

No.Exh.E.nuga/9(1)/2013
India Trade Promotion Organisation
Pragati Maidan, New Delhi (INDIA)

Sub: Invitation for calling sealed bids for the Construction & Decoration of India Stands organised by ITPO at ANUGA FOOD FAIR, COLOGNE, GERMANY (OCTOBER 5-9, 2013)

Scope of Work

ITPO invites bids from the interested companies for construction & decoration of India Pavilion/booths in the above fair/exhibition in a two bid system .

1. Project Details

Name of the fair/exhibition	ANUGA FOOD FAIR, COLOGNE, GERMANY
Date	OCTOBER 5-9, 2013
Venue	Koelnmesse GmbH Messeplatz 1 50679 Cologne, Deutschland
Fair Organiser	Koelnmesse
Area allotted to ITPO	984 SQ.MTS
Area required to be build up	Total Area : 380 Sq.mts
Passage Area Carpet	Only when, the Passage Area Carpet is not provided by the Fair Organisers and being put by other exhibitors also.
Earnest Money Deposit (EMD)	Rs.76, 000/- (Rupees Seventy Six Thousand Only)
Cost of Tender	Rs. 525/- (Rupees Five Hundred Twenty Five Only, including 5% DVAT) (Non-refundable).

Note 1:- DD/Pay Order drawn in favour of India Trade Promotion Organisation, New Delhi should be enclosed with other documents along with Annexure-I. (Technical Bid)

Note 2:- EMD of the unsuccessful bidders shall be refunded after finalisation of the tender and for successful bidder, it would be either adjusted in the final settlement of accounts.

2. A design plan with all specifications (display aids, furniture, lights, fascia, etc.) showing all the booths is attached. The same has to be followed.

3. Each booth have the following facilities/display aids.

Size of booth = 9/10/12 SQ.MTS

(partition panel 1 x 2.5mtrs.)

- Fascia : 1 (2 for corner booth)
- Spot lights with adjustable arm for 9 & 10 Sq.mt : 5 (100 watt)
for 12 Sq.mt 6 (100 watt)
- Shelves (flat/slanted) Wall mounted/self standing
Of standard size. : 4
- Chairs : 4
- Table : 1
- Lockable Counter (1x1x50 cm) : 1
- Electric socket (5 Amp.) : 1
- Carpet(Red/as per Layout)
- Waste paper basket : 1

SEPARATE Quotations should be given for wooden structure and pre-fab system. (Maxima) in the financial bid which include the above items.

4. C&D Agency will prepare and paste Fascia names and LOGO in each booth as per final layout plan. Names of exhibitors and design for LOGO shall be provided by ITPO.
5. The agency will arrange electricity wiring from the outlets of the fair authorities for which ITPO will make separate payment to the fair authority on receipt of their invoices, if charged extra. However, the agency will undertake and ensure distribution of the electricity in booths as per requirement and takes care of the lighting in the stands and keep officials during the fair.
6. The agency will provide new carpet in the booths as well as ITPO office and other areas.
7. The rates will be for the whole duration of the event & include mounting, dismantling, transportation, maintenance, regular pre & daily cleaning of the India Pavilion including garbage disposal.
8. The material to be used by the agency has to be of a good quality. Chair/Table provided in the stand area should be same type & colour. Kindly indicate the details of prefab system used. It shall be the responsibility of the contractor to provide the material like shelves, podium, carpet , fascia, lighting etc. as per design drawing & colour scheme.
9. The agency is also required to send a list quoting rates of additional display aids and furniture, if required by the participants directly. **(Rates to be quoted in the Annexure III)**
10. The proposed agency will undertake the C & D activities for the event on turnkey basis and on hire purchase.
11. The appointed agency will be responsible to have manpower present at the site for construction & maintenance of the pavilion and coordination of the event till the end.

12. ITPO will not be responsible in any manner for payment of dues, if applicable to the agency on account of their operations, to the Fair Organisers and other agencies/ third parties involved in the C&D jobs. Before submitting invoices to ITPO for release of Payment, the agency would settle all the applicable bills of the Fair organisers/ third parties before the end of the Event.

