitted bid. Bids will be opened as per date/time as mentioned in the **Tender Critical Date Sheet.** After online opening of Technical-Bid the results of their qualification as well Price-Bid opening will be intimated latter.

Submission of Tender

Th**e tender shall be submitted online in Two parts, viz., Technical Bid and Financial bid.** All the pages of bid being submitted must be signed wherever required, and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.

Technical Bid (Para 5 of Tender also may be referred)

The following documents are to be furnished by the Contractor along with **Technical Bid** as per the tender document (As applicable): - For details referred to eligibility criteria Para 5.

i) Scanned copy of valid company registration certificate, experience certificate, PAN Certificate, TIN No., VAT No., Service Tax no. and Tax Registration Certificate / Tax ID as applicable, as per this Tender document.
ii) Scanned copy of self certified Chartered Accountant Certificate/ CPA Certificate/ Legal or Government Authority Certificate indicating the annual turnover for past two years.
iii) Proof of Joint Venture or Agreement with EU /German counterpart duly signed by both the parties.
iv) Scanned copy of Tender Acceptance Letter.
v) 3D Images of India Pavilion & Standard booth as per Para 4.11.
vi) Copy of the Demand Draft / Wire transfer certificate /UTR certificate of Earnest Money Deposit.
vii) Experience Certificate

Financial Bid

(a) Financial bid undertaking
(b) Schedule of price bid in the form of PDF format

FINANCIAL BID UNDERTAKING
(On Company Letter Head)

From: (Full name and address of the Bidder)

To,
India Trade Promotion Organisation
Pragati Bhawan,
Pragati Maidan,
New Delhi – 110 001

Dear Sir/Madam,

1. I submit the Price Bid for "**Construction, Decoration and Allied Services for India Pavilion, Medica Dusseldorf, November 14-17, 2016** and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3. I offer to work at the rates as indicated in the Financial Bid, Annexure III inclusive of all applicable taxes, if any.

Authorized Signatory
(Signature of the Authorized Person)

Instructions for Online Bid Submission:

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid **Digital Signature Certificates**. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: https://eprocure.gov.in/eprocure/app.

REGISTRATION

1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: https://eprocure.gov.in/eprocure/app) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which is free of charge.
2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4) Upon enrolment, the bidders will be required to register their valid **Digital Signature Certificate** (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority **recognized by CCA India (e.g. Sify / nCode / eMudhra etc.), with their profile.**
5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
6) Bidder then logs in to the site through the secured log-in by entering their **user ID / password and the password of the DSC / e-Token.**

SEARCHING FOR TENDER DOCUMENTS

1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to **intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.**
3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the

names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, Tax ID, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or ''Other Important Documents'' area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to any issues.

2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

3) Bidder has to select the payment option as "offline" if they desire to pay EMD by Demand Draft and upload a copy of the instrument in the online tender. Online payment too is permissible as Wire transfer, NEFT / RTGS etc.

4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is

subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

ASSISTANCE TO BIDDERS

1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date:

To,
……..
……..

Sub: Acceptance of Terms & Conditions of Tender Reference No: ……..

Name of Tender: - **Construction, decoration and allied services for MEDICA 2016 Dusseldorf (Germany), Nov. 14 – 17, 2016.**

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:
……
as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedule(s), etc .,), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too has also been taken into consideration, while submitting this acceptance letter.

4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.

6. I / We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

INDIA TRADE PROMOTION ORGANISATION

TENDER NOTICE

Sub: Invitation of Bids for Construction, decoration and allied services for MEDICA 2016 Dusseldorf (Germany) to be held from 14 - 17 November 2016.

1. INTRODUCTION

1.1 India Trade Promotion Organization (ITPO) is the nodal agency of the Government of India (GOI) for promoting trade, primarily through trade fairs/ exhibitions in India and abroad

1.2 ITPO will organize **India Pavilion at MEDICA 2016 Dusseldorf (Germany)** from November 14-17, 2016. The event is organised by Messe Dusseldorf, Germany.

1.3 ITPO invites bids from the interested companies/organizations for undertaking **Construction, Decoration and Allied services** for the above exhibition.

1.4 The India Pavilion will be in an approx area of 472 sq. mtrs, located at Diagnostic / Lab Equipment (Hall No. 2), Disposable (Hall 5, 7A and 7.1) and Electro-Medical (Hall 16). The basic concept design & layout of halls is enclosed. **(Annexure P-1, P-2, P-3, P-4, E-1, E-2, E-3, E-4, BD1 & & DEC-1 to 4)**

2. PRODUCT PROFILE

Medical and surgical equipment, disposable products, diagnostic & laboratory equipment, etc.

3. OBJECTIVES

3.1 To create a pavilion of international standards with respect to construction and decoration, ambience and provide other facilities for the benefits of exhibitors and buyers/visitors to the India Pavilion.

3.2 To provide exhibition services and facilities to the exhibitors and visitors and specified greenery/foliage/horticulture etc. at desired locations of India Pavilion, as per plan.

4. SCOPE OF WORK

4.1 ITPO has booked an area of 472 sq. mtrs. approx. in **Halls 2, 5, 7A, 7.1 and 16** as per layout plan attached **(P-1, P-2, P-3, P-4).**

4.2 The work will include construction of booths and allied facilities/displays of India Pavilion and providing other services, including electrical work, cleaning and maintenance, providing / furnishing ITPO office, meeting rooms, VIP rooms etc. as per the layout plans/ details indicated in the Enclosures.

4.3 The selected agency will undertake the C & D activities on full turnkey basis incorporating all elements including material handling/drayage etc. No additional payments will be paid for

anything regarding arranging display of exhibits, construction materials, decoration material, flex printing including installation of buntings, flags, fascia, stall nos. etc. All elements of cost need to be incorporated within the price on full turnkey basis.

4.4 The construction & decoration work has to be in accordance with the lay out plans and designs provided by ITPO. A Layout plan indicating booth size is given as per details available **(Annexure P-1, P-2, P-3, P-4, E-1, E-2, E-3, E-4, BD1 & & DEC-1 to 4)** Norms of the fair organizers have also to be adhered to. Minor changes/modifications, if any, shall be notified to the agency in due course.

