



ITPO/FS-I/SIAL/France /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 SIAL Food Fair, 2016, Paris, France. **Manual / Offline bids shall not be accepted.**

- a. The tender documents are available on our website [www.indiatradefair.com](http://www.indiatradefair.com) (for reference only) & [www.eprocure.gov.in](http://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. Prem Singh, Sr.. 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](http://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**

<b>Published Date</b>	<b>22.9.2016</b>
<b>Bid Document Download Start Date</b>	<b>22/09/2016</b>
<b>Bid Submission Start Date</b>	<b>22/09/2016</b>
<b>Bid Submission End Date</b>	<b>26/09/2016 up to 3.30 PM</b>
<b>Technical Bid Opening Date</b>	<b>26.09.2016 at 4.00 PM</b>
<b>Financial Bid Opening Date</b>	<b>26.9.2016 at 5.30 PM</b>

- 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 parties liable to rejection.

- e. Tenderers who have downloaded the tender from the **ITPO's web site** [www.indiatradefair.com](http://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](http://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:**

	<b>For Foreign Bidders</b>	<b>For Indian Bidders</b>
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. Prem Singh, Sr. Manager, India Trade Promotion Organisation Pragati Maidan, Room No. 218 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**

**The 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**

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

**Tender Document  
for  
Submission of Technical and Financial Bids for appointment of  
C&D Agency for Construction, Decoration & Related Services  
for  
ITPO's Pavilion at Sial Food Fair, Paris scheduled during  
October 16-20, 2016**

**Introduction**

India Trade Promotion Organisation (ITPO), the premier Trade promotion agency under the Ministry of Commerce & Industry, Govt. of India is committed to showcase excellence achieved by the country in diverse fields especially trade and commerce. It is a Mini Ratna Category-I CPSE of the Govt. of India.

**Activities**

To achieve its objectives and given mandate, ITPO manages the Pragati Maidan exhibition complex and organizes fairs and exhibitions in India and overseas. One such fair in which ITPO is organizing India's national level participation is Sial Food Fair scheduled to be held during October 16-20, 2016.

ITPO invites techno-commercial bids from the eligible C&D agencies for the construction & decoration as also related services for ITPO's pavilion in the Sial Food Fair. The vendor will be responsible for:

- Construction, decoration and providing related services based on the design and material explained in the Bill of Quantities (BoQ) attached to this tender document.

**Selection offer**

ITPO intends to engage an Agency for undertaking the above activities and accordingly invites applications in the prescribed format from the eligible agencies.

**Eligibility for submission of Application for appointment**

Agencies having following minimum qualifications are hereby invited to apply for above mentioned activities:

- The Agency should be able to provide a qualified creative team, for undertaking the project for ITPO and should have demonstrated experience in handling large scale projects at the international level of comparable stature. Agencies need to have a strong aesthetic sense with comprehensive ability to conceive and execute design ideas.
- The Agency team would need to work closely with ITPO.

- Must be a registered business entity/service provider. Registration no. of TAN/Direct tax/Income tax/Trade Tax/VAT/GST, etc. as applicable may be quoted in the technical bids format and copy of the certificate/proof must be attached. These documents should be in the name of applicant organization only and not that of group/sister organizations. In other words, name of applicant organization should be same in all the documents submitted.
- A minimum of 3 years experience in conceptualizing, designing and executing the projects on turnkey basis for setting up of pavilion(s) in International events abroad.
- A turnover of minimum Rs.2,00,00,000/-(Rupees Two Crore only) during the preceding 3 financial year i.e. 2013-14 to 2015-16 for implementation of Event Management Business pertaining to International Trade Fair Pavilion.
- Submission of EMD in the form of DD for the amount of Rs. 1.50 lakhs (Rupees one lakh fifty thousand only ) in favour of "India Trade Promotion Organisation" payable at New Delhi is essential for the bid without which the bid offer will be rejected. The EMD of unsuccessful bidders will be returned within 30 days of awarding of bids. The EMD of successful bidders will be retained as Performance Guarantee which will be returned after completion of all obligations of the contract.
- A self certified undertaking has to be submitted mentioning that they have never been black listed by any government organization and the same is not applicable as on date.
- The bidder must have thorough knowledge of the Fair, the products to be promoted / displayed, visitors' profile, number of countries which participated in the previous edition of the event.
- The proposed ITPO pavilion will be designed in all complete wooden material or wooden plus octonorm pattern including the common area and participant's area. The scope of work for the Event shall include the following:
  1. Creating a suitable brand for ITPO and India during the show
  2. To facilitate allocation of space to exhibitors as per guidelines of ITPO.
  3. Coordination with concerned organizer of the events, supervision of stand construction agency and delivery of special requirements of the exhibitors
  4. Supervision of the function of exhibition area, ITPO's office and other ancillary services provided to exhibitors including allotment
  5. Design/affixing Creative posters to be displayed in exhibition stalls and ITPO's office, the details/graphics in soft copy will be provided by participants and ITPO.
  6. Monitor the timely set up and ensure quality.
  7. Potential buyers for the products displayed in ITPO's exhibition stalls to be invited and assure the participation of at least 25 buyers to each

stall of ITPO.

