

**No.Exh.E.SIAL /9(1)/2014
India Trade Promotion Organisation
Pragati Maidan, New Delhi (INDIA)**

Dated : - 12.9.2014

Sub: Invitation for calling sealed bids for the Construction & Decoration of India Stands organised by ITPO at Sial Food Fair , Paris (Oct. 19-23)

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

Scope of Work

1. Project Details

Name of the fair/exhibition	<u>Sial Food Fair , Paris</u>
Date	OCTOBER 19-23, 2014
Venue	Paris-Nord Villepinte / France
Fair Organiser	Comexposium
Area allotted to ITPO	1169 SQ.MTS
Area required to be build up	Total Area : 534 Sq.mts
Passage Area Carpet	Only when, the Passage Area Carpet is not provided by the Fair Organisers.
Earnest Money Deposit (EMD)	Euro 2800 or Rs.2,50,000/- (Rupees Two Lakh Fifty 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 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 = 9/12/15 SQ.MTS

(partition panel 1 x 2.5mtrs.)

- Fascia : 1 (2 for corner booth)
- Spot lights with adjustable arm for 9 Sq.mt : 5 (100 watt)
for 12/15 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 per stall : 1

For stalls having multiples of 9,12,15 sq. mtrs , the display aids/items will be increased proportionately .

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. The agency will provide new carpet as indicated in the layout plan and in Office. 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 & same colour with approval of 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. Please provide 3D images/presentation of India Pavilion from different angles. It must also show the complete 3D look of standard booth of 9/12/15 sq mtrs with complete display aids and furniture. The presentation should show stalls, graphics design as provided by ITPO. This must be included in Technical Bid.
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 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)**
9. The proposed agency will undertake the C & D activities for the event on turnkey basis and on hire purchase.
10. 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.
11. 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.
12. Apart from the constructed stall for ITPO office alongwith above mentioned display aids one laptop with printer, wi-fi internet connection and coffee maker is to be provided.
13. ITPO has booked a net area of 534 sq. mtrs. at hall 3 and 4 as per layout plan attached (enclosure A).

14. The agency will undertake cleaning of ITPO's stands as per Schedule on daily basis and maintain cleanliness throughout the exhibition period, including removing of garbage bags in dust bins. The agency will also remove garbage/malba on day to day basis i.e before start of the fair , during the currency of the fair and after the close of the fair. In this regard norms set by the fair organizers will have to be adhered to by the agency. If any lapse occurs in this regard, the agency will have to pay the penalty to the fair organizers .
15. 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. Standby vehicle for urgent requirement of items to be procured for India Pavilion as and when needed may be included within the scope of work to avoid the downtime of execution, if necessary.
16. Fascia name and booth numbers will be provided by ITPO separately. Each corner booths will have 2 or 3 fascias as per the opening of the booths in the layout.
17. It shall be the responsibility of the agency for making all items as per tender documents & layout plans.
18. The agency will have to settle all bills wherever the services are availed with the venue authority and other vendors, if any, before vacating the venue.
19. The agency has to ensure provision of onsite help desk with staff at the venue on Oct. 19, 2014 to assist exhibitors and arrange any last-minute requests.
20. Actual dimensions, photos and details of material used shall be given regarding things like the information counter, chairs, and table along with quotation.
21. The specifications of the spotlights being offered are to be high luminosity (white light) would be preferred. The idea is to get very good luminosity.

22. ELIGIBILITY CRITERIA

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

- 22.1. **(A) For companies registered in India : - Must be a registered legal business entity/service provider in India.** The Indian company applying must

be a legal registered entity in India. The name of the applicant must be same as per registered documents furnished with Technical bid, with all required documents like PAN NO. etc. Information on license no./authority no. and other documents of information 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 certificates as applicable may be attached in technical bid with self attestation on all copies with company stamp).

The Indian company must furnish the name and full address and contact details of European 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 European company /counterpart/associate.

Or,

(B) For companies registered outside India : - if registered in a country other than India then they should have an associate/counterpart in India, who is legally registered entity in India having documents like TAN/Direct tax/Income tax/Trade Tax/VAT/GST/PAN (photocopies of the Indian associate/ counterpart should be enclosed with self attestation). The bidding company should provide copy of the registration certificate of the incorporation of the company. The company should furnish the name and full address and contact details of associate/counterpart and also submit the copy of the documentary evidence of acceptance letter for joint venture/partnership which will be duly signed and stamped by the authorized signatory of Indian associate/counterpart.

If the company applying for the tender is registered outside Europe, then the applying company **must also** furnish the name and full address and contact details of European 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 European company /counterpart/associate.

22.2. Financial Turnover : - Minimum annual turnover of the applying company should be Euro 700000 or Rupees 60 (Sixty) million for the last 3 years from the business of construction and decoration of exhibitions. Proof of annual turnover related to construction and decoration of Pavilions duly certified by the Chartered Accountant or any other empowered authority (legal/government) must be attached.

22.3. Work Experience : - The bidder shall have experience of Construction and decoration work of minimum three events done in Europe (each with minimum area of 500 sqm.). Please attach list of Name and details of the events/Clients/ Job orders with area/documentary evidences with photographs etc.

