



ITPO/FS-I/IGF/IHF/Japan/2015
INDIA TRADE PROMOTION ORGANISATION

Sub: Retender for Construction, decoration and allied services for 36th India Garment Fair and 26th India Home Furnishing Fair, Osaka (Japan), July 22-24, 2015

1. INTRODUCTION

- 1.1** India Trade Promotion Organization (ITPO) is the nodal agency of the Government of India (GOI) for promoting trade. To meet its objectives, ITPO organizes trade events, in India and abroad including specialized trade fairs, India shows, buyer seller meets, market surveys, etc.
- 1.2** ITPO will organize **36th India Garment Fair (IGF)** and **26th India Home Furnishings Fair (IHF)** as twin events at **Mydome Osaka, (Japan)** from **July 22-24, 2015**.
- 1.3** ITPO is inviting bids from the interested companies/organizations for undertaking **Construction, Decoration and Allied services** for the above twin shows.
- 1.4** The 2015 editions of twin events IGF/IHF are being organized in Halls 3EF, and 2BCD at two levels - 2nd floor and 3rd floor in a gross area of 3836 sq. mtrs and foyer area at Mydome Osaka. Over 140 Indian exhibitors will showcase their products, trends and innovations to sizeable trade visitors from Japan. The layouts of the two floors are enclosed.

1.5 PRODUCT PROFILE

India Garment Fair 2015 - Men's wear, Women's wear, Children's wear, Fashion accessories (Shawls, Stoles, Belts, Bags, etc.), Fabrics for Garments.

India Home Furnishing Fair - Interior Fabrics, Bed linen, Table, linen, Kitchen linen, Cushion covers, Rugs, etc.

2. OBJECTIVES

- 2.1** The objective of this exercise/bid is to create an international standards/level construction and decoration arrangement and provide other facilities for the benefit of exhibitors and buyers/visitors of apparels, garments and home furnishings etc., who shall be visiting the twin events.
- 2.2** The other objective is to get complete record of the buyers/visitors from all regions of Japan by creating registration desks with computerized registration facilities all the two floors.

3. SCOPE OF WORK

- 3.1 ITPO has booked hall No.3 EF at 3rd floor and Hall 2BCD at 2nd floor and foyer area (Pre-carpeted) with a total gross area of 3800 square meters and Foyers area at Mydome, Osaka. The halls includes permanent structure/room(s)/covered area for Office, VIP room, Registration counter Store etc. There are over 140 exhibitors in the India Pavilion having different size of the booths i.e.6, 9, 12 ,15,18, 21,24, 27, 30 & 36 sq mtr as per lay out plans in Annexure I & II.
- 3.2 Meeting the requirement of adequate and appropriate bilingual manpower for various functions/tasks during the events.
- 3.3 To have a complete bilingual data base of the actual buyers visited/registered. Further, it is important that the said bilingual data base, which will be provided in hard and soft copies, shall not be used by the agency for any reasons whatsoever. The said data base as produced shall be the property of ITPO. An undertaking to this effect has to be given by the agency.
- 3.4 To provide exhibition services and facilities to the exhibitors and visitors such as tea/coffee/mineral water corners, lounges, Wi-Fi/internet connectivity, cyber cafes, inauguration, facilities centers, desired display aids etc. with specified greenery/foilage/horticulture etc. at desired placed and locations. Inauguration and ribbon cutting will be in the 2nd Floor as marked in the layout plan.
- 3.5 Creating and decorating theme displays at both levels i.e. (i) home furnishings at 2nd Floor and (ii) Garments and accessories at 3rd Floor (Annexure 3).
- 3.5.1 Providing office set up for the fair organizing team, meeting rooms, VIP rooms etc. as per the layout plans. (Annexure 1 & 2).
- 3.6 The work will include construction of booths and allied facilities/displays of IGF/IHF Pavilions and providing other services as per details enclosed at Annexure III-A and III-A(contd). **The premises will be available for Construction on 20th July 2015 for Hall 3EF and Hall 1A and 2BCD from 9.00 hrs.for commencement of Construction. The Construction Work must be completed by 21st July, 2015 by 10.30 a.m. for handing over the booths to the exhibitors. The selected agency will undertake the C & D activities for the event on turnkey basis and on hire purchase**
- 3.7 Lay out plans of two floors indicating the circulation plan of the Hall is attached. The construction & decoration work has to be in accordance with this lay out plans and designs (**Annexure 1 & 2**). A Layout plan indicating booths size is given as per details available in **Enclosure 3,4 & 5**. The circulation plans are at Enclosure 6-8.
- 3.8 The agency will undertake cleaning of entire space on 2nd and 3rd floors of IGF/IHF pavilions and foyers area on daily basis and maintain cleanliness throughout the day including removing of garbage bags in dust bins. Refer Point 23 at **Annexure III-A**.

- 3.9** The agency will ensure presence of sufficient number of technical manpower (decorators, electrical, civil) available on-site throughout the show for attending to any complaint/contingency.
- 3.10** Theme Area(s) at 2nd & 3rd floor / VIP Room / Office(s) / Registration Desks / Information Booths / Store room / Opening Ceremony / stage and platform / Cyber café(s), tea / coffee / mineral counter, facility centers etc. are to be constructed and decorated in a manner befitting to the international level of the twin events. Reference details are given in the Enclosures (1-27h) (basic graphic design, layout plans and some Select specimen photographs of the previous editions).
- 3.11** Fascia name and booth numbers will be provided by ITPO separately. Each corner booths will have 2 or 3 fascias.
- 3.12** The agency will provide new carpet for stage and for inauguration indicated in the layout plan and in front of theme area/displays/lounge etc.
- 3.13** 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 preferably new. Chairs/Tables, counters, display aids etc. provided in the stand area should be of same type & colour(White).
- 3.14** (a) Please provide 3D images/presentation of IGF/IHF pavilions (both hard and soft copy) clearly showing the complete projection of IGF/IHF pavilions from different angles. 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 also show theme pavilion, stage area, graphics/registration counter/entrance gate etc. in detail. This must be included in Envelope II of Technical Bid.
- (b) If the selected agency has an India based office then the representative of the agency has to make a presentation to the Competent Authority of ITPO before the event. And if not in India then the power-point presentation of 3-D images of the interiors of two pavilions at two floors including entrance gate etc. has to be sent by e-mail. (This is required 7-10 days before the inauguration).
- 3.15** It shall be the responsibility of the agency for making all items as per tender documents & layout plans.
- 3.16** Power supply and main electrical connection will be arranged by the agency from Mydome Authority (venue). Consumption charges will be paid by ITPO. It shall be the responsibility of the Agency to distribute the electricity across the IGF/IHF Pavilions, all booths, themes, registration desks, entrance gates, stage, tea/coffee corners, office, VIP room, lounge and to various other facilities centers.
- 3.17** The rates will be for the whole duration of the events & include assembling, dismantling, and transportation, maintenance, cleaning on the day before opening and daily thereafter including waste disposal.