8. Making arrangement for high tea/coffee/dinner, if required.

### **Brief Requirements:**

#### **Common facilities:**

- Exhibition area and ITPO's office measure 921 sq. mtrs. having exhibition stalls measuring various sizes, ranging from 9 sq.mtrs. to 33 sq.mtrs, as per details in the layout plan should be distinguished with preferred wooden structure pr wooden plus octonorm pattern, as decided by ITPO to match the design and ambience of India Pavilion.
- An office with backdrop of backlit collage on glass, acrylic or lycra material.
- Suitable number of back lit Graphics panels in the common area shall be provided.
- Branding and visibility of India pavilion from the maximum height, as per the guidelines of the organisers.
- The overall look of India pavilion should be contemporary and reflect the colour and vibrancy of modern India.
- The generic branding should be on stretchable lycra or flex so that there are no wrinkles in the final get up. The common branding banners should have bright – white lightings.
- pavilion/stalls, heights of the stall etc. you may refer to the respective fair organiser exhibition site.
- The pavilion shall be brightly lit with sufficient white lights not to allow dark pockets in the complete pavilion.
- The products to be displayed are basmati rice, spices including organic spices, dehydrated onions, garlic, peanuts, tea, coffee, ready to eat items etc.

9.

#### **Scope**

The selected bidder shall require to undertake the following activities:

1. All the Individual Booths should be constructed in wooden structure or wooden plus octonorm structure, as decided by ITPO and the India Branding should be at least 4.5 mtrs all around the area and should give a modern contemporary look.
2. Construction for exporters to display their products for interaction with the buyers/visitors, including the requirement of furniture. Each individual stall shall be provided with bright lit individual fascia, four chairs, one table, one waste paper basket, 6 display shelves, one lockable counter with storage and 6 lights of 100 watts each.

3. Preparation of 3 panel posters of size 3' X 6' for each 9 sq. mtrs. stall and will increase proportionately for bigger stalls, as per the TPs/ design to be arranged from the concerned exhibitors. The panels and posters prepared by the agency shall be identical in dimension and printing quality should be of international level.

**4. Miscellaneous:**

- a) Provision of 2 hostesses cum interpreters attired in Indian costume and one male attendant for all the days during the show. All of them should have valid identification documents.
- b) Provision of one LCD/LED TV of 56 inches with DVD player.
- c) High resolution still photography for the entire event and submit photo albums containing at least 100 photographs at least of 5x7 size with mat finish.
- d) Necessary electricity charges would be paid by ITPO at actuals upon submission of supporting documents.
- e) Proper and regular cleaning of the entire pavilion will also be the compulsory and responsibility of the agency.
- f) The agency also has to assess estimated electricity load and book in advance on behalf of ITPO.
- g) To provide additional display aids to participants, as required, on payment directly to be settled by participants and C&D agency themselves.

**5. General**

- a) The selected bidder will be responsible to ensure that suitable manpower is present at the site for construction and maintenance of the pavilion and coordination of the event till the end. The selected bidder would settle all the applicable bills of the organizers by the end of the event.
- b) Power supply and main electrical connections, water supply and other support system etc. shall be available as per the show organizers recommendations. Accordingly, aforesaid provisions need to be checked by the selected bidder.
- c) Application Form and ToRs for selection of agency for construction of ITPO pavilion also including the exhibitors' stands to be downloaded from ITPO's website [www.indiatradefair.in](http://www.indiatradefair.in) and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>.
- d) The applicants are advised in their own interest to ensure that all the points brought out in the checklist are complied in their application,

failing which the offer is liable to be rejected. Incomplete applications will be summarily rejected.

- e) The power of attorney or authorization or any other documents consisting of adequate proof of the ability of the signatory to bind the application, shall be annexed to the
  - f) The applicant shall be deemed to have accepted all the terms and conditions as laid down in the bidding document.
  - g) Any interlineations, erasures or overwriting shall be deemed to have accepted and valid only if they are initialed/signed by the person or persons signing the application.
  - h) Selection of vendors will be finalized by the due process in vogue in ITPO.
6. 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.
- a) 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.
  - b) 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.
  - c) 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.
  - d) Agency will indemnify ITPO against any claims, loss, suit, liability or judgment suffered or likely to be suffered on whatsoever account.
7. **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.
- For interpretation of any clause of this document, the decision of ITPO would be final and binding on the bidder.
- 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.

#### **8. SUBMISSION OF BIDS – Only through CPPP Website**

In case the bidder requires any clarifications or further information about terms and conditions of tender, may contact ITPO, Mr. Prem Singh (SM) Tel. +91-11-23371672 (Mobile :9891851705), E-mail: [ps@itpo.gov.in](mailto:ps@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.