13. Agency will hand over the booths to ITPO in finished / ready to display condition in every respect within time frame given by the Fair Organisers. Power supply and main electrical connection, water supply, etc. shall be regulated as per the Show organiser terms and conditions. Agency should be well versed with the rules and regulations of the show organisers.

India Trade Promotion Organisation

Sub: C & D work for overseas trade fairs/exhibitions

Terms & Conditions

1. It shall be the sole responsibility of the Agency to ensure all activities undertaken by them for ITPO are in accordance with the law of land in the Germany.
2. **Eligibility Criteria :**
 - Must be a registered business entity / service provider.
 - Minimum annual turnover: Rs. 10 million for the last three years.
 - Atleast 3 years experience in designing and executing the projects on turnkey basis for setting up pavilion in international events organised outside India.
3. The agency shall submit the details of the company as per Annex- I and quotes the best possible rates for each job as per the enclosed proforma (Annex-II).
4. **Rates** should be quoted in **euro only** inclusive of all taxes, etc. Vat, if any, will be shown separately. Rates for services not included in the format may also be indicated.
5. Agency will indemnify and hold ITPO harmless with respect to any claims, loss, suit, liability or judgement suffered.
6. 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.

7. The agency is required to sign each page by the authorised signatory.
8. The agency should take care of the dismantling of stands at the end of the fair and disposables if any left on the stands
9. ITPO shall have right to appoint different agencies for different services envisaged in the offer.
10. The agency should take care of remaining leftovers of Stand construction materials, decoration elements etc. Without any charge before handing over the constructed stands..

Sealed Bids Annex - I (Technical bids) & Annexure II (Financial Bids) are to be submitted or sent to A.C.M.Kumar, Senior Manager, ITPO, Pragati Bhawan, Pragati Maidan, New Delhi (Room No 209, 2nd Floor , Administrative Building, India Trade Promotion Organisation, Pragati Bhawan, Pragati Maidan, New Delhi 110 001. Tel: +91 11 23371326, Cell: +91 9999344423.

11. Email: acmkumar@itpo-online.com , (Fax: +91 11 23371869). Conditional bids are not allowed & liable for rejection summarily. Bids/quotes in email will not be accepted.

Last date of submission of the bids: 11, September, 2013 upto 1700 Hrs.

Date of opening of the bid: 12th September, 2013 at 1530 Hrs.

Technically qualified bidders would be intimated, date, time and venue of opening of the commercial bids.

12. ITPO reserves the right to :

- Make minor changes in the plan.

- Accept or reject any proposal at any time prior to award of contract/order, without assigning any reasons and without any liability on ITPO.
13. A Screening Committee comprising of project officer, representative from Finance Division, an officer from Technical Division, will open the tender and recommend the case for the approval of the Competent Authority.
14. **Terms of Payment :**
- Payment to the successful bidder will be made on completion of the event and satisfactory report of the Fair officer deputed for the event.
15. The other stipulations mentioned in the **Scope of Work** are to be treated as part of the present Terms and Conditions.
16. Both the party shall make all effort to resolve any dispute by way of reconciliation. In the event same remains unresolved. Agency agrees to refer to the CMD, ITPO and the decision given by him/ her shall be binding on the parties.
17. The sealed envelope should include two separate sealed covers inside containing Annexure I (technical bid) and Annexure II and III (financial bid) clearly mentioning the technical and financial on the envelope. First the Annexure I will be opened. Annexure II and III will be opened only of those parties whose technical bids are considered qualified.

Scope of work

Bid Format - Annex I

Tender for C & D Agency - Annexure II & III

Layout Plan - - Cologne, Germany.

Pragati Bhawan, Pragati Maidan, New Delhi-110 001,

E-mail : info@itpo-online.com.

INDIA TRADE PROMOTION ORGANISATION

(C & D work for Anuga Food Fair - October 5-9, 2013 Cologne (Germany)

COMPANY PROFILE

Sl. No.	Title	Details		
1.	Name of the Company			
2.	Address			
3.	Telephone			
4.	Fax			
5.	E-mail			
6.	Name of CEO & Title			
7.	Annual Turnover (Please attach Proof)			
8.	Bankers details with A/c No.			