- 3.18** The Agency is also required to quote rates for optional items such as furniture/display items including shelf, showcase, garment rail, peg board, tables, chairs etc. for use by ITPO or exhibitors directly. **(Annexure III-A (contd))**
- 3.19** (a) The selected agency must ensure presence of 4 bilingual-manpowers (Japanese and English/Hindi) at the site for construction & maintenance of the pavilion and coordination of the events till the end. Bilingual nodal person for each floor to be available at the designated point throughout the fair days, who can be contacted for immediate requirements, as & when needed.
- (b) Further, bilingual manpower with computer knowledge for managing on the spot computerized registration at all the levels as in Annexure .
- 3.20** The agency will have to settle all bills of the venue authority and other vendors, if any, before vacating the venue, in case services are availed thereof.
- 3.21** (a) Selected photographs/images of the last event attached as **enclosures (9-19)** are for reference purpose only.
- (b) Bidder is expected to offer 3-D images (of his concept) of themes, registration counters, inauguration site etc. both in hard and soft copy in their technical bid for evaluation.
- 3.22** The feedback forms are to be got filled from the buyers, who will register at the registration desk. The registration desk shall be managed by the agency. The selected agency has to provide all the support and assistance to the persons carrying out the feedback survey.
- 3.23** Provide a bilingual interpreter to the ITPO team, whose primary responsibility shall be to accompany the fair officer/ITPO official during the visit of VIPs to the fairgrounds; official talks with the venue authorities and other vendors. He/she will also be responsible for maintaining the daily attendance record (morning and evening) of all the local manpower engaged either through this agency or through other agencies. **Sl. No. 16, annexure III-A.**
- 3.24** The agency has to ensure provision of onsite help desk with bilingual staff in the venue on two floors for the preparation day (21st July, 2015) and during the fair period to assist exhibitors and arrange any last-minute requests
- 3.25** (a) Managing the registration counter with local staff/interpreters during fair days by ensuring provision of 2 computer literate manpower who is familiar with English & Japanese for each of the registration desks on 2 floors (4 Nos. – 2 each for each registration desk) (4 men on registration centre, 4 men for feeding data) and to provide one set of computer, printer and card scanner at each of the Registration Desks. **Sl. No. 22, annexure III-A.**

(b) ITPO expects a flow of around 1000-1500 buyers/visitors every day. They will represent various segments such as buyers/wholesalers/ importer/distributor/media/ government officials/ invitee etc. Each visitor/buyer has to be provided a lanyard with proper details for their identification. The data as collected from the visitors has to be fed in the computer. The manpower should be adequate and efficient enough to not only cater to 1000-1500 visitors/buyers in a period of 5 hours but also be able to get their visiting cards and make proper entries and records in the computer. Visiting cards so collected shall be numbered and date of visit indicated. The same shall be the property of ITPO and has to be given regularly everyday or next day morning in the visiting card folder.

(c) Lanyard, plastic pouches, printed registration cards etc. shall be provided for use at the registration desks. Other stationery material as required shall be the responsibility of the agency.

3.26 Feeding information of visitors as per the registration details and submits the daily report as well as consolidated report in a softcopy to ITPO after the conclusion of the event. All material to be provided in hard copy and softcopy in DVDs/Pen drive. The data of visitors should be handed over on 26.7.2015 positively before 1.00 pm. Information is to be kept confidential & all information/database are to be erased from the computer after transfer data in the CDs/DVDs/Pen drives –multi version (Two sets) in the presence of ITPO Officers.

3.27 As during the forthcoming 2015 editions, the twin events will be held at two levels, it is important that the buyers/visitors are informed at the time of registration itself. Moreover, additional signage informing about the show being on two levels, has to be placed at appropriate places, such as tea/coffee/mineral water counters, lounge, facilities room, registration desk, theme displays etc. informing the buyers/visitors to visit the two levels. The bidders have to give suggestions and idea about this in their technical bid. Refer annexure II.

3.28 It is proposed to have theme areas of different sizes at two floors and for both the product profiles. The IGF theme display on the 3rd floor will be in the foyers and IHF theme at 2nd floor will also be in the foyer area. The agency has to decorate the theme display with the help of their own decorators by collecting exhibits/samples from the exporters/exhibitors. While the thematic display on the 3rd floor will be using the exhibits of the exhibitors on 3rd floor and the thematic display on the 2nd floor halls shall be made using exhibits/samples of the exhibitors of the respective IHF/IGF at the 2nd floor The agency has to ensure that each product/exhibit displayed could be identified with the stall number of the exhibitor for the benefit of the visitors. Provision of putting proper typed labels on the exhibits and full details on the stands must be made. **Sl.No.7, Annexure-III A**

3.29 (a) Being 36th edition of IGF and 26th edition of IHF, ITPO wants to project an India centric image to the twin events in all the exhibition area as well as in foyers including facilities and VIP room etc. Accordingly, India centric graphics, buntings/flags etc.

are required to be hanged/placed/displayed at appropriate and prominent places for a creative visual effect. (Sl. No. 19, annexure III-A)

(b) Flag of India and Japan on flag mast/pole are to be placed on both sides of the stage at the time of inauguration and at the registration. Similarly, small flags on the stand have to be kept at the podiums during the inauguration and at the registration desks, VIP room, ITPO office etc..

- 3.30** (a) Wi-Fi/Internet connectivity in the halls on two floors.
(b) Telephone connection in ITPO office/cyber café etc.

- 3.31** (a) Actual dimensions, photos and details of material used shall be given regarding things like the information counter, chairs, and table along with quotation.
(b) Please indicate the specifications of the spotlights being offered. Spotlights with high luminosity (white light) would be preferred. The idea is to get very good luminosity.

4. ELIGIBILITY CRITERIA

Agencies having the following criteria shall be eligible for making the bids on turnkey basis.

- 4.1 Must be a registered business entity/service provider in Japan. Otherwise if registered in a country other than Japan then they should have an associate/counterpart in Japan, who is registered business entity/service provider in Japan. The Japanese company/counterpart/associate preferably should have an office in Osaka/Kobe region besides other cities of Japan. Registration no., license No./authority no. and other documents of registration as applicable and copy of certificate/proof etc. must be attached. (Photocopies of TAN/Direct tax/Income tax/Trade Tax/VAT/GST/PAN, etc., and equivalent as applicable may be attached) in the format of technical bid (Annexure II). The Indian company must furnish the name and full address and contact details of Japanese company/counterpart/associate and also submit the original documentary evidence of acceptance letter for joint venture/partnership which will be duly signed and stamped by the authorized signatory of Japanese company/counterpart/associate.
- 4.2 Minimum annual turnover Japanese Yen 80 million or Indian Rupees 50 million for the last 3 years from the business of Construction and decoration of exhibitions. Proof of annual turnover related to Construction and decoration for set up of International Pavilions duly certified by the Chartered Accountant or any other empowered authority (legal/government) must be attached.
- 4.3 A minimum of 3 years experience in construction and decoration of international events organized outside India and for Japanese companies they should have experience preferably of an international event(s) of an international client. List of major events undertaken and clients with whom they have worked in the past must be attached and be included in the envelope of technical bid (Annexure II). Further, the

company must have executed Construction & Decoration of International or Indian Exhibition in Japan of minimum area of 2000 (Two thousand) sqm. in single event in the past. **The documentary evidence must be attached with the Technical bid.**

- 4.4 Interest free Earnest Money Deposit (EMD) of Japanese Yen 4,00,000/- (JPY four lacs only) or Indian Rupees 2,25,000/- (Indian Rupees two lacs twenty five thousand only) 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.**
- 4.5 A self attested/signed/stamped copy of the certificate/proof of the various documents (Sl.No. 4.1 to 4.4) to establish the above must be attached **failing which the bid offer will be summarily rejected and the financial bids will not be opened.**

5 GENERAL TERMS & CONDITIONS

- 5.1 **Prices quoted will be including of all taxes.**
- 5.2 Only sealed and signed tenders received as per bid documents will be considered. Tenders received through other modes like Fax and email/scan copy shall not be eligible for consideration. The tenders received after due time and date shall not be considered and shall not be opened. These will be returned unopened.
- 5.3 In the event that more than one bidder submits equal bids, ITPO's decision will be final and binding.
- 5.4 The bidder should not have been black-listed by any Govt. agency of India. In all such cases, the tender would be rejected and their earnest money so deposited would be forfeited.
- 5.5 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.**
- 5.6 The competent authority on behalf of CMD reserves the authority 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.
- 5.7 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.
- 5.8 The competent authority on behalf of CMD reserves to himself 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.
- 5.9 The tender shall remain open for acceptance for a period of 90 days from the date of opening of tenders. If any bidder withdraws his tender before the said period or 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 the department, then ITPO shall, without prejudice to any other right or remedy, be at liberty to forfeit 50% of the said earnest money as aforesaid. Further the bidder shall not be allowed to participate in the re-tendering process of the work.