4.5 The work will include booth construction of the Pavilion in maxima system of 3.5 mtr height in the front elevation of booths and octonorm system (height 2.5 mtrs), for stand construction as per specifications given in the drawing/lay out plan (attached) with display props/furniture, lights, power connections, fascia, carpeting of booth area, title graphics etc. Scale and specifications of furniture, display aids etc. are as under

Area (in sq mtrs)	Round Table (nos.)	Chairs (nos.)	Glass counters (Lockable of Octonorm system) (nos.)	LED Track Lights with 5 LED bulbs of 25 Watts (Nos.)	Additional Spotlights with LED bulb 25 W each (inside booth) Nos.	Shelves (nos.)	Electric socket (nos.)	Waste Paper Basket (nos.)
30	3	9	4	3	5	10	3	3
24	3	8	4	3	4	8	3	2
20	2	7	4	2	4	8	3	2
18	2	6	4	2	4	8	2	2
15	1	5	3	2	3	6	2	2
12	1	4	2	2	2	6	2	1
10/9/8	1	3	2	1	2	4	1	1
6	1	2	1	1	1	3	1	1

PS: Additional LED Light (Adjustable Arm Type Spotlights, 20 watt each), on Fascia – 2 nos. per 3 mtr. length of fascia, as detailed in the layout plan.
White Light LED Bulbs to be provided.

4.5A Specifications

- The construction of booth with bright finish/ freshly powder coated pre-fab aluminum system (without any dents) - maxima system of 3.5 mtr. height in front elevation of booths and octonorm system (height 2.5 mtrs) for rest of the booth, with white laminated panels as per design and specifications.
- Providing and laying non woven needle punch carpet of genuine fibre minimum overall weight 1000 grams per sq. mtr. (± 5%) having 3.90 mm thickness preferably containing 375 gram polyester fibre or equivalent fibre (± 5%).

- Providing executive chairs in attractive white colour with nickel chrome polish/ power coated frame, and with cushioned seat and back.
- Providing shelves connected with Octonorm system with anodized/ powder coated brackets matching with existing Octonorm system (12 mm thick laminated panels or 6 mm thick glass panes).
- Providing glass showcase counter made with Octonorm system 1.00 X 0.50 X 0.90 mtr. Upper portion having glass showcase and lower portion having locking arrangement.
- Providing sofa sets covered with attractive velvet cloth/ leather/ high density foam of superior quality as approved – if specifically ordered.
- The material such as wall panels, furniture, display aids etc. to be provided by the agency has to be of a very high quality and as good as new and should be of bright finish/ freshly powder coated pre-fab aluminum system (without any dents).
- Chairs/Tables, counters, display aids etc. provided in the stand area should be of same type & same colour as per approval of ITPO. Broken/ chipped panels not accepted.
- Overhead hanging display will consist of digital printed fabric stretched on octonorm frame on outer side, and plain stretched fabric on inner side. Illumination with 25W LED white light (with long arm fitting) on every running meter of the hanging display. The dimension of each display is as per Annexure – DEC 2, 3 and 4. (Height of each hanging display 1.5 meters)
- Single point hanging graphic with both side digital print pasted on Sun-board (1 meter wide and 3 meter high).

NOTE:- All material will be Fire Retardant/ Fire Proof as per the norms/ laws prevalent in Germany/ European Union.

4.6 The Hall will be available as per guidelines of fair authorities – for build up from **08.11.2016** to **13.11.2016 (on 13.11.16 upto 10.00 pm),** and pavilion is to be handed over to ITPO latest by 4.00 p.m. on 12.11.2016. Stand dismantling will be allowed from **17.11.2016 (from 6.30 pm onwards) to 20.11.2016 (on 20.11.16 upto 4.00 pm),** as given on their website http://www.medica-tradefair.com. The stand construction work must be completed latest by **4.00 p.m. on Nov. 12, 2016**. The premises must be handed over to the Fair organizer by **20.11.2016 – 4.00 pm.** Guidelines/Regulations of Messe Dusseldorf Exhibition Grounds, Dusseldorf, Germany may please be seen at their website and strictly adhered to. The Agency will submit all necessary documentation and application forms to concerned authorities for use of the venue and approval of plans etc. & obtain all necessary clearances to the satisfaction of the show organisers. The selected agency will undertake the C & D activities for the event on turn-key basis and on hire purchase.

4.7 The agency will undertake cleaning & maintenance of entire India Pavilion as per Schedule on daily basis and maintain cleanliness throughout the exhibition period, including removing of garbage bags from dust bins. Vacuum cleaning is to be done daily after closure of show or before opening of show, as per guidelines of Messe Dusseldorf. Cleanliness has to be maintained in the entire India Pavilion area throughout the exhibition period. Booths are required to be cleaned during day time too.

4.8 The agency will ensure presence of sufficient number of technical manpower (like decorators, electrical, Octonorm / maxima system expert) available on-site throughout the show for attending to any complaint/contingency. There may arise a need for urgent procurement of items for India Pavilion, as and when needed, which are within the scope of work, with a view to avoid downtime in execution.

4.9 Fascia name and booth numbers will be provided by ITPO separately. Each corner booth will have 2 or 3 fascias as per the opening of the booths in the layout.

4.10 The agency will provide new carpet as indicated in the layout plan.

4.11 The agency should provide 3D images/presentation of India Pavilion from different angles both in soft/hard copy. It must also show the complete 3D look of standard booth of 9/12 sq mtrs. with complete display aids and furniture. The presentation should show stalls, graphic design as provided by ITPO. This must be included in the **Technical Bid.**

4.12 Agency will be responsible for making all items as per tender documents, layout plans & Booth elevation.

4.13 Power supply and main electrical connection will be arranged by the agency from fair organizers. Charges for power load will be paid by ITPO to Messe Dusseldorf. Agency will distribute electricity across the India Pavilion & to all booths. The agency has to order the load required for India pavilion a week before the deadline for ordering electrical load. Accordingly, ITPO will pay to the fair organizers. The entire electrical requirement for India Pavilion has to be coordinated by the selected agency with Messe Dusseldorf / its nominated agency.