9.	Year of Establishment	
10.	No. of employees	
11.	Registration No./Membership No./License No. from the concerned Govt. organisation/Agency (Please attach proof)	
12.	Details of Past Experience (enclose all relevant documents duly attested as proof)	

DATE:

SIGNATURE OF AUTHORIZED REPRESENTATIVE

NAME

COMPANY SEAL

**FORM OF QUOTATION FOR CONSTRUCTION & DECORATION FOR ANUGA
FAIR - COLOGNE (Germany) 2013- wooden structure**

Financial Bids

Sl. No.	Description	Unit	
1.	Construction of booth with pre-fab system comprising partition panels, carpet, fascia with company name, display props, illumination and furniture, waste paper basket, etc. (Refer to 'Scope of Work').	Per booth (of 9 sq.mts.)	
		Total booth cost (sq. mts	
2.	Carpet in passage (provide shade card) (Only in case it is not provided by Fair Organisers and if done by other exhibitors)	Per sq. mt	
3.	Rate for making and fixing Facade Boards indicating graphics and "INDIA" title as per attached design	Per sq. Mtr.	
4.	Girl Guide/Interpreter (duration of fair)	Per person	
5.	Pre-set up & daily cleaning of booths and Garbage Disposal		
D.	Title Graphics in digital printing- as per drawing attached	Per sq.mtr.	
		Total	
	(Rates for Additional Items)		
F.	DISPLAY ACCESSORIES		
	i Pin Board		
	a) Full size	Per Unit	
	b) 1.00 mtr. x 1.00 mtr.	Per Unit	
	ii. Shelves in two levels		
	a) Shelf-Flat (wall mounted)	Per Unit	
	b) Shelf-Flat (self mounted)	Per Unit	
	c) Shelf-Slanted (wall mounted)	Per Unit	
	d) Shelf-Slanted (self mounted)	Per Unit	

	iii.	Podium		
	a)	50 x 100 x 60 cm	Per Unit	
	b)	50 x 100 x 80 cm	Per unit	
	iv.	Coat hangers	Per unit	
	v.	Vertical Glass Showcase - self-illuminated (2 Mtr height x 50 cmtr x 1 mtr.)	Per unit	
	b)	Showcase - self-illuminated (1/2 mtr. x 1 mtr. x full partition panel lockable height)	Per unit	
	vi.	Pasting of photographs	Per unit	
	vii.	Peg board / perforated board with 30 hooks per board	Per unit	
	viii.	Display grills 1 mtr.& 2 mtr. height	Per unit	
G.		Illumination (for additional requirements by exhibitors)		
	i.	Spot lamp with arm	Per unit	
	ii.	Spot lamp fitted in perforated ceiling panel with 100 watt. Bulb for podium	Per unit	
	iii)	Fluorescent light with fixtures 40 watt	Per unit	
	iv)	Halogen lamp		
		a. 300 watt.	Per unit	
		b. 500 watt	Per unit	
	v)	Power connection with sockets		
		a. Single phase	Per unit	
		b. Three phase	Per unit	
H.		GENERAL		
	i)	Chairs for stand	Per unit	
	ii)	Table for stand	Per unit	
	iii)	Office table (small)	Per unit	
	iv)	Counter	Per unit	
	v)	Chair with arm	Per unit	
	vi)	Refrigerator	Per unit	
	vii)	Hiring of Per set / unit for fair duration / per day of		
		a) TV/VCR including stand		

		b) Computer with monitor and UPS and nec		
		c) essary connections/ LAP TOP		
		d) Computer furniture		
		e) LCD projector		
	viii)	Curtain (plain)	Per unit	
	ix)	Lockable curtain	Per unit	
	x)	Lockable door	Per unit	
	xi)	Glass/acrylic panel	Per unit	
	xii)	Night covering with the help of cloth on all open side of the stall	Per running mtr.	
	xiii)	Lockable cupboard	Per unit	
	xix)	Hot plate	Per unit	
	xx)	Coffee Maker	Per unit	
	xxi)	Plant of standard size with planters	Per unit	
I.		Window dressing/display of exhibits	Per person per 8 hrs	
J.		Rate for making and fixing Facade Boards indicating graphics and "INDIA" title as per our design	Per sq. mtr.	
K.		Provision of Graphics including mounting on suitable material on the stands as per our design using	Per sq. mtr.	
		a) Computer Vinyl		
		b) Digital Printing Process		
L.		Plants with planters	Per Unit	