- 5.10 This bid document Inviting bids shall form a part of the contract document. The bidder has to sign each page as acceptance of this and enclose the same in the financial bid.
- 5.11 On acceptance of the tender, the name of the authorized representative(s) of the contractor who would be responsible for taking instructions from the team leader shall be communicated in writing.
- 5.12 ITPO will not entertain any claim whatsoever in respect of the taxes, if paid by the selected agency.
- 5.13 The agency/contractor shall comply with various local laws in Japan as may be applicable. The contractor shall comply with the provisions of all applicable local labour laws, minimum wages act, or all other similar rules/bylaws. The submission of the bid means that the bidder indemnifies ITPO on any claim whatsoever in this regard.
- 5.14 ‘Work’ means work including execution of work, supply of materials, services and equipments, etc.

6 SPECIFIC TERMS & CONDITIONS

- 6.1 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. Japan.
- 6.2 Rates should be quoted in Japanese Yen only and inclusive of all taxes, etc. Rates for services not included in the format may also be indicated, if required.
- 6.3 Interested eligible agency may submit their bids as per **Annexure I, II and III, III-A & III-A(contd)** with supporting documents including earnest money (EMD) of Japanese Yen 4,00,000/- (JPY four lacs only) or Indian Rupees 2,25,000/- (Rupees two lacs twenty five thousand only) in the form of a demand draft drawn in favour of **“India Trade Promotion Organisation”** payable at New Delhi. The EMD will be refunded to the un-successful bidder(s) after the selection of the vendor/agency. The EMD will be refunded to the successful bidder only after completion of the project satisfactorily. Misrepresentation of facts/withdrawals of bids will lead to forfeiture of EMD. (Please see clause 8.1 under the head Submission of Bids).
- 6.4 The agency will submit the bills along with documentary proof in original for the job relating to construction, decoration & allied services for releasing the payment.
- 6.5 All materials relating to design for printing of graphics etc. has to be got approved by ITPO team before use, wherever possible.

- 6.6 Agency will ensure that the manpower engaged for Event/jobs should be in line with the local laws. Further, submission of the bid implies that the Agency indemnifies ITPO against any claim whatsoever.
- 6.7 **The Agency is required to do numbering and sign each page of the bid document as well as other enclosures by the authorized signatory. Authorization letter is to be enclosed.**
- 6.8 **Validity of the bid is till 90 days of the last day of the submission of the bid.**
- 6.9 ITPO requires that bidders under this contract to observe the highest standards of ethics during the period of agreement. Submission of this bid implies that the bidder is free from any vigilance/departmental inquiry of any government. The bidders have to bear the cost associated with the preparation and submission of bid documents at ITPO, New Delhi.
- 6.10 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.
- 6.11 ITPO will declare an Applicant/Bidder ineligible, either indefinitely or for a stated period of time, to be awarded 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.
- 6.12 Agency will indemnify ITPO against any claims, loss, suit, liability or judgment suffered or likely to be suffered on whatsoever account.
- 6.13 ITPO reserves the right to :
- Make changes in the 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 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.

- 6.14 Provision of onsite help desk with bilingual staff in the venue on two floors for the preparation day (21st July, 2015) to assist exhibitors and arrange any last-minute requests
- 6.15 For interpretation of any clause of this document, the decision of ITPO would be final and binding on the bidder.
- 6.16 Selected images/material of the last events is enclosed for reference purpose only.
- 6.17 IHF/IGF are product specific events. It is important that the exhibitors get full creative freedom to decorate their stalls and display their products. It is therefore important that for the garment section/IGF, the agency must use minimum 16mm Soft panel walls on 3 sides (2 sides for corner booth); Panels must be suitable for direct mounting of products using pins/staples/hook-side/ Velcro tape etc. Similarly for IHF section the agency must ensure 16mm Soft panel 'Expoloop' walls on 3 sides (2 sides for corner booth); Panels must be suitable for direct mounting of products using pins/staples/hook-side Velcro tape etc. If there are better options, the same can be suggested along with graphics and technical specifications and can be included in the technical bid.
- 6.18 At the conclusion of the contract, i.e. end of July 2015, the agency shall submit the bill along with all the documentary evidences, photographs. Besides the bill, a certificate on the company's letterhead duly signed by the authorized signatory as per the specimen language enclosed at **Annexure V (page 38)** is also to be submitted.
- 6.19 The submission of the bid means/implies that the agency submitting the bid is agreeing to provide the following management services:
- Provision of alternate designs/colour variations for all areas of venue and signage for selection by ITPO.
 - Bilingual (English/Hindi, Japanese) 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 5 days, i.e. 20th to 24th July, 2015 for which space will be provided by ITPO/venue authority.
 - Planning for Opening Ceremony including preparation of MC's script and rehearsal on morning of opening and a day before.
 - Preparation of order form and setup guide for exhibitors (in English) for additional furnishings and display aids.

7. CONDITIONS OF CONTRACT

- 7.1 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 and the Contactor, 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.

- 7.2 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.
- 7.3 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).
- 7.4 All documents forming the Contract are to be taken as mutually explanatory of one another.

8. SUBMISSION OF BIDS

- 8.1 (a) Bids shall be submitted by the bidder with supporting documents in a sealed envelope in the following manner:
 (b) All the documents submitted in the bid, if is in Japanese language should have either the complete translation or the translation of the relevant portion so that evaluation committee can understand easily.

Envelope – I Containing Interest free Earnest Money Deposit (EMD) amount **Japanese Yen 4,00,000/- (JPY four lacs only) or Indian Rupees 2,25,000/-(Two lacs twenty five thousand only)** in the form of a demand draft in favour of **India Trade Promotion Organisation** payable at New Delhi. The **envelope I (annexure I)** will be opened first. **Without EMD, the Technical & Financial bids will not be opened and summarily rejected.**

Envelope-II Technical Bid **(Annexure-II)** duly filled in with supporting documents as per **Clause No. 4.2,4.3 & 4.5**. The envelope should be sealed and marked as “Technical Bid for **Construction, decoration and allied services** for 36th India Garment Fair/26th India Home Furnishing Fair, Osaka (Japan) 2015”.

Envelope – III : **Financial Bid** containing **Annexure – III and IIIA and IIIA-cont. (Financial Bid)** duly filled in has to be kept in **Envelope III**. The envelop III should be sealed and marked as “**Financial Bid for Construction, decoration and allied services for 36th India Garment Fair/26th India Home Furnishing Fair, Osaka (Japan)-2015**”.

Envelope- IV All the three Envelopes **I,II & III** should be kept inside the **Envelope – IV** and again sealed . **The name of the bidder should be clearly written with full address, Tel. nos., E-mail on the Envelopes (I,**

II,III& IV) (Only those envelopes will be open, which will have all the information as being asked here above).