4.14 The wires and cables should be neatly hidden/ masked to give the Pavilion a very neat appearance. Modern electrical connectors (male – female type), or even better options to be used for the Pavilion.

4.15 The rates for entire structure & display aids etc., will be for the whole duration of the events & include assembling, dismantling, and transportation, material handling/drayage, maintenance, cleaning on the day before opening and daily thereafter including waste disposal. Even daily multiple cleaning may be needed, as per site requirements.

4.16 The Agency is also required to quote to best/ economical rates for optional items such as furniture/display items including shelf, showcase, tables, chairs, spot lights, hostess etc. for use by ITPO or exhibitors directly **(Annexure IV).**

4.17 The agency will have to settle all bills, wherever the services are availed by the agency from venue authority and other vendors, if any, before vacating the venue.

4.18 The agency has to ensure provision of onsite help desk with staff at the venue from **Nov. 12, 2016, 2.00 pm** onwards, till end of the show, to assist exhibitors and arrange any last-minute requests.

4.19 Actual dimensions, photos and details of material used shall be given regarding items like information counter, chairs, and table along with quotation. Please indicate the specifications of

the spotlights being offered. Spotlights with high luminosity LED (white light) would be required at India Pavilion. The spotlights - Arm Type/ track lights to be high luminosity white LED light. Details are in the designs attached.

5. ELIGIBILITY CRITERIA

Agencies meeting the following criteria shall be eligible to participate in bidding.

(A) For Indian companies (Including documents to be submitted as part of Technical Bid):-

a. Should be a legal business entity / service provider in India. (Self certified copy of the Registration Certificate will be required).
b. Must possess PAN Card, TIN Number, VAT Number & Service Tax no. (Self certified copy of the Certificate will be required).
c. Should have an experience of at least two years in the business of Construction & Decoration of exhibition booths / pavilions in international fairs in EU – Details in sub para i) & ii) below. (Self certified copies of work award letter or work completion certificate issued by the client will be required). List of major events and works executed must be attached with the Technical bid.

   i) The company must have carried out Construction & Decoration of booths / Pavilions in International Exhibitions in EU with a minimum net area of 300 (three hundred) sq. mtrs. in at least one event in each of the past two years, and
   ii) Overall, the company should have carried out construction and decoration of booths measuring at least 1000 sq. mtrs. in each of the last two years in fairs in EU.

d. Should have a minimum annual turnover of Rs. 150.00 lakhs from the business of Construction & Decoration of exhibition booths / pavilions in each of the last two calendar / financial years. (Self certified copy of the Chartered Accountant Certificate will be required).
e. Should have a tie-up, joint venture or an agreement with a EU / German counterpart involved in the business of Construction & Decoration of exhibition booths / pavilions. Copy of the signed agreement etc., as proof of working relationship will be required.
f. The turnover and experience qualifications of the EU / German counterpart of Indian bidder will be as listed under **Para "(B) For Foreign companies)".**
g. 3D images of India Pavilion standard booth as per para 4.11.

(B) For Foreign companies (Including documents to be submitted as part of Technical Bid):-

a) Should be a legal business entity / service provider in the country of their registration. (Self certified copy of the Company Registration Certificate will be required).
b) Must possess Tax Registration Certificate / Tax ID & VAT. (Self certified copy of the Certificate will be required).
c) Should have an experience of at least two years in the business of Construction & Decoration of exhibition booths / pavilions in international fairs in EU – Details in sub para i)

& ii) below. (Self certified copies of work award letter or work completion certificate issued by the client will be required). List of major events and works executed must be attached with the Technical bid.

i) The company must have carried out Construction & Decoration of booths / Pavilions in International Exhibitions in EU with a minimum net area of 300 (three hundred) sq. mtrs. in at least one event in each of the past two years, and

ii) Overall, the company should have carried out construction and decoration of booths measuring at least 1000 sq. mtrs. in each of the last two years in fairs in EU.

d. Should have a minimum annual turnover of Euro 500,000.00 from the business of Construction & Decoration of exhibition booths / pavilions in each of the last two financial years. (Self certified copy of Certificate from a Chartered Accountant / CPA or any other legal / Government empowered authority will be required.

e. If the bidder is not registered in EU / Germany, it should have an associate / counterpart in Germany / EU which is a registered business entity / service provider in EU / Germany.

f. For European bidders, the requirement of a local European counter-part is not compulsory.

g. The counterpart registered in EU / Germany should have same experience and turnover as applicable to the foreign companies **(As listed in this Para "(B) For Foreign companies)".**

5.1 Interest free Earnest Money Deposit (EMD) of Euro 2000.00 (Euro Two thousand only) for overseas applicants and Indian Rupees 1,50,000.00 (Indian Rupees One Lakh fifty thousand only) for Indian applicants in the form of a demand draft drawn in favour of **"India Trade Promotion Organisation" payable at New Delhi** is essential and without EMD, the bid offer will be summarily rejected and the technical bids will not be opened. EMD can also be paid through NEFT / RTGS. **Please refer page 2 of the tender document under head "EMD Payment" for more details.**

5.2 A self attested, signed & stamped copy of the certificates / proof of the various documents as listed at Paras 5(A) and 5(B) as applicable, to establish the facts, must be attached failing which the bid offer will be summarily rejected and the financial bids will not be opened. Bidders to transfer EMD in ITPO's bank account as per details on page 2 of this tender and also inform UTR / payment details at prafulnair@itpo.gov.in. In case payment is made by a Demand Draft, it should be deposited with the office of Mr. Praful Nair, Dy. Manager, India Trade Promotion Organisation Pragati Maidan, Room No. 213, New Delhi – 110 001, before the time and date of opening of tender.

6. GENERAL TERMS & CONDITIONS

6.1 Prices quoted will be inclusive of all taxes and excluding power consumption charges. ITPO will pay the power consumption charges separately.

6.2 Tenders received online, through https://eprocure.gov.in/eprocure/app per bid documents will be considered. The tenders received after due time and date shall not be considered and will not be opened.

6.3 In the event that more than one bidder submits equal bids, ITPO's decision will be final and binding.

6.4 The bidder should not have been black-listed by any Govt. agency of India / European Union. In all such cases, the tender would be rejected and their earnest money so deposited would be forfeited.

