

INDIA TRADE PROMOTION ORGANISATION

ITPO/FS-I/EXH/Anuga-21

Date: 04/08/2021

Bids for Construction & Decoration of India Pavilion at ANUGA 2021 Cologne, Germany, October 9-13, 2021

1. INTRODUCTION

India Trade Promotion Organisation (ITPO) is the nodal agency of the Government of India for promoting trade through the medium of trade fairs in India and abroad.

2. About ANUGA 2021

Koelnmesse GmbH, Is the organizer of ANUGA 2021, which is the largest Food Fair in Germany held at Cologne Exhibition Ground. India Pavilion will be located at Hall No. 11.3 (in an area of 418 sq.m., this area may increase or decrease).

ITPO is inviting on-line bids from the interested companies for construction & decoration of the India Pavilion in the above show.

Click here to download tender <https://eprocure.gov.in/eprocure/app>

Click here to download the layout plan, graphics <https://eprocure.gov.in/eprocure/app>

Click here to download terms & conditions <https://www.anuga.com/>

TENDER

Tender for construction decoration work of India Pavilion at ANUGA 2021, Cologne, Germany, October 9-13, 2021

1. INTRODUCTION

1.1 India Trade Promotion Organisation (ITPO) is the nodal agency of the Government of India for promoting trade through the medium of trade fairs in India and abroad.

2. About Anuga

2.1 **Koelnmesse GmbH** is the organizer of Anuga 2021. Anuga is the world's largest and most important trading and information platform for the international food business in Germany held at Cologne Exhibition Grounds, Cologne, Germany. India Pavilion will be spread over in an area of 418 sq.m. (approx) at this event.

2.2 ITPO is representing India in the following fair and will set up India Pavilion in the area allocated to ITPO (Layout plan attached).

Name of the Fair / Exhibition	Anuga 2021, Cologne, Germany
Date of the Fair	Oct. 9-13, 2021
Venue	Koelnmesse Exhibition Grounds
Fair Organiser	Koelnmesse GmbH
Gross area allotted to ITPO	418 sq.mtr.
Area required to be build up	418 sq.mtr.
Booth Nos. of India Pavilion	Annexure A (as per layout plan)

ITPO is inviting online bids from the interested companies for construction & decoration of India Pavilion in the above Show as per the following indicative critical date sheet.

Last date of submission of Bids:	14-08-2021 (3.00 p.m.)
Date of opening of Technical Bids:	16-08-2021 (3.00 p.m.)
Date of opening of Financial Bids:	16-08-2021 (3.30 p.m.)

3. SCOPE OF WORK

3.1 Gross area allocated to ITPO by the Show Organiser is 418 sq. mtr. (in Hall No. 11.3). There will be about 26 stands in the India Pavilion having different sizes of the booths i.e. 12 sq.mtr. /14 sq.mtr./16 sq.mtr./ 20 sq.mtr as per layout plan. Gross area may increase or decrease depending upon the participants.

3.2 The work will include booth construction of the Pavilion in octonorm system of 4 mtr height. Stand construction will be as per specifications given in the drawing/layout plan (attached) with display props/furniture, lights, carpeting, power connections, fascia, carpeting of passage area, title graphics. The Hall will be available as per fair authorities guidelines as given on their website and the work must be completed latest by **8.00 a.m. on October 8, 2021**. The premises must be handed over to the Fair organizer one day after the conclusion of the event as per the guidelines of the Show Organizer/Venue Owner. Guidelines/ Regulations of **Koelnmesse Exhibition Grounds, Cologne, 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. The selected agency will undertake the Construction/ Decoration work for India Pavilion at the event on turnkey basis.