This Master Envelope (Envelope – IV) should be marked as “Tender Document for **Construction, decoration and allied services for 36th India Garment Fair/26th India Home Furnishing Fair, Osaka (Japan)-2015**” and Shall be kept in sealed tender box at the following address by due date and time as mentioned here below:

Mr. J Guna Sekaran
General Manager
India Trade Promotion Organisation
Room No. 112, 1st Floor
Pragati Bhawan, Pragati Maidan,
New Delhi – 110001 (India)
Phone No. 91-11 23371829
Email : sekaran@itpo.gov.in

The Bids will be opened in Committee Room at 1st Floor, Pragati Bhawan, ITPO, Pragati Maidan, New Delhi-110001

Last date of submission of Bids : 26/06/2015 (3.00 PM)
Date of opening of Technical Bids : 26/06/2015 (3.00 PM)
Date of opening of Financial Bids : 26/06/2015 (3.30PM)

8.2 In case the bidder requires any clarifications or further information, may contact ITPO, Mr. Guna Sekaran, General Manager Tel. 91-11-23371829, Fax. 91-11-23371829, E-mail: sekaran@itpo.gov.in during office hours.

8.3 a) The evaluation of bids will be made in three stages – (i) Earnest Money Deposit (EMD), (ii) Technical and (iii) Financial. Those companies whose EMD will be found in order, only their Technical bids shall be opened on the same day in the presence of the bidders or their authorized representatives.

b) 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.

c) The details of the financial bid as provided in **Annexure III-A & III-A (contd.)** are for reference purpose only and not for comparison/evaluation of each item of the bid. **These are being asked so that in case of any reduction in scope of work/shortfall(s) in deliverance, adequate deductions can be made for those particular shortfalls/reductions while making the final payment. All the bidders must provide this information of unit rate etc., specifically for each item in the scope of work.**

d) 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. as applicable) so that ITPO can inform the exhibitors at which rate the extra display aids/item shall be available on site on 22nd July, 2015.

8.4 **Bids received after the deadline of submission of application will not be considered or opened under any circumstances.**

8.5 **No conditional bids shall be considered. This is very important.**

8.6 The draft of Earnest Money Deposit (EMD) has to be physical and in cashable instrument. No guarantees or other bank authority letter shall be accepted. The EMD is interest free.

8.7 Bids received through email/fax shall not be considered

8.8 No modification or substitution of the submitted application/bid shall be allowed. An applicant/bidder may withdraw his application after submission, provided that written notice of the withdrawal is received by ITPO before the due date. In case an applicant/bidder wants to resubmit his application/bid, he shall submit a fresh application/bid following all the applicable terms & conditions by the stipulated date.

8.9. Any document received after the closing date and time shall not be accepted.

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

9. 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.

10. ARBITRATION

In case of dispute, the text of English version only will be taken as final. All matters of dispute arising out of this shall be governed by Indian law and subject to Court jurisdiction in New Delhi. This clause may not be imposed without the valid contract between ITPO and the agency.

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 sole arbitration of the CMD, ITPO and the decision given shall be binding on both the parties. 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 or such other place as the CMD, ITPO may decide.

Upon any and every reference as aforesaid, the assessment of costs and incidental expenses in the proceedings for the award shall be at the discretion of the CMD, ITPO.

11. 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.

12. **SAFETY CODE**

Suitable safety should be provided for workmen for all works to prevent any mishap to workers at place of work including Fire Safety, Security, etc. In case, if happened, contractor is responsible for all damages.

13. **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 bank guarantee as per the enclosed format (Annexure IV) in favour of **India Trade Promotion Organisation** for the similar amount. Bank Guarantee shall be released after the successful completion of the contract period on the satisfactory performance. **(Please note, if the agency does not want advance, then there is no need to give this Bank Guarantee).**

- Balance amount, as shall be payable, would be released on completion of the event and 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 .

- **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.

- **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 up to 5% of the total bid value as 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 III-A and III-A(contd).

Dimension of Exhibition Halls-Mydome Osaka(Japan)					
	2F			3F	
	Hall B	Hall C	Hall D	Hall E	Hall F
Floor Area	569㎡	422㎡	947㎡	949㎡	949㎡
Ceiling Height	4.0m			6.5m (dome : 15m)	
Entry / Exit Gates (width X Height)	5.0m×2.3m				
Pillar Dimensions	1.38m×1.38m (octagon)				

◆ Foyers area

	2F	3F
Floor Area (width x length)	622m ²	600m ²
Ceiling Height	3.8m	2.9m

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

- The basic concept design for IGF & IHF 2015 editions (Enclosure 1 & 2)
- Layout plans of floors i.e. 3rd floor, 2nd floor and 1st (enclosure 3, 4 and 5)
- Dimensional/circulation layout plan of Hall No. 3EF at 3rd floor (Encl. 6), 2BCD at 2nd floor (Enc. 7) and 1A at ground floor (Enclosure 8)
- Photograph/design of the registration desk (2013 edition) (Enclosure 9, 21, 22 & 25)
- Design/drawing of Dais/stage/ inauguration ceremony of 2015 editions- (with signage, greenery and water/flower vase etc.) (Enclosure 10)
- Design/drawing of Entrance Gate and ribbon cutting at opening ceremony (Enclosure 11)
- Photographs of Theme displays in foyer during the 2013 editions (Enclosure 12 & 13)
- Photograph of tea corner/lounge of 2013 editions (Enclosure 14 & 15)
- Photograph of exhibition area of 2013 editions (Enclosure 16)
- Photograph of parlor light (Encl. 17)
- Photograph of media room 2013 (Encl. 18)
- Design/drawing of booth fascia of IGF 2015 and IHF 2015 (Encl. 19 & 20)
- Design/drawing of Themes area Registration Counters/foyers area (Encl. 21-23)
- Drawing of Lighting arrangement (Encl. 24)
- Design of Registration Counter (Encl. 25)
- Design/drawing of Lounge (Encl. 26)
- Design/drawing of Special Theme of IHF (Encl: 27- A to 27-H)

Please Note:

The check list for above bid document is at **Annexure-VI** for your reference and guidance only

Enclosure for Envelope I (on company's letterhead)

INDIA TRADE PROMOTION ORGANISATION
(36th India Garment Fair and 26th India Home Furnishing Fair,
Osaka, Japan (July 22-24, 2015)

Bids for 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 draft of Earnest Money Deposit (EMD) has to be physical and encashable. No guarantees or other bank authority letter shall be accepted. (Please refer clause 4.4 of Eligibility Criteria)	Amount : Demand Draft No. : Date : Bank Name :

DATE : SIGNATURE OF AUTHORISED REPRESENTATIVE

Place : NAME

COMPANY SEAL

(Please attach Authorization letter for signatory)

Enclosure for Envelope II (on company's letterhead)**INDIA TRADE PROMOTION ORGANISATION**

**35h India Garment Fair and
26th India Home Furnishing Fair, Osaka, Japan (July 22-24, 2015)**

Technical Bids for Construction, Decoration & Allied Services

Sl. No.	Title	Details		
Eligibility Criteria				
1.	Registration no., license No./authority no. and other documents of registration as applicable and copy of certificate/proof etc. must be attached. (Photocopies of TAN/Direct tax/Income tax/Trade Tax/VAT/GST/PAN, etc., as applicable, may be attached)			
2.	Annual Turnover (last three financial years) (Please attach certificate from Chartered Accountant and other documentary evidences to establish the turnover) Please refer clause 4.2 of Eligibility Criteria	Year I (2010-11)	Year II (2011-12)	Year III (2012-13)
3	Details of Past Experience of Construction and Decoration of exhibition Please refer clause 4.3 of Eligibility Criteria			
	Name of the event of minimum area of 2000 sqm. of single event in Japan.			
	(Please attach list of Projects/Clients/ Job orders with area/documentary evidences etc.)			
Technical Criteria				
4.	Please provide 3D images/presentation of IGF/IHF pavilions (both hard and soft copy) clearly showing the complete projection of IGF/IHF pavilions 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 theme pavilion, stage area, graphics, buntings, registration desk, inaugural arrangements, installation, hangings, etc. in detail.			
Company Profile				
5.	Name of the Company			
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	
12.	Bankers details with A/c No.	
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 Japanese company / Associate/ Counterpart in Japan	
	Name & designation of Japanese Associate/counterpart of Japan: 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 in this envelope. The total number of pages including those of enclosures are.....