6.5 Earnest Money is to be paid by Demand Draft of a scheduled bank issued in favour of 'India Trade Promotion Organisation', payable at New Delhi, India or EMD can be transferred in ITPO's bank, and wire transfer details are to be provided along with online bid too.

6.6 The competent authority on behalf of CMD reserves the right to reject any or all the tenders received without assigning any reason. All tenders in which any of the prescribed condition is not fulfilled or any condition, including that of conditional rebate, is put forth by the bidder shall be summarily rejected.

6.7 Canvassing whether directly or indirectly, in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be rejected.

6.8 ITPO reserves the right of accepting the whole or any part of the tender and the bidder shall be bound to perform the same at the rate quoted.

6.9 The tender shall remain open for acceptance for a period of 60 days from the date of opening of financial bid. If any bidder withdraws his tender before the said period or before issue of letter of acceptance, whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable to ITPO, then ITPO, without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money. Further the bidder shall not be allowed to participate in the re-tendering process of the work.

6.10 On acceptance of the tender, the name of the authorized representative(s) of the contractor/agency who would be responsible for taking instructions from the team leader shall be communicated to ITPO in writing.

6.11 ITPO will not entertain any claim whatsoever in respect of the taxes/ tariffs / duties / fees etc. if paid by the selected agency.

6.12 The agency/contractor shall comply with the local laws in Germany and of the venue authority as may be applicable. The contractor shall comply with the provisions of all applicable local labour laws, minimum wages Act, and all other similar Rules / Bylaws etc. The submission of the bid means that the bidder indemnifies ITPO on **any claim / legal suit / liability whatsoever in this regard**.

6.13 'Work' means work including execution of work, supply of materials, services and equipment etc.

7. SPECIFIC TERMS & CONDITIONS

7.1 The approved bidder will work under the directions and guidance of the ITPO. It shall be the sole responsibility of the Agency to ensure all activities undertaken by them for ITPO are in accordance with the laws of land i.e. Germany / EU as applicable.

7.2 Rates should be quoted in Euro only and inclusive of all taxes, etc. if any. Payment shall be made in INR to Indian companies. Rates for display aids etc. included in the ITPO's design as well as other display aids be indicated in Annexure- IV.

7.3 Eligible agencies may submit their bids in total as per **Annexure I, II, III** with supporting documents including earnest money (EMD) of Euro 2000.00 (Euro Two thousand only) for overseas applicants or Indian Rupees 1,50,000.00 (Rupees One lakh fifty thousand only) for Indian applicants in the form of a Demand Draft drawn in favour of "India Trade Promotion Organisation" payable at New Delhi or online payment through NEFT / RTGS. The EMD will be refunded to the un-successful bidder(s) after the selection of the vendor / agency. The EMD to the successful bidder will be refunded only after satisfactory completion of the project. Misrepresentation of facts / withdrawals of bids will lead to forfeiture of EMD, as listed in this tender document. **Annexure IV is not to be included in the total bid.**

7.4 The agency is required to submit the bills along with documentary proof in original for the job relating to construction, decoration & allied services for releasing the payment.

7.5 All materials relating to design for printing of graphics and installation of the same etc. is required to be approved by ITPO team before use, wherever possible.

7.6 The Agency must number, sign & stamp each page of the bid document as well as other enclosures. Only the authorized signatory should sign the documents. Authorization letter is to be enclosed.

7.7 ITPO requires bidders under this contract to observe the highest standards of ethics during the period of agreement. The bidders have to bear the cost associated with the preparation and submission of bid documents on the Website.

7.8 ITPO will reject a proposal for award of work & forfeit the EMD, if it is determined that the Applicant recommended for award, has engaged in corrupt or fraudulent practices in competing for the contract in question, or has misrepresented / suppressed material facts with respect to this tender.

7.9 ITPO will declare an Applicant / Bidder ineligible, either indefinitely or for a stated period of time, for award of any contract, if at any time, it is determined that the Applicant / Bidder has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.

7.10 Agency will indemnify ITPO against any claims, loss, suit, liability or judgment suffered or likely to be suffered on whatsoever account.

7.11 ITPO reserves the right to :

- Make minor changes in the Design / Construction & Decoration plan / Scope of work.
- Extend the deadline for the submission of applications / bid documents at its discretion.
- Accept or reject any proposal at any time prior to award of contract / order, without assigning any reasons and without any liability on ITPO.
- Suspend the project; cancel the contract with the selected party in part or in whole at any time, if in the opinion of ITPO, it is necessary or expedient in the public interest. The decision of ITPO shall be final and binding in this regard. ITPO shall also not be responsible for any damage or loss caused or arising out of aforesaid action.
- Modify terms and conditions of the contract which shall be granted to the successful bidder after the bidding process, if in the opinion of ITPO, it is necessary or expedient to do so in public interest or for proper implementation of the project. The decision of ITPO shall be final and binding in this regard.

7.12 The agency is required to make a provision of onsite help desk with staff, at the venue on the preparatory dates (12th & 13th November, 2016), to assist exhibitors and arrange any last-minute requests.

7.13 For interpretation of any clause of this document, the decision of ITPO would be final and binding on the bidder.

7.14 At the conclusion of the event, the agency shall submit the bill along with all the documentary evidences, photographs etc.. Besides the bill, a certificate on the company's letterhead duly signed by the authorized signatory as per the specimen enclosed at **Annexure – VII** is also to be submitted.

7.15 The submission of the bid means / implies that the agency submitting the bid is agreeable to provide the following management services:

- Provision of alternate designs / colour variations for all areas of venue and signage for selection by ITPO.
- Management staff must be available to handle enquiries from both ITPO and exhibitors.
- Submission of all necessary documentation and application forms to concerned authorities for use of venue and approval of plans etc..

- The agency shall maintain a functional site office / help desk at the venue for six days, i.e. 2.00 P.M. on November 12, 2016 to November 17, 2016 for which space will be provided by ITPO / venue owners.
- Preparation of order form and setup guide for exhibitors (in English) for additional furnishings and display aids.