22.4. Technical Details : - Bidder must provide 3D images/presentation of India pavilion (both hard & soft copies) clearly showing the complete projection of India pavilion from different angles. It must also show the complete 3D look of standard booth of 9, 12 and 15 sq. mtrs. with complete display aids and furniture. The presentation should also show theme pavilion, stage area, graphics, bunting, information desk, inaugural arrangements, installation, hangings, etc. in detail.

23. 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. Standby vehicle for urgent requirement of items to be procured for India Pavilion as and when needed may be included within the scope of work to avoid the downtime of execution, if necessary.

24. 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 & same colour with approval of ITPO.

25. The agency has to intimate the load required for India pavilion accordingly ITPO will apply power load to the fair organizers.

26. The rates will be for the whole duration of the events & include assembling, dismantling, and transportation, material handling/dryage, maintenance, cleaning on the day before opening and daily thereafter including waste disposal, display aids, etc.

27. The construction material which is to be used will have to be got approved from the Sial Fair Authorities as per the norms of the Sial Fair Authority.

General terms and conditions

1. 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 Performa (Annex-II).

2. **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.
3. Agency will indemnify and hold ITPO harmless with respect to any claims, loss, suit, liability or judgement suffered.
4. Agency will ensure that the manpower engaged for India Pavilion should be in line with the local laws. Further, the Agency indemnifies ITPO against any claim.
5. The agency is required to sign each page by the authorised signatory.
6. The agency should take care of the dismantling of stands at the end of the fair and disposables if any left on the stands.
7. ITPO shall have right to appoint different agencies for different services envisaged in the offer.
8. The agency should take care of remaining leftovers of Stand construction materials, decoration elements etc. Without any charge before handing over the constructed stands.
9. 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. France.
11. Interested eligible agency may submit their bids with supporting documents including earnest money (EMD) of euro 2800 (euro two thousand eight hundred or Indian Rupees 2,50,000/- (Rupees two lakh fifty thousand only) in the form of a Demand Draft/Bankers'Cheque 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 to the successful bidder, will be refunded only after completion of the project satisfactorily. Misrepresentation of facts/withdrawals of bids may lead to forfeiture of EMD.
12. 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.

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

14. 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.

15 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.

16 Validity of the bid should be till October 15, 2014.

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.

17. Email: acmkumar@itpo.gov.in, (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: 1ST October, 2014 upto 12:00 Hrs.

Date of opening of the bid: 1st October, 2014 at 12:15 Hrs.

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

18. 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.

19.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.

20. 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.

21. The other stipulations mentioned in the **Scope of Work** are to be treated as part of the present Terms and Conditions.

22. Both the parties 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.

23. 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.

24. RESOLUTION OF DISPUTES

The dispute resolution mechanism shall be as follows:

24.1 In case of dispute between ITPO and the successful bidder, if not resolved amicably, same shall be referred to adjudication / arbitration in accordance with Indian Arbitration and Conciliation Act 1996.

24.2 If such dispute arises then either party may forthwith give to the notice in writing of such dispute to other party and shall be referred to the adjudication of an arbitrator in accordance with Indian Arbitration and Conciliation Act 1996.

24.3 The CMD of ITPO will appoint the designated officer as an arbitrator which will be mutually agreed between the parties.

24.4 The decision of the arbitrator shall be final and binding upon both the parties, i.e. ITPO and the successful bidder.

24.5 All unresolved disputed matters will have the jurisdiction of Delhi, so far as legal and court matters are concerned.

Technical Bid Format – Annex I

Financial Bid format for C & D Agency – Annexure II & III

Layout Plan – - Paris, France

(on company's letterhead)

INDIA TRADE PROMOTION ORGANISATION

**India Pavilion – Sial Food Fair, 2014
Paris (France) (19th to 23rd Oct. 2014)**

Technical Bids for Construction, Decoration & Allied Services

Sl. No.	Title	Details
1.	<p>Information no., license No./authority no. and other documents of information 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)</p> <p>PS: The name of the bidder should be same as per registration certificate / PAN card.</p> <p>a) Name of the Associate/counterpart in Europe:</p> <p>b) Complete Address with Phone nos, Mobile nos. of office in Europe.</p> <p>c). submit the copy of the documentary evidence of acceptance letter for joint venture/partnership which will be duly signed and stamped by the authorized signatory of European company/counterpart/associate.</p> <p>if registered in a country other than India:</p> <p>a). Registration number with all details (Enclose photocopy duly signed and stamped)</p> <p>b)Name of the Associate/counterpart in India, Complete Address with Phone nos, Mobile nos. of office in India.</p> <p>c). submit the copy of the documentary evidence of acceptance letter for joint venture/partnership</p>	<p>Registration no:</p> <p>PAN Number:</p>