Signature
Name
Company
Address
Tel.
Fax
E-mail

**FORM OF QUOTATION FOR CONSTRUCTION & DECORATION FOR ANUGA
FAIR - COLOGNE (Germany) 2013- Pre-fab system(maxima)**

Financial Bids

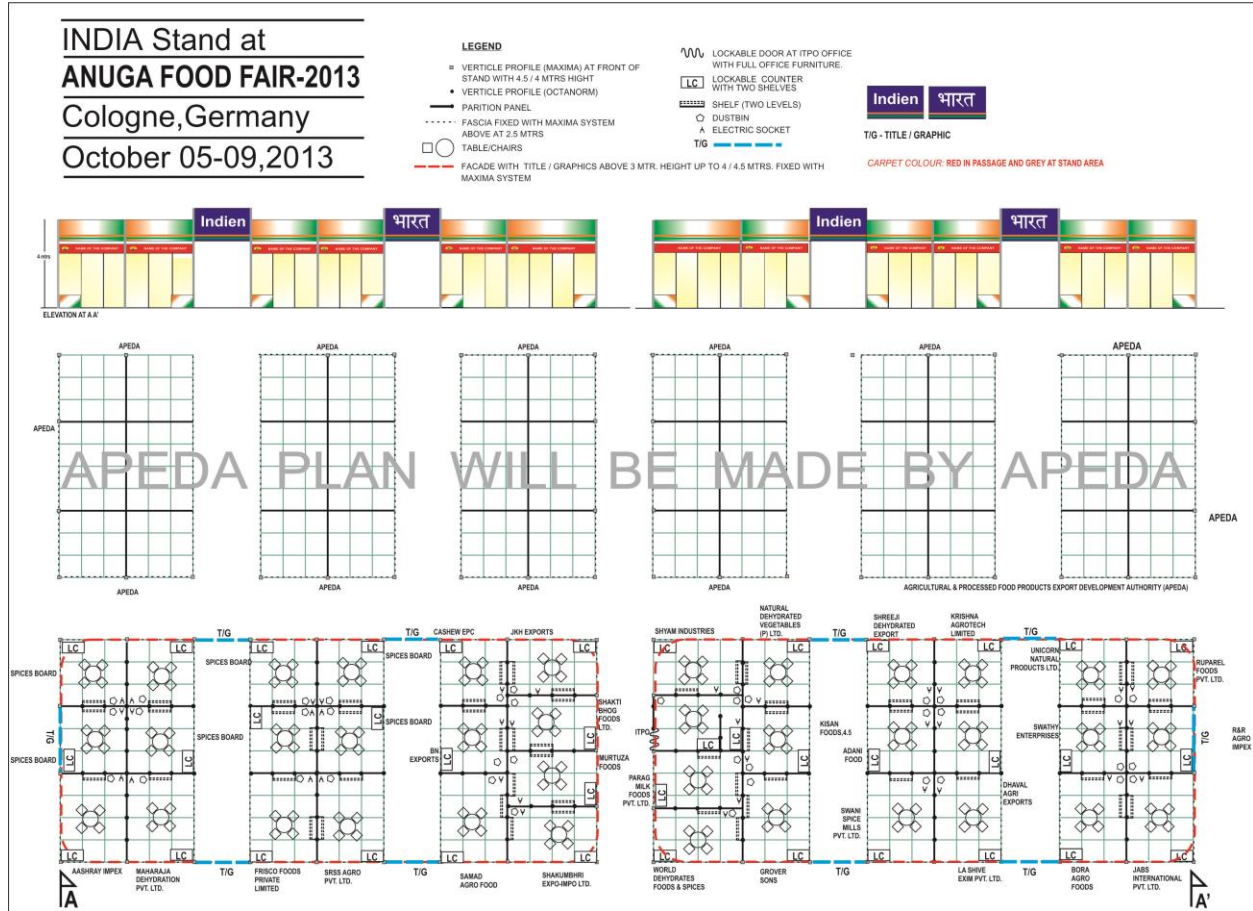
Sl. No.	Description	Unit	
6.	Construction of booth with pre-fab system comprising partition panels, carpet, fascia with company name, display props, illumination and furniture, waste paper basket, etc. (Refer to 'Scope of Work').	Per booth (of 9 sq.mts.)	
		Total booth cost (sq. mts	
7.	Carpet in passage (provide shade card) (Only in case it is not provided by Fair Organisers and if done by other exhibitors)	Per sq. mt	
8.	Rate for making and fixing Facade Boards indicating graphics and "INDIA" title as per attached design	Per sq. Mtr.	
9.	Girl Guide/Interpreter (duration of fair)	Per person	
10.	Pre-set up & daily cleaning of booths and Garbage Disposal		
D.	Title Graphics in digital printing- as per drawing attached	Per sq.mtr.	
		Total	
	(Rates for Additional Items)		
F.	DISPLAY ACCESSORIES		
	i Pin Board		
	a) Full size	Per Unit	
	b) 1.00 mtr. x 1.00 mtr.	Per Unit	
	ii. Shelves in two levels		
	a) Shelf-Flat (wall mounted)	Per Unit	
	b) Shelf-Flat (self mounted)	Per Unit	
	c) Shelf-Slanted (wall mounted)	Per Unit	