8. CONDITIONS OF CONTRACT

8.1 The Contract means the documents forming the tender and acceptance thereof and the formal agreement executed between the competent authority on behalf of the CMD - ITPO and the Contractor, together with the documents referred to therein including the conditions, the specifications, designs, drawings and instructions issued from time to time by the concerned Manager and all these documents taken together, shall be deemed to form one contract and shall be complementary to one another.

8.2 The Contractor shall mean the individual, firm or company, whether incorporated or not, undertaking the works and shall include the legal personal representative of such individual or the persons composing such firm or company, or the successors of such firm or company and the permitted assignees of such individual, firm or company.

8.3 The bidder shall be deemed to have satisfied himself before tendering as to the correctness and sufficiency of his bid for the works and of the rates and prices quoted in the Schedule of Quantities, which rates and prices shall, except as otherwise provided, cover all the obligations under the Contract and all matters and things necessary for the proper completion and maintenance of the works, as the case may be (Sufficiency of Tender).

8.4 All documents forming the Contract are to be taken as mutually explanatory of one another.

9. SUBMISSION OF BIDS – Only through CPPP Website

9.1 In case the bidder requires any clarifications or further information about terms and conditions of tender, may contact ITPO, Mr. Praful Nair (DM) Tel. +91-11-23371630, E-mail: prafulnair@itpo.gov.in during office hours- 10.00 am to 6.00 pm . Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk.

9.2 a) Financial bids of only those firms will be considered for opening who have fulfilled the technical requirement/evaluation. After opening of financial bids, financial evaluation will be made & financial ranking statement will be prepared and the selection of the vendor/agency will be done on the basis of L1 (lowest) criteria.

b) The unit rates being quoted for each individual item of furniture/display aids shall be considered final. The agency will not be permitted to charge more than that price for any of the items from any exhibitor at any stage. For making prior bookings the discount can however be given. The prices must be quoted inclusive of all taxes (services tax/consumption tax, etc. if any) so that ITPO can inform the exhibitors at which rate the extra display aids/item shall be available on site. For the additional items ordered by participant over and above ITPO's shell

scheme, the C&D agency has to collect the payment from individual exhibitor directly. ITPO will not be responsible for any non-payment of such additional orders of the exhibitors if any.

9.3 No conditional bids shall be considered.

9.5 If EMD is deposited through demand draft, it has to be valid, physical and encashable instrument. EMD can also be deposited online through NEFT / RTGS. No guarantees or other bank authority letter shall be accepted. The EMD is interest free.

9.6 Bids received through email / fax shall not be considered

9.7. Bidders are requested to refrain from any communication after submission of bid till the opening of the financial bid except at the time of opening of the technical bid by the ITPO committee.

9.8 The comparative statement of technical bids will be made indicating qualifying criteria mentioned in the bid document declaring the company qualified or not qualified.

10. FORCE-MAJEURE

If at any time, during the continuance of this contract, the performance in whole or in part, by either party, of any obligation under this is prevented or delayed, by reason of war, or hostility, acts of the public enemy, civic commotion, sabotage, Act of State or direction from Statutory Authority, explosion, epidemic, quarantine restriction, strikes and lockouts (as are not limited to the establishments and facilities of the contractor), fire, floods, natural calamities for any act of GOD (hereinafter referred to as EVENT), provided notice of happenings of any such EVENT is given by the affected party to the other, within 15 Calendar days from the date of occurrence thereof, neither party shall, by reason of such event, be entitled to terminate this contract, nor shall either party have any such claims for damages against the other, in respect of such non-performance or delay in performance provided the contract shall be resumed as soon as practicable, after such EVENT comes to an end or ceases to exist. The decision of the CMD, ITPO as to whether the service may be so resumed (and the time frame within which the service may be resumed) or not, shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 30 days either party may, at his option terminate the contract.

11. ARBITRATION

All matters of dispute arising out of this shall be governed by Indian laws and subject to Court jurisdiction at New Delhi.

Except where otherwise provided in the contract, all questions and disputes relating to the meaning of the specifications, design, drawings here-in before mentioned as to the quality of workmanship or materials used on the work or as to any other question, claim, right, matter or

thing whatsoever in any way arising out of or relating to the contract, designs, drawings, specifications, estimates, instructions, orders of these conditions or otherwise concerning the works or the execution or failure to execute the same whether arising during the progress of the work or after the cancellation, termination, completion or abandonment thereof shall be dealt with as mentioned hereinafter within the jurisdiction of Delhi.

It is also a term of the contract that if any fees are payable to the arbitrator, these shall be paid equally by both the parties.

Both the parties (i.e. ITPO and the agency) shall make all effort to resolve any dispute by way of reconciliation. In the event of any doubt, dispute or difference arising under the agreement/award/bid (except as to matters, the decision to which is specifically provided under this agreement/bid) remains unresolved, the same shall be referred to the CMD, ITPO for appointment of Sole Arbitrator. The provisions of Indian Arbitration & Conciliation Act 1996 shall also apply on both the parties.

The venue of the arbitration proceeding shall be the office of ITPO, i.e. Pragati Bhawan, Pragati Maidan, New Delhi.

12. **Contractor to indemnify ITPO against Patent Rights**

The contractor shall fully indemnify and keep indemnified the ITPO against any action, claim or proceeding relating to infringement or use of any patent or design or any alleged patent or design rights and shall pay any royalties which may be payable in respect of any article or part thereof included in the contract. In the event of any claims made under or action brought against ITPO in respect of any such matters as aforesaid, the contractor shall be immediately notified thereof and the contractor shall be at liberty, at his own expense, to settle any dispute or to conduct any litigation that may arise there from, provided that the contractor shall not be liable to indemnify the ITPO if the infringement of the patent or design or any alleged patent or design right is the direct result of an order passed by the Officer-in-Charge in this behalf.

13. **SAFETY CODE**

Suitable safety equipment, facilities & safety precautions & practices should be adopted and followed by the contractor & its employees for all works to prevent any mishap / injury to workers at place of work including Fire Safety, Security, etc. In case of any adverse incident, contractor will be wholly responsible for all claims & damages. The contractor must take requisite **insurance cover** for its employees and for equipment / supplies against any unfortunate incident. The contractor shall fully indemnify and keep ITPO indemnified against any action, claim or proceeding relating to such matters.