- 3.3 Layout indicating the circulation plan and size of the booths is attached. Construction work has to be in accordance with this layout plan.
- 3.4 The India Pavilion branding should be on stretchable lycra or flex so that there are no wrinkles in the final get up. The common India branding should be bright lighting/lit and without any dark pockets in the India Pavilion.
- 3.5 Construction of stalls of different sizes for each participant to display their products for interaction with the buyers/visitors including the requirement of furniture is as per details are given below :

SI.No.	ITEMS	Area in Sqms			
		12	14	16	20
1	Round Table (standard size)	01	01	02	02
2	Chair	03	04	06	06
3	Spot light of 100 Watt or eq. each	06	06	08	08
4	Shelves	06	06	08	08
5	Power Point socket	01	01	02	02
6	Waste Paper Basket	01	01	02	02
7	Lockable Counter (Display showcase with glass top) Size: 1.0m (ht)x 1m(wt) x 0.5 m(dp)	01	01	02	02
8	Carpet				
9	Front Lit Fascia				

For area more than 20 sq.mtrs. adequate no. of round tables, chairs, spot lights and power points will be provided on proportionate basis. Each corner booth will have 2/3 fascia. Design, Development and printing of posters/branding/graphics with digital print with lamination in vinyl in self adhesive form . The rates shall include design, development, printing, stretching and installation etc. for India Pavilion.

Posters will be supplied by participants and to be pasted by C&D agency in their respective stalls/booth at no extra cost.

- 3.6 The agency will undertake cleaning of the India Pavilion on daily basis and maintain cleaning throughout the day. After the fair is over, no garbage etc. will be left over by the agency during the course of dismantling and cleaned space will be handed over to the concerned fair authority in all respects.
- 3.7 The agency will ensure presence of technical manpower onsite throughout the show for attending any complaint/contingency.
- 3.8 Fascia name and booth numbers will be provided by ITPO separately. Each corner booths will have 2/3 fascias.
- 3.9 The agency will provide new carpet for booths as per the colour indicated in the layout plan.
- 3.10 The material such as wall panels, furniture, display aids etc. to be used by the agency has to be of a very high quality. Chairs/Tables, counters, display aids etc provided in the stand area should be of same type & colour.
- 3.11 Please provide 3D images/presentation of India pavilion (both hard and soft copy) clearly

showing the complete projection of India pavilion from different angles. It must also show the complete 3D look of all sizes of booth with complete display aids and furniture. The presentation should also show graphics etc. in detail.

- 3.12 It shall be the responsibility of the agency for making and fixing Façade Boards/ Graphics indicating "India" title in English and in German language at different locations as per the design attached.
- 3.13 Power supply and main electrical connection(s) will be arranged by the agency from the Cologne Exhibition Grounds **for which ITPO will make separate payment on receipt of the invoices, if charged extra.** It shall be the responsibility of the Agency to distribute the electricity across the India pavilion and ensure electricity connection at each booth in India Pavilion.
- 3.14 The rates quoted will be for the whole duration of the event & include assembling, dismantling, drainage, material handling, transportation, maintenance, cleaning on the day before opening and daily thereafter including waste disposal.
- 3.15 The Agency is also required to quote rates for optional/additional items such as furniture/display items including shelf, showcase, table, chair, spot light, etc. for use by ITPO or exhibitors on spot payment basis.
- 3.16 The approved agency will be responsible to have sufficient manpower present at the site for construction & maintenance of the pavilion for the duration of construction period and during the exhibition days for proper coordination
- 3.17 The approved agency will have to settle all bills of the Show organizers and other vendors before vacating the venue.
- 3.18 The approved C&D Agency should submit an Photo album containing at-least 50 photographs (size:5x7 inch) and Pen Drive containing photos of India Pavilion (Anuga'21) with different style.
- 3.19 1000 Fair Guides (size: 6x8 inch approx.) have to be printed by the Agency containing details of the participants and to be handed over at the fair site to team ITPO.

4 Eligibility Criteria

Agencies having the following criteria are hereby invited to bid for the event on turnkey basis.