DATE :
REPRESENTATIVE

SIGNATURE OF AUTHORISED

Place :

NAME
COMPANY SEAL

(Please attach Authorization letter, if required)

Note: 1) Please number and sign each page of this tender document and enclose it in this envelope of Annexure II.

(2) Each document as shall be enclosed has to be signed/stamped.

INDIA TRADE PROMOTION ORGANIZATION

**36th India Garment Fair and 26th India Home Furnishing Fair
Osaka, Japan, (July 22-24, 2015)**

FINANCIAL Bids for Construction, Decoration & Allied Services

Name address of the Agency	
Construction, decoration and allied services of IGF/IHF Pavilion at India Home Furnishing Fair/India Garment Fair, Osaka (Japan), July 22-24, 2015 (Description of Work as per layout plans and terms & condition of tender document and as per III A and III-A(contd))	Total Bid Value of the complete work in YEN including all taxes (In words).....

We undertake to abide by all the terms & conditions of the bid document. We will keep the drawings and other information as made available safe and secret. The information generated at the registration desk shall be deleted from the computers after hard and soft copies have been provided to ITPO

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

INDIA TRDE PROMOTION ORGANIZATION

**36th India Garment Fair and 26th India Home Furnishing Fair
Osaka, Japan (July 22-24, 2015)**

**Per Unit Details/Break-up of Financial Bid (for reference only and not for
comparing/evaluating each item). Refer clause 8.3 (c)**

Please 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 here below. ITPO will give sufficient notice in advance of such cancellation or reduction in scope of work. However, in case of manpower, if not deputed, full deduction as per the above unit rates will be made.

<u>Detailed Bids for Construction, decoration and allied services for Exclusive Indian Trade Fairs and 'India Pavilion' by India Trade Promotion Organisation</u>										
1. 36th India Garment Fair, Osaka(Japan) July, 22-24,2015										
<ul style="list-style-type: none"> 16mm Soft panel walls on 3 sides (2 sides for corner booth); Panels must be suitable for direct mounting of products using pins/staples/hook-side/ Velcro tape etc.. One fascia with company name (2 for corner Booth) 										
S.No	Description									
	Booth size	9 sqm.	12 sqm.	15 sqm.	18 sqm.	21 sqm.	24 sqm.	27 sqm.	30 sqm.	36 sqm.
	Qty of booths	23	27	9	13	5	1	1	1	1
1	Table Round	1	1	2	2	3	3	3	3	1
2	Chairs (not folding chair)	3	4	4	5	6	7	7	8	2
3	Information counter;	1	1	2	2	3	3	3	4	3
4	single hanger stands OR single hanger stands & 1 double hanger stand;	4 or 3+1	4 or 3+1	5 or 4+1	8 or 6+2	10 or 7+3	10 or 7+3	12 or 9+3	12 or 9+3	16 or 12+4
5	Garment rail	3	3	4	6	8	8	9	10	12
6	Hook(rotate/swivel) Hangers	150	200	250	300	350	400	450	500	600
7	Clip Hangers	50	50	75	100	125	140	150	175	200
8	Mannequin(Man or female)	1	1	2	2	2	2	3	3	4
9	Spotlights (60W white FL Spotlight);	6	8	10	12	15	15	18	20	24
10	Power socket (100V),	1	1	2	2	2	2	3	3	4
11	Dustbin with plastic bag;	1	1	2	2	2	2	3	3	4
12	Small flower pot;	1	1	2	2	2	2	3	3	4
13	Iron & iron board;	1	1	1	2	2	2	3	3	4
14	Unit Rate (JPY) – per booth incl. all taxes									
	Total Rate(JPY)									
<ul style="list-style-type: none"> Mainline electrical connection and secondary wiring fees should be included with the power 										
(If you could offer still better package please explain and give cost)										
Note: 1. Actual dimensions, photos and details of material used shall be given regarding things like the information counter, chairs, and table along with quotation, 2. Please specify the spotlight. We would prefer spotlights with high energy efficiency, high luminosity (white light). The idea is to get very good luminosity.										

2	<u>26th India Home Furnishing Fair 2015</u> <ul style="list-style-type: none"> 16mm Soft panel 'Expoloop' walls on 3 sides (2 sides for corner booth); Panels must be suitable for direct mounting of products using pins/staples/hook-side Velcro tape etc. One fascia with company name (2 for corner Booth); 							
Sl. No.	Description		India Home Furnishing Fair-Detail of items					
	Booth sizes	9 sqm.	12 sqm.	15 sqm.	18 sqm.	21 sqm.	27 sqm.	
	Qty of booths	3	34	2	5	1	1	
1	Table Round	1	1	1	2	2	3	
2	Chairs (not folding chair)	2	3	4	4	5	6	
3	Information counter;	-	1	1	2	2	3	
4	Flat Shelves(1000mmw)	2	3	4	5	6	8	
5	i) Clip Hangers	25	40	50	60	80	100	
	ii) double hanger stand	1	1	1	2	2	3	
	i) & ii) Or							
	Curtain rails 2 mm	1	2	1	2	2	3	
9	Spotlights (60W white FL Spotlight);	5	6	8	10	12	14	
10	Power socket (100V),	1	1	1	2	2	3	
11	Dustbin with plastic bag;	1	1	1	2	2	3	
12	Small flower pot;	1	1	1	2	2	3	
13	Iron & iron board;	1	1	1	1	2	2	
	Unit Rate (JPY) – per booth inclusive all taxes							
	Total Cost (JPY) Inclusive of all taxes							
	<i>(If you could offer still better package please explain and give cost)</i> Note: 1. Actual dimensions, photos and details of material used shall be given regarding things like the information counter, chairs, and table along with quotation, 2. Please specify the spotlight. We would prefer spotlights with high energy efficiency, high luminosity (white light). The idea is to get very good luminosity.							