14. **TERMS OF PAYMENT:**

- Payment to the successful bidder will be made as per following schedule :
- Advance up to 25% of the approved bids amount to be paid before undertaking the job subject to submission of acceptable valid bank guarantee as per the enclosed format

(Annexure –V), in favour of India Trade Promotion Organisation for the similar amount. Bank Guarantee shall be released after successful completion of the contract period on satisfactory performance. (Please note, if the agency does not want advance payment, then there is no need to give this Bank Guarantee).

- Balance amount, as shall be payable, would be released on completion of the event on satisfactory report of the officer/ITPO team deputed for the event subject to submission of soft and hard copies of evidences of all deliverables and report etc. as envisaged, after return to India.

PERFORMANCE ASSESSMENT (QUANTIFIABLE AND MEASURABLE DELIVERABLES).

- The performance of the agency shall be evaluated on the various deliverables mentioned herein based on the evidences provided.

- Besides giving evidences as mentioned here above in case of measurable deliverables, attendance sheet of manpower needs to be provided. Allocation of work to the decorators is also to be provided.

15. PERFORMANCE ASSURANCE

If performance of the agency is not found up to the mark or is less in any of the deliverances/the measurable outputs/agreed deliverables or otherwise less than envisaged as per the scope of work mentioned herein, then ITPO may deduct a part of the total bid or the suitable amount decided by the competent authority as value of performance assurance at the time of making final payment. The deduction will be over and above the unit rate deduction for those particular shortfalls/reduction in the scope of work while awarding the work contract, as per the unit rate given by the agency in Annexure –IV.

<u>List of documents/reference attached as enclosures for information and guidance:</u>

- Annexure P-1, P-2, P-3, P-4, E-1, E-2, E-3, E-4, BD1 & & DEC-1 to 4.
- Annexure I to VII

Annexure- I

(On Company's Letterhead)

INDIA TRADE PROMOTION ORGANISATION
India Pavilion – Medica 2016 Dusseldorf (Germany)
(14th to 17th November, 2016)

Details of Earnest Money Deposit for Bids (Construction, decoration and allied services)

Sl. No.	Title	Details
1.	Name and address of the company	
EMD		
2.	Details of interest free Earnest Money Deposit (EMD). The demand draft of Earnest Money Deposit (EMD) has to be valid, physical and encashable. No guarantees or other bank authority letter shall be accepted. Payment of EMD through NEFT / RTGS is also accepted. (Please refer clause 4.4 of Eligibility Criteria)	Amount Rs. :…….. or Euro :…….. Demand Draft No./ : UTR No. : Date : Account No. : Bank Name :

Date : (Signature of Authorised Representative)

Place : Name …….

COMPANY SEAL

(Please Attach Authorization Letter in favour of Signatory)

Annexure II

(On Company's Letter head)

INDIA TRADE PROMOTION ORGANISATION

India Pavilion – Medica 2016 Dusseldorf (Germany)
(14th to 17th November. 2016)

Technical Bids for Construction, Decoration & Allied Services (Ref. Para 5 on page 12-13)

Sl. No.	Title	Details	
Eligibility Criteria			
1.	Company Registration Certificate and other documents of information as applicable and copy of certificate/proof etc. must be attached. (Copies of TIN / VAT/ GST/ PAN, Service Tax no. & TAX ID etc., as applicable, to be attached) **PS:** The name of the tenderer should be same as per Registration Certificate / PAN card, and must be a legal registered entity.	Registration Certificate No: VAT PAN Number: TIN No. Tax ID. GST	
2.	Annual Turnover (last two financial years) (Please attach certificate from Chartered Accountant or other documentary evidences to establish the turnover)	Year I (2014-15)	Year II (2015-16)
3	Details of Past Experience of Construction and Decoration of exhibitions of applicant & local EU counter-part.		
	Name of the events of minimum area of 300 sqm. of single event abroad. Provide documentary proof.		
	Please attach list of Projects / Clients / Job orders with area / documentary evidences etc.) executed in each of the last two years to show 1000 sq. mtrs. booth construction per year. Similar details of experience of local EU counter-part to be provided.		
Technical Criteria			
4.	Please provide 3D images / presentation of India pavilion (hard copy) clearly showing the complete projection of INDIA Pavilion from different angles. It must also show the complete 3D look of standard booth of 9 sq. mtrs. with complete display aids and furniture. The presentation should also show graphics, buntings, installation, hangings, etc. in detail, as applicable.		

Company Profile		
5.	Name of the Company as per registration certificate & PAN Card copy attached with tender	
6.	Address	
7.	Telephone	
8.	Fax	
9.	E-mail	
10.	Name of CEO & Title	
11.	Name of the nodal contact person with designation, e-mail ID and telephone No.	
	Local contact in India, if any (for overseas applicants)	
12.	Bank details with A/c No. & address	
13	Year of Establishment	
14.	No. of employees	
15.	List of enclosures attached	
16.	Any other additional information, which you like to give	
17.	(A) Details of company / Associate / Counterpart in Germany/EU Attach a duly self certified signed and stamped copy of the letter of cooperation / joint venture agreement with counterpart in Germany/EU	
	Name & designation of Associate/ counterpart in Germany / EU : Name : Designation: E-mail: Telephone No. Mobile:	

It is certified that all the above information is correct and valid on the date of submission of tender. We have numbered all the pages. The name of the tenderer is same as mentioned in the Registration Certificate & PAN card and is a registered legal entity in India/ in any of the country. The total number of pages including enclosures are……..