- 4.1. 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.
- 4.2 Minimum annual turnover of Rs.15 Million for the last 5 years from the business of setting up of pavilions in international events. Proof of annual turnover from the said business activities with certificate from auditor or any other empowered authority must be attached.
- 4.3 A minimum of 5 years experience in designing and executing the project on turnkey basis for setting up Pavilion in International events organized outside India. List of major events undertaken and clients with whom they have worked in the past must be attached.

- 4.4 Bidder who have constructed Pavilion more than 350 sq. mtr. particularly in Germany and especially in Food Fair would be preferred.

Submission of EMD in the form of DD/online transfer in ITPO Bank Account is essential for the bid without which the bid offer will be rejected. (details of ITPO Bank be provided)

NAME OF THE BENEFICIARY	INDIA TRADE PROMOTION ORGANISATION
NAME OF THE BANK	HDFC Bank
BRANCH NAME	G-3/4 SURYAKIRAN BUILDING, 19 KASTURBA GANDHI MARG NEW DELHI – 110001
ACCOUNT NO.	00031110005078
TYPE OF ACCOUNT	SAVING
IFSC/NEFT CODE	HDFC0000003
PAN NO. OF ITPO	AAAT12955C
GST No. of ITPO	07AAAT12955C1ZX

5. TERMS & CONDITIONS

- 5.1 The approved bidder will work under the directions and guidance of ITPO. It shall be the sole responsibility of the Agency to ensure all activities undertaken by them for ITPO are in accordance with the German Laws.
- 5.2 Bid value should be quoted in Euro only inclusive of all taxes.
- 5.3 Interested eligible agency may submit their bids as per Annexure - I & II with supporting documents including earnest money (EMD) of Rs. Two lakh in the form of a demand draft drawn in favour of **India Trade Promotion Organization** payable at New Delhi/on line. The EMD will be refunded to the unsuccessful bidder after the selection of the vendor. The EMD will be refunded to the successful bidder after completion of the project satisfactorily. **Misrepresentation of facts/withdrawals of bids will lead to forfeiture of EMD.**
- 5.4 Agency will ensure that the manpower engaged for India Pavilion should be in line with the local laws. Further, the agency indemnifies ITPO against any claim. Attendance sheet needs to be mentioned and to be attested by the ITPO Fair Officer.
- 5.5 The agency is required to sign each page of the bid document by the authorized signatory. Authorization letter is to be enclosed. Validity of the bid is till 90 days from the last day of submission of bids.
- 5.6 ITPO requires that bidders under this contract observe the highest standard of ethics during the period of agreement and free from any vigilance enquiry. The bidders have to bear the cost associated with the preparation and submission of bid documents to ITPO. Bidder should have never been blacklisted/Holiday Listed/ Barred by any Central/State Govt. or PSU especially in Department of Commerce of the Govt. of India and/or of their origin country.

- 5.7 ITPO will reject a proposal for award of work if it is determined that the Applicant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- 5.8 ITPO will declare an Applicant/Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract/contracts, if at any time it determines that the Applicant/Bidder has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.
- 5.9 Agency will indemnify ITPO against any claims, loss, suit, liability or judgment suffered.
- 5.10 ITPO reserves the right to:
- Make minor changes in the Design plan.
 - 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 the whole at any time if in the opinion of the ITPO it is necessary or expedient in the public interest. The decision of the ITPO shall be final and binding in this regard. ITPO shall also not be responsible for any damage or loss caused or arisen 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 the ITPO, it is necessary or expedient to do so in public interest or for proper implementation of the project. The decision of the ITPO shall be final and binding in this regard.
- 5.11 For interpretation of any clause of this document, the decision of ITPO would be final and binding on the bidder.