3.	VIP Room <ul style="list-style-type: none"> ➤ Wall panel of 6 mtrs. with planter in front ➤ Curtains-2 ➤ Cabinet with sliding door-2 ➤ Coffee table-1 ➤ Small Refrigerator ➤ Crockery ➤ Sofa(2 seater) – 4 ➤ Sofa(Single Seater) - 1 ➤ Central Table : 3 ➤ Dustbin 2 ➤ Flower with pot :2 ➤ Big Plant with pot (two) ➤ Catalouge display stand-1 ➤ National Flag of India and Japan either on the central table or on the walls. ➤ Water Dispenser 	Total Price ----- Yen
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4.	Reception/Registration Counter at 2nd and 3rd floors (As per design/drawing attached)_(Enclosure 9,21,22 & 25) <ul style="list-style-type: none"> • 400 mm W x 1000 mm H with shelves on one side; • Counter Chairs : 2 • Backdrop with name of fair/organizer/India in Hindi and Japanese • Five spotlights (50W white FL Spotlight) • Dustbin-one • Flower with pot • Form filling Counters 3 • Two set of computer with printer and scanner to facilitate registration • Registration counters fabricated with prefab systems and to be self illuminated. Managing 3 registration counters at two levels with 6 officers and 6 assistants to enter the data in computer to ensure proper record of all the buyers/visitors. This has to be updated /entered on hourly basis on computer and the soft copy of data has to be given to ITPO team on daily basis. <p>Note: ITPO will provide plastic pouches, lanyard and printed registration badges etc.</p>	Total Price ----- Yen
5.	<u>Tea/Coffee Corner at 2nd floor and 3rd floor</u> <ul style="list-style-type: none"> • Construction of Tea Area at two floors • Four spotlight (50W white FL Spotlight); each floor • Two Tea Boilers; each floor • One Microwave –each floor • One Induction plate- each floor • One Coffee making machine- each floor • Two water coolers/dispenser ;- each floor • Four large waste buckets- each floor • Mineral water supply; each floor • Disposable glass : 1500 per days • Supplies of milk, coffee, sugar, tea bags. disposable cups (1500 per day) etc. • One cleaning person at each floor from setup day (21st July, 2015) until end of fair for ensuring that supplies of milk, coffee, sugar etc. and disposal of garbage is done regularly. • These persons will also provide service in VIP Room/ITPO office <p>Note: This facility must be fully functional by 10.00 am on 21st July, 2015</p>	Total Price ----- Yen
6.	Greenery Flower with pots in all booths, facilities centers and big plants arrangements for reception, Entrance gates and VIP room/Opening Ceremony and cyber cafe, theme areas and meeting rooms, foyers, facility centers, VIP room, Lounges in the halls on the isles etc. for three days i.e. 22.7.2015 to 24.7.2015. (Please explain in details with graphic in the technical bid)	Total Price ----- Yen
7.	THEME DISPLAYS (Refer clause 3.25) (A) Theme area (36 sqm) Foyer at 3rd floor (As per designs / drawing attached Encl: 21) <u>India Garment Fair (36 sqm.)</u>	Total Price ----- Yen

<ul style="list-style-type: none"> • Located outside the hall entrance near the reception counter to attract visitors. • Mannequins : Female Standing : 2 Female Sitting : 2 Male Standing : 3 Male sitting : 2 Children Standing: 3 Children Sitting : 1 • Decorative Chairs : 4 • Decorative Round Side Table : 1 • Flower vase with flowers : 1 • Big plants with planter : 2 • Digital Print on the back wall : Size : 3mtrs. x • Halogen Light 10 • 12 self-standing signs (A4 size) to designated products; • The area is distinguished from the rest of the display in a subtle manner by a raised (100mmH(area 4x3 sqm.), 400mm h(Area4x3 sqm.) and 100 mmh(4x3sqm.)) platform with carpet; <p>Note: These theme displays in the foyer are to be decorated by the agency by having products/samples from the exhibitors. (if you could offer still better package please explain and give cost)</p>	
<p><u>(B) India Home Furnishing Fair (36 Sqm.)- in Hall 2BCD at 2nd floor</u></p> <ul style="list-style-type: none"> • Create/construction and decoration of theme of bed room, living/drawing room, bathroom with following home furniture and decorative with home furnishing products as per drawing and annexure-27A to 27H <p><u>1) Drawing/Living room : 12 sq. mtrs.</u> One -Three Seater sofa with cushions and home furnishing product Two- single sofa with cushions and home furnishing products One -Table lamp Curtains-2 set Decorative cushions -10 nos. Carpet/rugs : 1 Central Table with cloth Plant : 2 Side table : 2 with flower pots</p> <p><u>2. Bed Room : 12 sq. mtrs.</u> Double bed with mattresses -One Double bed sheet -One Pillows/cushions with covers of various sizes-6 Nos. Quilt/blanket : 1 Bed side carpet (size 3'x6') : 2 Carpet/rugs : 1 Side Table : 2 Mat for side table : 2 Table lamp :1 Curtains : 2 sides</p>	<p>Total Price</p> <p>----- Yen</p> <p>.....IGF</p> <p>.....IHF</p> <p>Unit rate per sqm.</p> <p>.....</p>

	<p>3. Bathroom: 12 sq. mtrs. Furnish Bathroom Towels Various sizes : 10 Mat/Rugs various size : 3 Mannequin : 1 Bathroom gowns : 1</p> <ul style="list-style-type: none"> • 12 self-standing signs (A4 size) to designated products; • 24 spotlights (300 W)** • The area is distinguished from the rest of the display in a subtle manner by a raised (100mmH+) platform with different carpet; <p>Note: This theme display to be decorated by the agency by having products/samples from the exhibitors on ground and 3rd floors. (if you could offer still better package please explain and give cost).</p>	
8.	<p>Entrance Gate at 2nd and 3rd floors (As per designs/drawing attached Enl: 11,21,22)</p> <ul style="list-style-type: none"> • Entrance gate fabricated with the prefab system to be self illuminated • A 5000 mm W x 3500mm H structure with 200mmH lettering to write name of exhibition, smaller lettering for organiser's name; • Self illuminated with tube light : 7 • Plants in planter fabricated in prefab system : 3 • Milky acrylic for backlit panel • Graphic design will be provided by ITPO (You may give your suggestion as well as with costs) 	<p>Total Price</p> <p>----- Yen</p>
9.	<p>Decoration service</p> <ul style="list-style-type: none"> • Services of 26 professional decorators. Each decorator has to be equipped with proper hand-tools, equipment and accessories including staple guns. • Provision of materials such as adhesive tape, string, hooks and such materials required for display. • The agency has to keep provision of extra hand tools, such as scissors, staple guns, hammers, etc. for the benefit of exhibitors. <p>Note: These decorators must be available from 11.00 am till 7.30 pm on 22nd July for exhibitors. Each decorator will be dedicated for 7-10 booths with a work sheet. The decorator will submit the sheet in the evening indicating the time spent in various booths. The decorator will be allotted the booth for which they will be responsible and they have to get the clearance from the allotted exhibitor that the job is satisfactorily completed.</p>	<p>Total price</p> <p>----- Yen</p>
10.	<p>Office setup (main)</p> <ul style="list-style-type: none"> • Desktop PC (English OS, Windows Office) with monitor; • Fax/ Colour Photocopying Machine with toner and paper (A4 size) 	<p>Total price</p> <p>----- Yen</p>