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.

#### **Technical proposal**

- The agencies are expected to provide the Technical Proposal as per this document and may include, inter-alia:
- Specifications of the media, technologies/material intended to be used for the ITPO pavilion.
- The details of the creative team assigned for the project along with their CVs and profile
- Client testimonials supported by completion of works statements from clients
- An undertaking on the letterhead of the Agency and signed by an authorized signatory, that the Agency will undertake the assignment, in accordance with the Scope of Work and Deliverables detailed in the ToR document and at the cost submitted by the Agency in the financial proposal (the cost is not to be indicated in the undertaking). The above undertaking submitted by the agencies would be binding on the Agency;

- The Technical Proposal shall not include any financial information.

**Technical Proposal shall be submitted by the bidder with supporting documents in an e-sealed envelope in the following manner:**

**e-Envelope I : EMD- Containing Earnest money in the form of a copy of DD in favor of ITPO, payable at New Delhi**

**e-Envelope II : Containing Annexure IV (Technical Bid) duly filled in with supporting documents. The envelope should be sealed and marked as "Technical Bid for C&D of ITPO Pavilion – Sial Food Fair 2016**

**e-Envelope- III : Containing Annexure-V (Financial Bid) duly filled in, signed and stamped by the authorized signatory.**

**Financial Proposal:**

In preparing the financial proposal, agencies are expected to take into account the requirements and conditions outlined in the Bill of Quantities (BoQ) (Annexure-I attached to the tender document.

Letter of Financial Proposal should include the per sq. mtr. rate both for the wooden structure as also the octonorm system separately. The per sq. mtr. rate should be inclusive of delivery, erection, all taxes in India and overseas, all services required for setting up and maintaining the ITPO pavilion and the dismantling of the structure after the conclusion of the event.

The bid value should be in Indian Rupees including all taxes for the complete project of ITPO as per layout plan and terms & conditions of this tender document.

**Criterion for Selection**

- The company should have a fully operational office in Delhi/NCR with preferably branches in other parts of the countries
- Companies having international tie-ups with vendors is desirable
- The company should have been in the business of providing event management and brand promotion services in India to reputed clients for at least 3 years till the date of opening of this tender.
- The company should have a turnover of at least Rs. 2 crores in each of the last 3 years from the event management in India.
- Experience of executing at least one project of Rs. 65 lakhs during the last three years in overseas market(s)
- The company should be fully equipped with trained and skilled manpower for the jobs involved in the tender document. It is expected that the company is in possession of latest equipment/instruments like computers, oscanners, high speed photocopy machines and design studio.

### **Supporting Documents Required**

- Authentic address proof, proof of event management activities like ATL-BTL, advertising, digital media projects, brand launches viz work orders, couchers or any other supporting documents generated in the name of the company
- Company must also submit its credentials clearly listing out the various services offered and its team strength
- Proof of incorporation of the firm/company (Articles of Association); attested by the authorized signatory.
- Proof like worker orders, vouchers, letters that mention the name of the clients to which the event management services were rendered.
- Self attested original copies of audited balance sheet for the last 3 financial years and CA's certificate certifying that the firm had made a turnover of Rs. 2 crores or more in any of the last 3 financial years out of its event management activities in India or overseas market

### **9. Terms of Payment**

Payment to the successful bidder will be made as per following schedule:

- An advance of up to 50% of the total cost, on submission of bank guarantee of the equal amount.
- Balance payment would be released on completion of the event pursuant to receipt of satisfactory report of the ITPO officer(s) deputed for the event.
- The bidder has to bear all the costs for obtaining necessary approvals from the local authorities, organizer including mounting, maintaining throughout the show and dismantling after conclusion of the show, etc. in India and overseas.

### **10. Force Majeure**

If at any time, during the continuance of this contract, the performance by either party, any obligation under this is prevented or delayed in whole or in part, by reasons of war, hostility, acts of the public enemy, civil commotion, sabotage, act of state or direction from statutory authority(s), 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 reasons of such event, be entitled to terminate this contract, on or 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 CHAIRMAN & MANAGING DIRECTOR, 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. . 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.

## **13. Penalty**

If performance of the agency is not upto the mark or is less in any of the deliverances/the measurable output is less than the envisaged as per scope of work,

then the matter will be referred to a committee constituted by the CHAIRMAN & MANAGING DIRECTOR, ITPO and the penalty amount recommended by the committee will be deducted from the final payment.

**The tender has been uploaded on 22/09/2016 and the last date for receipt of Technical and Financial Bids is upto 3.30 p.m. on 26<sup>th</sup> September 2016. The Technical Bid will be opened on 4.00 p.m. on 26<sup>th</sup> September, 2016 and the Financial Bid will be opened on 5.30 p.m. on 26<sup>th</sup> September, 2016.**