Date :
Place :

Signature of Authorised Representative
Name……
Company Seal
(Please attach Authorization letter)

Annexure-III

India Pavilion – Medica 2016 Dusseldorf (Germany) (14th to 17th November, 2016)
Financial Bids for Construction, Decoration & Allied Services
(Annexure P-1, P-2, P-3, P-4, E-1, E-2, E-3, E-4, BD1 & & DEC-1 to 4)

(To be submitted on company Letter head)

	Description	Bid Value
Part A	Construction, decoration & other services at India Pavilion, Medica 2016, Dusseldorf (Germany). (Description of Work in Annexure III, as per layout plans & drawings and terms & condition of tender document). The booth construction under Shell Scheme is for 472 sqm. area (approx.) of India Pavilion. **Note:** Electricity consumption will be paid by ITPO but the agency has to apply for & get the electricity connection & distribute it in each booth. Charges under Part B & Part C below, should not be included in R-1 & R-2.	Total Bid Value of the complete work including all taxes , fair authorities accreditation fees and any other charges to be paid for doing the job except electricity consumption charges- **R-1. TOTAL Euro :** & **R-2. Rate per sq mtr: Euro:**
Part B	Charges for production / fabrication & Installation of the decorative Hanging Structure (Box Type) on per running mtr. turnkey basis with Lighting as specified. (Quantity and dimension as per indicative floor plan)	**Rate per Running Mtr. Euro:**
Part C	Charges for production / fabrication & Installation of single point hanging graphics of size 3 mtrs. high X 1 mtr. wide, made of Sun-board with graphic on both sides. Total quantity 37 Nos.	**Rate per piece Euro**

We undertake to abide by all the terms & conditions of the bid document. We will clear the dues of fair organizers if any services are availed from them, while executing the India pavilion at Medica 2016 Dusseldorf (Germany). We will keep the drawings and other information as made available safe and secret.

We indemnify ITPO against any claims, loss, suit, liability or judgment suffered or likely to be suffered on account of execution of the contract before, during and after the event.

Date: Signature of Authorized representative

Name .....
Company Seal

Note: In case of shortfalls either because of reduced scope of work by ITPO or for other genuine reasons, the proportionate deductions will be made as per the unit rates provided in Annexure IV. ITPO will give sufficient notice in advance of such cancellation or reduction in scope of work.

Annexure IV

ON COMPANY LETTER HEAD

India Pavilion – Medica 2016 Dusseldorf (Germany) (14th to 17th November, 2016)

Per Unit Details/Break-up of the additional/optional display aids on payment basis,
(Not part of financial bid but to be uploaded along with financial bid)

Please Note: In case of shortfalls either because of reduced scope of work by ITPO or for other genuine reasons the deduction will be made as per these unit rates.

Item No	Item Size/Specs	Photograph of the item	Unit Price (in Euro)	On site orders Rate (Euro)
1.	Pegboard 900 x 1800H			
2.	Pegboard Hook L50			
3.	Pegboard Hook L100			
4.	Glass Shelf 870x330			
5.	High Showcase 520x520x1870H			
6.	Low Showcase 1020x520x1050H			
7.	Stacking Chair			
8.	Round Table R600x650H			
9.	Wall Panel(Hard Type) 990 x 2700H			
10.	Wall Panel(Soft Type 16mm) 990 x 2700H			
11.	Info Counter 900 x 450 x 930H			
12.	Display Counter 1000 x 500 x 750H			
13.	Display Counter 1000 x 1000 x 750H			
14.	Cabinet with Sliding Door 1000 x 500 x 750H			
15.	Cabinet with Sliding Door 1000 x 500 x 900H			
16.	Flat Shelf 985x300			
17.	Slant Shelf 985x300			
18.	Mesh Panel 900 x 1800H			
19.	Mesh Panel Hook L100			
20.	Mesh Panel Hook L200			
21.	Curtain Rail L1000			
22.	Curtain Rail L2000			
23.	Rectangular Table 1500 x 600 x 700H			
24.	Folding Chair			
25.	Square Table 450 x 450 x 650H			
26.	Standard Hanger			
27.	Name card Receiver			
28.	Catalogue Rack A4 Size			
29.	Standard LED spotlight Equivalent: Halogen 100W			
30.	LED Spotlight 50W Equivalent			

31.	HID Floodlight 150W(White Light)			
32.	LED Spotlight 95W Equivalent:500W			
33.	FL Lamp 40W(White Light)			
34.	Power Outlet 100V/5A			
35.	Adapter			
36.	Display Counter(2steps)			
37.	Chain & Hook(2pcs/set)			
38.	Velcro tape 4 pc/set			
39.	Rubbish Bin SE-402			
40.	Meeting Set SC-804 x3, R600x650x1			
41.	System Frame(3m)			
42.	LED Spotlight 20W white			
43.	Hook hanger			
44.	Plant (Large)			
45.	Plant (Medium)			
46.	Plant (Small)			
47.	Flower pot			
48.	Refrigerator 165 ltr.			
49.	Glass door			
50.	Sofa Single Seater			
51.	Sofa Two seater			
52.	Sofa Three seater			
53.	Table central			
54.	Bunting/Graphic per sqm.			
55.	Self Standing Rack			
56.	TV (LCD / LED) for total duration with DVD stand & frame			
57.	Hostess minimum 8 hrs working per day rate Extra hrs @ Euro ..... Per hr.)			

Note: The unit rate quoted here shall be inclusive of all taxes. The exhibitors have to be provided these items at the above rates. No extra rate/taxes can be charged. The agency, however, for taking the prior/advance bookings can offer discount to the exhibitors to get their demand in advance for better planning. The agency is bound to charge the rates for advance orders and on- site orders as per above table.

(Signature)

Name.....

Designation.....
Company Seal

Annexure V

PROFORMA FOR PERFORMANCE BANK GUARANTEE

(To be given only if the agency wants to avail of advance of 25% amount of the bid. This can be given subsequently after the award of work/contract)

To

The General Manager
India Trade Promotion Organisation,
Pragati Bhawan,
Pragati Maidan,
New Delhi - 110001

The India Trade Promotion Organisation (hereinafter referred to as 'the ITPO') having agreed to grant a licensee to M/s……..of ……(hereinafter called the "LICENSEE') for carrying out the work of Construction, decoration and allied services for India Pavilion at Medica 2016 Dusseldorf (Germany) exhibition on the terms and conditions contained in the said Bid Document, which interalia provides for production of a Bank Guarantee to the extent of Euro …….. or INR …….…… (`…… in words) for the service by way of security for the due observance and performance of the terms and conditions of the said license we……..(indicate the name and address and other particulars of the bank) (hereinafter referred to as 'the Bank') at the request of the LICENSEE hereby irrevocably and unconditionally guarantee to the ITPO that the Licensee shall render all necessary and efficient services which may be require to be rendered by the LICENSEE in connection with and /or for performance of the said LICENSEE and further guarantees that the service which shall be provided by the LICENSEE under the said Bid Document, shall be actually performed in accordance with terms and conditions of the Bid Document to the satisfaction of the ITPO.