	<ul style="list-style-type: none"> • Colour laser printer with toner and paper (A4 size); • Internet connection (ADSL); • Dustbin <p>Note: Agency has to ensure adequate supply of stationery as is required for a site office.</p>	
11.	<p><u>Service for Opening Ceremony</u> (As per design/drawing Encl: 10)</p> <ul style="list-style-type: none"> • Stage 300mmH (Approx.40 sqm) with Carpet and Backdrop with signage (Stage sign, W 6000mm xH 2000mm); • Sitting arrangement for VIPs with chairs (10 Nos.) better than the audience; • Special red carpet and chairs for invitees (100 pcs) for opening ceremony area; • Two podiums with cover of ITPO logo and above events and flag stand of 2 countries • Public address system; • Ribbon badges with names of VIPs; • Scissors and gloves for each tape-cut participant (10 pcs); • Two trays; • Posts to mount ribbons for tape cutting ceremony at 2nd & 3rd floors • Preparation of MC script with translations of speeches provided into English and Japanese as appropriate; • Operation/management and oversight of opening ceremony. • Indian traditional Lamp lighting (Lamp of 7/8/9 strips, mustered oil, candles, lighter/match box etc. on a proper decorative tray) • Big table covered with decorative satin cloth tightly fit, on Dias • The flower arrangement in the front of table and around the lamp • Flower bouquet: 10 Nos. • India and Japan national flags(big size) with stand <p>All these items to be removed after the event.</p>	<p>Total price</p> <p>----- Yen</p>
12.	<p><u>Wi-fi connectivity</u></p> <p>It is proposed to provide full Wi-Fi connectivity to all the exhibitors on two floors i.e. Halls 3EF and Halls 2BCD. Agency has to ensure Wi-Fi connectivity for 4 days i.e. from 22nd July to 26th July, 2015 .</p>	<p>Total price</p> <p>----- Yen</p>
13.	<p><u>Signage</u></p> <ul style="list-style-type: none"> • For Registration counter, Hall 2BCD, Hall 1A, entrance, office, VIP room, catering, courier, non-smoking, cyber café, tea corner, theme area, interpreter, no photography, stockroom, floor plan, badge collection • Adequate number of welcome signage at entry, near escalators, lifts, etc. Sufficient signages to indicate that the event this time at two floors and directional signs to facilitate visitors to motivate them to go to other floor • Inkjet print on poly foam base with stand; <ul style="list-style-type: none"> ➤ Small Size, W300 x H400 = 60 Nos. ➤ Large Size, W600 X H800 = 20 Nos. 	<p>Total Price</p> <p>.....Yen</p>

	<p>day including removing of garbage bags in dust bins.</p> <p>Cleaning on the day before opening, fair period and thereafter including waste disposal.</p> <p>After the events, all Halls should be given clean and clear to venue authority i.e. Mydome Osaka.</p>	
21.	<p><u>National Flags of India & Japan</u></p> <p>Flag of India and Japan on flag mast/pole are to be placed on both sides of the stage at the time of inauguration, seminar and at the registration. Similarly, small size flags on the stand have to be kept at the podiums during the inauguration/seminar and at the registration desks, VIP room, ITPO office etc.</p>	<p>Total Price</p> <p>.....Yen</p>
22.	<p><u>Lounge at 2nd floor inside the hall (Design/Drawing-Encl; 26)</u></p> <p>Sofa three seater : 4</p> <p>Central Table/coffee table : 2</p> <p>Big Plant with planter : 2</p> <p>Carpet (Magenta colour) : 36 sqm.</p> <p>Flowers with Pot : 2</p> <p>Partition panel : 2</p> <p>Spot Light : 8</p> <p>Digital Print Pasted on partition panels : 4</p>	<p>Total Price</p> <p>.....Yen</p>
23.	<p><u>Media Room</u></p> <p>Chair : 10</p> <p>Sofa three seater : 1</p> <p>Central table : 2</p> <p>Plant big : 1</p> <p>Flower Pot : 2</p> <p>Spot light : 10</p> <p>Dustbin : 1</p>	<p>Total Price</p> <p>.....Yen</p>
24.	<p><u>Interpreter seating arrangement</u></p> <p>At 2 floors</p> <p>Chair : 20 (Total)</p> <p>Table/Bench : 6 (Total)</p>	<p>Total Price</p> <p>.....Yen</p>
25.	<p><u>Pillars/columns</u></p> <p>Pillars/columns in Hall 2BCD at 2nd floor (4Nos.) and in Hall 1A (2 Nos.) should be completely covered with Textile/flex panels/graphics/pictures</p> <p>Size of Pillar : 1.38m×1.38m (octagon)</p> <p>Ceiling height : 4.0m (Hall 2BCD) and 4.5(Hall 1A)</p> <p><u>Note: The text materials/basic graphic design will be provided by ITPO</u></p>	<p>Total Price</p> <p>.....Yen</p>

Construction time available:

- Booths are to be completed first and handed over to exhibitors by 10.00 a.m. on the day of decoration (assuming one full day is available prior to this for booth set-up).
- Contractor staff should be present on all days during fair period to provide additional items, facilitate smooth electrical connections etc.

Please note: There is likelihood that ITPO may increase or decrease the size/total area of thematic display in Ground, 2nd floor and 3rd floor for booth IGF and IHF. Agency may please quote/give unit rate in sqm. for booth IGF/IHF so that final job order/payment can be decreased/increased proportionately.

(Signature of Authorized Signatory)

INDIA TRDE PROMOTION ORGANIZATION

**34th India Garment Fair and 24th India Home Furnishing Fair
Osaka, Japan (July 24-26, 2013),**

Per Unit Details/Break-up of the additional display aids (optional)

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.

ItemNo	Item Size/Specs	Unit Price (in JP YEN)
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	Single Hanger Rail W1010xD410xH1050~1750	
10	Double Hanger Rail W1010xD410xH Adjustable	
11	Wall Panel(Hard Type) 990 x 2700H	
12	Wall Panel(Soft Type 16mm) 990 x 2700H	
13	Info Counter 900 x 450 x 930H	
14	Display Counter 1000 x 500 x 750H	
15	Display Counter 1000 x 1000 x 750H	
16	Cabinet with Sliding Door 1000 x 500 x 750H	
17	Cabinet with Sliding Door 1000 x 500 x 900H	
18	Flat Shelf 985x300	
19	Slant Shelf 985x300	
20	Mesh Panel 900 x 1800H	
21	Mesh Panel Hook L100	
22	Mesh Panel Hook L200	
23	Curtain Rail L1000	
24	Curtain Rail L2000	
25	Rectangular Table 1500 x 600 x 700H	
26	Folding Chair	
27	Square Table 450 x 450 x 650H	
28	Standard Hanger	
29	Clip Hanger	
30	Wood Hanger	
31	Iron/Board Set	
32	Name card Receiver	
33	Catalogue Rack A4 Size	
34	Mannequin Female Adult	
35	Mannequin Male Adult	
36	Mannequin Female Child	

37	Mannequin Male Child	
38	Standard LED spotlight Equivalent: Halogen 100W	
39	LED Spotlight 50W Equivalent : Mercury Lamp 300W	
40	HID Floodlight 150W(White Light)	
41	LED Spotlight 95W Equivalent:500W	
42	FL Lamp 40W(White Light)	
43	Power Outlet 100V/5A	
44	Transformer 220-240V/1kW	
45	Adapter	
46	Display Counter(2steps)	
47	Chain & Hook(2pcs/set)	
48	Velcro tape 4 pc/set	
49	Rubbish Bin SE-402	
50	Meeting Set SC-804 x3, R600x650x1	
51	System Frame(3m)	
52	LED Spotlight 20W white	
53	Hook hanger	
54	Plant (Large)	
55	Plant (Medium)	
56	Plant (Small)	
57	Flower pot	
58	Refrigerator 165 ltr.	
59	Glass door	
60	Sofa Single Seater	
61	Sofa Two seater	
62	Sofa Three seater	
63	Table central	
64	Bunting/Graphic per sqm.	
65	Prefab wall(without panel) for stretching textile panels per sqm.	

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.