	<p>which will be duly signed and stamped by the authorized signatory of Indian company/counterpart/associate.</p> <p>d) If the company applying for the tender is registered outside Europe, then the applying company <u>must also</u> furnish Name of the Associate/counterpart in Europe:</p> <p>e) Complete Address with Phone nos, Mobile nos. of office in Europe.</p> <p>f). submit the copy of the documentary evidence of acceptance letter for joint venture/partnership which will be duly signed and stamped by the authorized signatory of European company/counterpart/associate.</p>			
2.	<p>Annual Turnover (last three financial years)</p> <p>(Please attach certificate from Chartered Accountant and other documentary evidences to establish the turnover) Refer Eligibility Criteria</p>	Year I (2010-11)	Year II (2011-12)	Year III (2012-13)
3	<p>Details of Past Experience of Construction and Decoration of exhibition -</p>			
	<p>Name and details of the three events done in Europe (each with minimum area of 500 sqm.) (Please attach list of Projects/Clients/ Job orders with area/documentary evidences with photographs etc.)</p>			
Technical Details				
4.	<p>Please provide 3D images/presentation of India pavilion (both hard & soft copies) clearly showing the complete projection of INDIA pavilion from different angles. It must also show the complete 3D look of standard booth of 9, 12 and 15 sq. mtrs. with complete display aids and furniture. The presentation should also show theme pavilion, stage area, graphics, buntings, information desk, inaugural arrangements, installation, hangings, etc. in detail.</p>			

Company Profile		
5.	Name of the Company as per registration certificate & PAN Card copy attached with tender	
6.	Address	
7.	Telephone	
8.	Fax	
9.	E-mail	
10.	Name of CEO & Title	
11.	Name of the nodal contact person with designation, e-mail id and telephone No.	
	Local contact in India, if any	
12.	Bankers details with A/c No.	
13.	Year of Establishment	
14.	No. of employees	
15.	Any other additional information, which you like to give such as:- Name & designation of contact person in France/ Paris :- Name : Designation: E-mail: Telephone No. Mobile:	
16.	List of enclosures attached	

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 name of the tenderer is same as mentioned in the registration certificate & PAN card. All the information furnished above is true & correct. The total number of pages including those of enclosures are.....

DATE : SIGNATURE OF AUTHORISED REPRESENTATIVE

Place : NAME

COMPANY SEAL

(Please attach Authorization letter, if required)

INDIA TRADE PROMOTION ORGANIZATION
FINANCIAL Bids for Construction, Decoration & Allied Services for ITPO stands
at Sial Food Fair, Paris (France)(19th to 23rd Oct. 2014)

	Name address of the Agency	Total Bid Value of the complete work in including all taxes , fair authorities accreditation fees and any other to be paid for doing the job except electricity consumption charges
Part A	<p>Construction, decoration of India Pavilion at India Stands at Sial Food Fair, 2014 Paris (France) (19th to 23rd Oct. 2014)</p> <p>Construction of booth with wooden structure comprising partition panels, carpet, fascia with company name, display props, illumination and furniture, waste paper basket, Carpet , making and fixing Facade Boards indicating graphics and “INDIA” title as per attached design, Girl Guide/Interpreter from 19th October to 23rd October 2014, Pre-set up & daily cleaning of booths and Garbage Disposal , Title Graphics in digital printing- as per drawing attached etc.</p> <p>(Description of Work as per scope of work, layout plans & drawings and terms & condition of tender document). The construction under Shell Scheme is for 534 sqm area of ITPO pavilion</p> <p>Note: Electricity consumption will be paid by ITPO but the agency will arrange to get the electricity connection & arrange to distribute it in each booth.</p>	Per sqm Rate in Euro :

	Total Amount In Euro : (in words also).	
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We undertake to abide by all the terms & conditions of the bid document. We will clear the dues of fair organizers if any services is availed from while executing the ITPO stand in Sial Food Fair, Paris. We will keep the drawings and other information as made available safe and secret.

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

Date:

Signature of Authorized representative

(On company's letterhead)

INDIA TRADE PROMOTION ORGANISATION

**India Pavilion – Sial Food Fair, 2014
Paris (France) (19th to 23rd Oct. 2014)**

Financial Bids for Construction, Decoration & Allied Services

		(Rates for Additional Items which are not to be evaluated in deciding L-1)		
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 x60 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		

		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		
		f) TV(LCD/LED) for total duration with DVD stand and frame		
	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

Note: 1) Please number and sign each page of this tender document and enclose it in the envelope of Technical bid.

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

Advt.

**No.Exh.E.SIAL /9(1)/2014
India Trade Promotion Organisation
Pragati Maidan, New Delhi 110001**

Dated : -12.9.2014

**Sub: Invitation for calling sealed bids for the Construction & Decoration of India
Stands organised by ITPO at Sial Food Fair , Paris (Oct. 19-23, 2014)**

Area required to be build up	534 Sq.mts
Earnest Money Deposit (EMD)	Euro 2800 or Rs.2,50,000/- (Rupees Two Lakh Fifty thousand Only)
Cost of Tender	Rs. 525/- (Rupees Five Hundred Twenty Five Only, including 5% DVAT) (Non-refundable).
Last date of submission of the bids	1 st October, 2014 upto 12:00 Hrs.
Date of opening of the bid	1 st October, 2014 at 12:15 Hrs

For details/downloading the tender document please visit www.indiatradefair.com.

A. C. M. Kumar
Sr. Manager