2. We, the bank hereby undertake to pay to the ITPO an amount not exceeding Rupees /Euro ……(Rupees/Euro ……only) against any loss or damage caused to or suffered or would be caused to or suffered by the Authority by reason of any breach by the said LICENSEE of any of the terms and conditions contained in the said license.

3. We, the bank hereby, in pursuance of the terms of the said license, absolutely, irrevocably and unconditionally guarantee as primary oblige and not merely as surety the payment of an amount of Rupees/Euro . …….. (Rupees/Euro …… ….only) to the Authority to secure due and faithful performance by the LICENSEE of all his/their obligations under the said License.

4. We, the bank hereby also undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the ITPO stating that the amount claimed is due by way of loss or damage caused or would be caused to or suffered by the ITPO by reason of breach by the said LICENSEE of any of the terms or conditions contained in the said Bid Document or by reason of the LICENCEE's failure to perform any of its obligations under the said License.

5. We, the bank, do hereby agree that the decision of the ITPO as to whether the licensee has failed to or neglected to perform or discharge his duties and obligations as aforesaid and/or whether the service is free from deficiencies and defects and is in accordance with or not of the terms & conditions of the said License and as to the amount payable to the Authority by the Bank hereunder shall be final and binding on the Bank.

6. WE, THE BANK, DO HEREBY DECLARE AND AGREE that:

(a) the Guarantee herein contained shall remain in full force and effect for a period of
three years from the date hereof and that if shall continue to be enforceable till all the dues of the Authority/ITPO and by virtue of the said License have been fully paid and its claims satisfied or discharged or till ITPO satisfies that the terms and conditions of the said license have been fully and properly carried out by the said LICENSEE and accordingly discharged this guarantee.

(b) the ITPO shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the term and conditions of the said License or to extend time of performance of any obligations by the said LICENSEE from time to time or to postpone for any time or from time to time any of the powers exercisable by the ITPO against the said LICENSEE and to forbear or to enforce any of the terms and conditions relating to the said License and we shall not be relieved from out liability by reason of any variation or extension being granted to the said LICENSEE or forbearance act or omission on the part of the ITPO or any indulgence by the ITPO to the said LICENSEE or to give such matter or thing whatsoever which under the law relating to sureties would but for this provision, have effect of so relieving us.

(c) any claim which we have against the LICENSEE shall be subject and subordinate to the prior payment and performance in full of all the obligations of us hereunder we will not without prior written consent of the ITPO exercise any legal right or remedy of any kind in respect of any such payment or performance so long as the obligations of us hereunder remains owing and outstanding.

(d) This guarantee shall be irrevocable and the obligations of us herein shall not be conditional of any prior notice by us or by the LICENSEE.

7. We the BANK undertake not to revoke this Guarantee during its currency except with the previous consent of the Authority in writing.

Date…… Name & Signature of authorized signatory
(Name of the bank)
Official Seal

Witness:

1……..

2……..

Annexure: VI

(Undertaking on company's letterhead)

India Pavilion – Medica 2016 Dusseldorf (Germany)
(14th to 17th November, 2016)

I/We have read and understood the notice inviting tender, specifications applicable, Drawings & Designs, General Rules and Directions, Conditions of Contract, clauses of contract, Special conditions, Schedule of Rate & other documents and Rules referred to in the conditions of contract and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified to the CMD, ITPO within the time specified, schedule of quantities and in accordance in all respects with the specifications, designs, drawings and instructions in writing referred to in General Terms & Conditions and Conditions of contract and with such materials as are provided and in respects in accordance with, such conditions so far as applicable.

We agree to keep the tender open till November 30, 2016 from the due date of its opening and not to make any modifications in its terms and conditions.

A sum of Rs 1,50,000.00 / Euro 2,000.00 has been deposited in form of a demand draft of a scheduled bank as earnest money. I/we agree that the CMD, ITPO or his successors in office shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely. Further, if I/we fail to commence work as specified, I/we agree that CMD, ITPO or his successors in office shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said earnest money, otherwise the said earnest money shall be retained by him towards security deposit to execute all the works referred to in the tender documents upon ordered, up to maximum of the percentage mentioned and those in excess of that limit at the rates to be determined in accordance with the provision contained in tender form.

Further, I/We agree that in case of forfeiture of earnest money as aforesaid, I/We shall be debarred for participation in the re-tendering process of the work.

I/We hereby declare that I/we shall treat the tender documents drawings and other records connected with the work as secret/confidential documents and shall not communicate information derived there from to any person other than a person to whom I/we am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the State.

Date…….

Signature of Contractor:
Name:……..
Company Stamp:

Witness:
Address:

Occupation:

Annexure VII

(On company's letterhead)

Dated……

The Fair In charge,
Medica 2016 Dusseldorf (Germany)
India Trade Promotion Organisation,
New Delhi-110001

Sub: Certificate of Authenticity/Genuineness

(To be given along with the final report/bill while submitting hard evidences of deliverables)

Dear Sir,

We are pleased to enclose herewith our bill/invoice No. …….. dated…….. for an amount of Euro ……. as per the job order received vide letter/e-mail dated….. from ITPO on the acceptance of our offer vide tender bid dated……..

This is to certify that all the enclosures being given herewith as documentary evidence in the hard copy version/soft version are correct to the best of our knowledge/belief. All the information provided in the CD/Pen drive is also correct and reflects the legitimate work performed by us.

The payment to the manpower engaged for carrying out the work or any other payment due for the services rendered by any agencies, under this contract/arrangement has been paid their necessary remunerations as per our arrangement with them. Their particulars, names, addresses, telephone numbers etc. along with their attendance record and details of the work performed, are also enclosed. We indemnify ITPO for any claim whatsoever from any of the person engaged by us for executing the contract/work order.

Thanking you,

Yours sincerely,

(Name……..)
Authorized Signatory

Date:

Place:

Company Seal…….