	d)	Shelf-Slanted (self mounted)	Per Unit	
	iii.	Podium		
	a)	50 x 100 x 60 cm	Per Unit	
	b)	50 x 100 x 80 cm	Per unit	
	iv.	Coat hangers	Per unit	
	v. a)	Vertical Glass Showcase - self-illuminated (2 Mtr height x 50 cmtr x 1 mtr.)	Per unit	
	b)	Showcase - self-illuminated (1/2 mtr. x 1 mtr. x full partition panel lockable height)	Per unit	
	vi.	Pasting of photographs	Per unit	
	vii.	Peg board / perforated board with 30 hooks per board	Per unit	
	viii.	Display grills 1 mtr.& 2 mtr. height	Per unit	
G.		Illumination (for additional requirements by exhibitors)		
	i.	Spot lamp with arm	Per unit	
	ii.	Spot lamp fitted in perforated ceiling panel with 100 watt. Bulb for podium	Per unit	
	iii)	Fluorescent light with fixtures 40 watt	Per unit	
	iv)	Halogen lamp		
		c. 300 watt.	Per unit	
		d. 500 watt	Per unit	
	v)	Power connection with sockets		
		c. Single phase	Per unit	
		d. Three phase	Per unit	
H.		GENERAL		
	i)	Chairs for stand	Per unit	
	ii)	Table for stand	Per unit	
	iii)	Office table (small)	Per unit	
	iv)	Counter	Per unit	
	v)	Chair with arm	Per unit	
	vi)	Refrigerator	Per unit	
	vii)	Hiring of Per set / unit for fair duration / per day of		

		f) TV/VCR including stand		
		g) Computer with monitor and UPS and nec		
		h) essary connections/ LAP TOP		
		i) Computer furniture		
		j) LCD projector		
	viii)	Curtain (plain)	Per unit	
	ix)	Lockable curtain	Per unit	
	x)	Lockable door	Per unit	
	xi)	Glass/acrylic panel	Per unit	
	xii)	Night covering with the help of cloth on all open side of the stall	Per running mtr.	
	xiii)	Lockable cupboard	Per unit	
	xix)	Hot plate	Per unit	
	xx)	Coffee Maker	Per unit	
	xxi)	Plant of standard size with planters	Per unit	
I.		Window dressing/display of exhibits	Per person per 8 hrs	
J.		Rate for making and fixing Facade Boards indicating graphics and "INDIA" title as per our design	Per sq. mtr.	
K.		Provision of Graphics including mounting on suitable material on the stands as per our design using	Per sq. mtr.	
		c) Computer Vinyl		
		d) Digital Printing Process		
L.		Plants with planters	Per Unit	

Signature
Name
Company
Address
Tel.
Fax
E-mail

Design for Pre-fab System(Maxima)



Conventional System (Wooden)



Conventional System (Wooden)