Optional Activities: (These will be included depends on the needs)

1.	Cultural activities		
	Sl.N.	Description	Rate per performance In JPY
	A	Dance (Indian)	
		Folk	
		Classical	
	B	Song	
	C	Music	
	Please furnish the detail and level of artists.		

2.	Food:		
	Sl.N.	Description	Unit Rate JPY
	A	Refreshment -Veg	
	B	Refreshment -Non-veg	
	C	Lunch/ Dinner –Veg	

	D	Lunch/ Dinner -Non-veg	
	Please furnish the menu of the above.		
3.	<u>Cyber café</u> Setup of cyber cafe at 2nd floor and 3rd floor <ul style="list-style-type: none"> • Desktop PC (English OS, Windows Office) with monitor-2 Nos. each • B/W laser printer with toner and paper (A4 size); 1 each floor • Internet connection (ADSL for 2 computers); • Tables : 2 nos each floor • Chairs : 6 nos each floor • Dustbin : 1 each floor 		Total Price ----- Yen
4.	<u>Lounge at 2nd / 3rd floor inside the hall</u> <u>(As per design/drawing-Encl; 26)</u> <p> Sofa three seater : 4 Central Table/coffee table : 2 Big Plant with planter : 2 Carpet (Magenta colour) : 36 sqm. Flowers with Pot : 2 Partition panel : 2 Spot Light : 8 Digital Print Pasted on partition panels : 4 </p>		Total Price Yen
5.	<u>Facility Centre/Meeting rooms at 2nd and 3rd floor</u> <ul style="list-style-type: none"> ➤ Central/Coffee table-2 ➤ Sofa(3 seater)-2 ➤ Flower pots-2 ➤ Dustbin-1 ➤ Chairs: 10 		Total Price ----- Yen
6.	<u>To arrange graphic, flex, buntings, panel & flags etc. and installation/hanging in the Halls, Office, VIP rooms/foyers etc.</u> <p> Sizes: 2.5mx1m : 5 No. 3.5mx1m : 5 Nos. 2.7m x1m : 5 Nos. </p> <p>The actual requirements will be more depends on the area.</p> <p><u>The text materials/basic graphic design will be provided by ITPO</u></p> <p>Please provide photographs mentioning size for each of these and give unit rates for each (in case of extra requirement)</p> <p>It is proposed to make the exhibition halls and foyers at 2 floors more colorful and India centric. The agency to prepare these (graphic, flex, buntings, panels & flags etc) and suitably hang/place/install them suitable and appropriate location to make an attractive and bright visual presentation. (As per the details given in the technical bid)</p>		Total Price ----- Yen ----- Yen ----- Yen Rate Per sqm.....Yen

(Signature of Authorized Signatory)

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 Officer on Special Duty
India Trade Promotion Organisation,
Pragati Bhawan,
Pragati Maidan,
New Delhi - 110001

In consideration of the President of India acting through the India Trade Promotion Organisation (hereinafter referred to as 'the ITPO') having agreed to grant a licence to M/s.....of(hereinafter called the "LICENSEE") for carrying out the work of **Construction, decoration and allied services for 36th India Garment Fair and 26th India Home Furnishing Fair, 2015, Osaka(Japan)** on the terms and conditions contained in the said Bid Document, which inter alia provides for production of a Bank Guarantee to the extent of `..... (..... 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 required 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./Yen(Rupees/Yen.....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 obligee and not merely as surety the payment of an amount of Rupees/yen. (Rupees/yen.....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 LICENSEE'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 it 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 our 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.....day..... for _____
(name of the bank)

Witness:

1..... 2.....

(On company's letterhead)

Dated.....

The Fair In charge,
IGF/IHF 2015 editions,
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 Yen..... 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. We have provided the English translation wherever necessary so as to facilitate appreciation of the work undertaken. All the information provided in the CD/Pen drive is also correct and reflects the legitimate work performed by us.

We hereby also undertake that we have deleted the data so collected at the Registration Desk after handing over all the hard and soft copies to ITPO team. Further, the information as gathered has not been passed on to any body other than ITPO officials.

The manpower engaged for carrying out the work 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,

Date:

Place:

Authorized Signatory

(On company's letterhead)

**36th India Garment Fair and 26th India Home Furnishing Fair,
Osaka (Japan) July 22-24,2015**

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 for sixty (90) days from the due date of its opening and not to make any modifications in its terms and conditions.

A sum of Rs.....has been deposited in cash/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.

Dated

Signature of Contractor
Postal Address:

Witness:

Address:

Occupation:

**36th India Garment Fair and 26th India Home Furnishing Fair,
Osaka (Japan) July 22-24,2015**

Check list:

- 1 Earnest Money Deposit (EMD) of Japanese Yen 4,00,000/-(JPY four lacs only) or Rs. 2,75,000/-(Rupees two lacs seventy five thousand only) in the form of a demand draft drawn in favour of India Trade Promotion Organisation payable at New Delhi**
- 2 Documentary evidence of having enclosed photocopies of Registration no. license No./authority no. and other documents of registration as applicable and copy of certificate/proof etc. The original letter/certificate from the Japanese Associates/counterpart
- 3 Acceptable documentary evidence of annual turnover Japanese Yen 80 million or Indian Rupees 50 million for the last 3 years from the business of construction & decoration in national/international exhibitions/events with certificate from auditor or any other empowered authority (legal/government) must be attached.
- 4 Documentary evidence towards minimum of 3 years experience. The company must have executed Construction & Decoration of International or Indian Exhibition in Japan for minimum area of 2000 sqm. in single event in the past. The documentary evidence must be attached with the Technical bid.
- 5 Duly filled-in form of bid documents
 - Annexure-I **On company's letterhead**
 - Annexure-II **On company's letterhead**
 - Annexure-III
 - Annexure-III A
 - Annexure-III-A(contd.)
 - Annexure V - **On company's letterhead**
 - Annexure VI – **On company's letterhead**
6. The Agency is required to do numbering and sign each page of the bid document as well as other enclosures by the authorized signatory. Authorization letter is to be enclosed.
7. Proposed 3D images/presentation of IGF/IHF pavilions (both hard and soft copy) clearly showing the complete projection of IGF/IHF pavilions from different angles.
(Along with Technical bid)

8. Submission of bid:

Envelope-I

Containing Earnest Money Deposit (EMD) amount Japanese Yen 4,00,000/- (Yen Four lacs only) or Indian Rupees 2,75,000/-(Rupees two lacs and seventy five only) in the form of a demand draft in favour of India Trade Promotion Organisation payable at New Delhi.

Envelope-II

Technical Bid (Annexure-II) duly filled in with supporting documents

Envelope – III :

Financial Bid containing Annexure – III, IIIA (Financial Bid) and III-A (contd) duly filled in has to be kept in Envelope III.

Envelope- IV

All the three Envelopes I, II & III should be kept inside the Envelope – IV and again sealed . **The name of the bidder should be clearly written with full address, Tel. nos., E-mail on the Envelopes (I, II,III& IV) (Only those envelopes will be open, which will have all the information as being asked here above).**

9 **Bid schedule:**

Last date of submission of Bids	:	05/06/2015 (3.00 PM)
Date of opening of Technical Bids	:	05/06/2015 (3.30 PM)
Date of opening of Financial Bids	:	08/06/2015 (3.00PM)

Note:

- (a) The above check list is for your reference and guidance only. Please go through the complete tender document for confirmation.
- (b) All the documents submitted in the bid, if is in Japanese language should have either the complete translation or the translation of the relevant portion so that evaluation committee can understand easily.
- (c) Please number and sign each page of the tender document along with technical bid in envelope II.