6. SUBMISSION OF BIDS (to be submitted on-line)

The following documents shall be furnished by the Contractor along with Technical Bid as per the tender document (As applicable):

- i) Scanned copy of valid certificate of registration of the firm. (Annexure I)
- ii) Scanned copy of Annual Turnover proof. (Annexure I)
- iii) Scanned copy of experience certificates. (Annexure I)
- iv) Scanned copy of PAN No, GST number. (Annexure I)
- v) Scanned copy of valid ESI registration number.
- vi) Scanned copy of valid EPF registration number.
- vii) Scanned copy of documents Earnest Money Deposit. (Annexure I)*
- viii) Scanned copy of Tender Acceptance Letter.

* Earnest Money of Rs. 2.00 lakh in the form of a DD in favour of 'India Trade Promotion Organisation' or by online transfer. In case of overseas bidder EMD amount will be equivalent to foreign currency.

Annexure – II (Financial Bid) duly filled in for the bid value in US\$ including all taxes for the complete project of India Pavilion as per layout plan and terms & condition of the Tender document.

This Master Envelope (Envelope – IV) should be marked as “Tender Document for Construction / Decoration of India Pavilion at Anuga 2021, Cologne, Germany, October 9-13, 2021 and shall be submitted/sent at the following address:

- 6.2 In case the bidder requires any clarifications or further information, please contact:

India Trade Promotion Organisation

Pragati Maidan, New Delhi (India)

Mr. Surinder Kumar

Sr. Manager (BDD)

Tel: 011-23378699 (direct), 011-23371540 ext. 363

Mob.: 9810960930

Email: ksurinder@itpo.gov.in

(during office hours)

- 6.3 The evaluation of bids will be made in two stages – Technical and Financial.

In case of non-submission of Earnest Money by any bidder, their Technical Bid shall not be opened in any circumstances. The Technical bids shall be opened on the specified date and time as mentioned in the critical date sheet on line in the presence of the bidders or their authorized representatives.

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 criteria.

- 6.4 Bids received after the deadline of submission of application will not be considered or opened under any circumstances.
- 6.5 No conditional bids shall be considered
- 6.6 Bids received through email shall not be considered
- 6.7 No modification or substitution of the submitted application shall be allowed. An applicant may withdraw his application after submission, provided that written notice of the withdrawal is received by ITPO before the due date for submission of applications. In case an applicant wants to resubmit his application, he shall submit a fresh application following all the applicable conditions by the stipulated date.
- 6.8 L-1 bidder will be decided on the total cost.

7 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, Pandemic, 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 the 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 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.

8 ARBITRATION

In case of any dispute, both the parties shall make all efforts to resolve by way of conciliation process. In the event any doubt, dispute or difference arising out of or in relation to the Contract remains unresolved, both the parties to the Contract will mutually appoint a Sole Arbitrator, in accordance with the Arbitration and Conciliation Act, 1996.

The provisions of Arbitration & Conciliation Act, 1996 (as amended from time to time) shall apply to both the parties.

The fee payable to the Arbitrator shall be paid equally by both the parties. The language used in the arbitral proceedings shall be English.

The venue of the arbitration proceedings shall be the Office of ITPO, i.e. Pragati Maidan, New Delhi.

9 INDEMNITY

Agency shall indemnify, defend and hold ITPO and its officers/officials harmless against any and all proceedings, actions, losses, damages, expenses, costs and third party claims whatsoever-whether financial or otherwise, including liability for payment of contributions dues to EPFO/ESIC/Govt. Departments/Local Bodies/Statutory Authorities etc.. which ITPO may sustain, incur, suffer or be exposed to at any time during the subsistence of the Contract and subsequent thereto relating to the period of Contract, arising out of a breach by the Agency, its sub-contractors, sub-agents, employees, etc. of any of its obligations under the Contract.

10 INTELLECTUAL PROPERTY RIGHTS

ITPO's name/logo/other IPRS shall be the sole and exclusive property of ITPO only. For any misuse/misrepresentation/unauthorized use of ITPO's name/logo/IPRs by the Agency and/or their sub-agents/sub-contractors/employees etc., the Agency shall be held solely responsible. ITPO shall not be responsible for any harm or loss caused to any third party because of any such misuse/misrepresentation/unauthorized use of ITPO's name/logo/IPRs. Agency shall indemnify ITPO against any misuse/misrepresentation/unauthorized use of ITPO's name/logo/IPRS and/or any claim(s) relating to infringement of any intellectual property. rights committed by them/their sub-agents/sub-contractors/employees. etc. ITPO shall take necessary legal and other remedial actions, as deemed fit, for such violations.

11 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 bank guarantee in favour of India Trade Promotion Organisation for the similar amount.
- Balance amount would be released on completion of the event and satisfactory report of the officer deputed for the event after return to India.
- Payment will be released only for the actual work done at site as scope of work could increase or decrease as per requirement. The agency will be informed one week before the start of the event about the actual work to be undertaken at site.

12 PERFORMANCE ASSURANCE

If performance of the agency is not up to the mark or is less in any of the deliverances / the measurable output is less than envisaged as per scope of work, then pro-rata cut on item wise

with upto 10% penalty of the total bid value will be imposed by ITPO.

INDIA TRADE PROMOTION ORGANISATION
India Pavilion at Anuga 2021, Cologne Germany, October 9-13, 2021

Technical Bid

Sl. No.	Title	Details				
Eligibility						
1.	Registration No. (TAN/Direct Tax/Income Tax/Trade/VAT/GST, etc. as may be applicable) (Please attach proof)					
2.	Annual Turnover (last Five years)	Year 1 (2015-16)	Year 2 (2016-17)	Year 3 (2017-18)	Year 4 (2018-19)	Year 5 (2019-20)
	(Please attach Proof with certificate from Auditor or any other empowered Authority)					
3.	Details of Past Experience (Please attach list of Projects/Clients)					
4.	EMD Details	Amount: DD No. : Date : Bank Name :				
Company Profile						
5.	Name of the Company					
6.	Address					
7.	Telephone					
8.	Fax					
9.	E-mail					
10.	Name of CEO & Title					
11.	Bankers details with A/c No.					
12.	Year of Establishment					
13.	No. of employees					
14.	3D images/presentation (both hard and soft copy) of India pavilion as required in the tender document.					

DATE :

SIGNATURE OF AUTHORISED REPRESENTATIVE

Place :

NAME

COMPANY SEAL

(Please attach Authorisation letter for signatory)

INDIA TRADE PROMOTION ORGANISATION
India Pavilion at Anuga 2021, Cologne, Germany, October 9-13, 2021

FINANCIAL BID

Name address of the Agency	
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Sl. No.	Description of Work as per layout plan and terms & conditions of tender Document	Total Bid Value of the complete work in EURO including all taxes
	Gross area allotted to ITPO	418 sq.mtr.
	Area required to be build up	418 sq.mtr. (+)(-) 20% variation*. (* Means 20% of total area may increase or decrease.)
1.	As per details Annexure-A	

S.No.	Item	Appx. Quantity	Unit	Price in EURO
1.	Shelves in two levels		Per unit	
2.	Showcase (Glass Counter)		Per unit	
3.	Table		Per unit	
4.	Chair		Per unit	
5.	Spotlights		Per unit	
6.	Lockable Counter		Per Unit	
7.	LED with stand (minimum 50 inch) for exhibition period		Per unit	
8.	Magazine Rack		Per unit	
9	One Set of Sofa with Center Table (2 no. Single Seater + 1 no. Two Seater)		Per unit	
10.	Water Dispenser (with 5 Bottle - 20 ltr. Daily)		Per unit	
11.	Coffee Machine (with consumable material during event)		Per unit	
12.	Refrigerator		Per unit	

* Please attach Catalogue/ pictures/ Photographs of the items. Item code of the furniture /display props as mentioned in the catalogue to be specified.

Date :

Place :

Authorized Signature

Name

Designation.....

Company Seal