

**Details of activities for Submission of bids for designing and construction of
APEDA-MOFPI PAVILLION AT AAHAR 2015
to be held from 10th – 14th March 2015**

LAYOUT PLAN

Requirement

Agricultural and Processed Food Products Export Development Authority (APEDA) in association with Ministry of Food Processing Industries (MOFPI) is participating in the forthcoming AAHAR, 2015 Exhibition to be held from 10th-14th March 2015 at Pragati Maidan, New Delhi. The total area of the APEDA and MOFPI Pavilion is 1500 (gross) Sq. Mtrs. And net area 900 sqm. (layout attached) in Hall No. 18.

The theme of this year's exhibition is : **Food Products: Make in India**

Eligibility for submission of Bids

Agencies having following minimum qualifications are hereby invited to bid for the events on turnkey basis.

- i) A minimum of 5 years experience in conceptualizing, designing and executing the projects on turnkey basis for setting up of pavilion/s in national/International events and
- ii) A turnover of minimum Rs.5,00,00,000/- (Rupees 5 crores) during the preceding financial year i.e. 2013-14 for implementation of Event Management Business pertaining to Trade Fair Pavilion.

SCOPE OF WORK

The proposed APEDA pavilion will be designed in the complete wooden material including the common area, sampling and participant's area. The scope of work for the Event shall include the following:

Common facilities:

I Common area (Excluding the exhibitor stalls) will include:

- I. Common area approx. 80 sq. mt. area for APEDA/ India branding and publicity should be distinguished with raised wooden floor and shall be wooden constructed.
 - A reception with backdrop of backlit collage on glass, acrylic or lycra material.
 - A meeting lounge for APEDA to be covered by glass/acrylic or equivalent material.
 - Ten back lit Graphics panels in the common area shall be provided.
 - Branding and visibility of the pavilion from the maximum height, as per the guidelines of the organisers.
 - The pavilion shall be brightly lit with sufficient white lights not to allow dark pockets in the complete pavilion.

- The products to be displayed are ready-to-eat food/curries, spices and herbs, fresh and frozen fruits and vegetables and their preparations, chutneys, pickles, confectionary etc.

General:

- The selected bidder will be responsible to ensure that suitable manpower is present at the site for construction and maintenance of the pavilion and coordination of the event till the end. The selected bidder would settle all the applicable bills of the organizers by the end of the Event.
- Power supply and main electrical connections, water supply and other support system etc., shall be available as per the show organizers recommendations. Accordingly, aforesaid provisions need to be checked by the selected bidder.
- Financial bids of only pre-qualified agencies shall be opened.

Terms and Conditions

- 5.1 The approved bidder will work under the directions and guidance of APEDA. It shall be the sole responsibility of the Agency to ensure all activities undertaken by them for APEDA are in accordance with the legal framework.
- 5.2 Bid value should be quoted in Indian Rupees only including all applicable taxes.
- 5.3 Interested eligible agencies may submit their bids as per Annex-I and II with supporting documents including earnest money (EMD) of Rs. 1,00,000/- (Rupees One Lakh only) in the form of demand draft drawn in favour of APEDA payable at New Delhi. The EMD will be refunded to the unsuccessful bidder after the selection of the vendor. For the selected bidder, EMD amount would be adjusted in the final payment.
- 5.4 It shall be responsibility of the agency to ensure applicability of local laws in respect of the manpower hired by them.
- 5.5 The agency is required to sign each page of the bid documents by the authorized signatory. Validity of the bid shall be for 30 days from last day of submission of bids.
- 5.6 APEDA requires that bidders under this contract observe the highest standard of ethics during the period of agreement and free from any vigilance enquiry. The bidders have to bear the cost associated with the preparation and submission of tender documents to APEDA.
- 5.7 APEDA will reject a proposal for award of work if it is determined that the agency recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- 5.8 APEDA will declare an Applicant/Bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract/contracts, if it at any time

determines that the Applicant/Bidder has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.

- 5.9 Agency will indemnify APEDA against any claims, loss, suit, liability or judgment suffered.
- 5.10 The agency will provide new carpet inside the Pavilion as per the colour approved by APEDA.
- 5.11 The material such as wall panels, wood material, furniture, display aids etc. to be used by the agency has to be of good quality. As mentioned earlier, photographs of the furniture to be provided shall be shown and submitted at the time of presentation.
- 5.12 A self certified undertaking has to be submitted mentioning that they have not been blacklisted by any government organization and the same is not applicable as on date.
- 5.13 Vendor has to submit the soft copy (in cdr format) of final design of pavilion, panels prepared for APEDA alongwith the report of APEDA's participation in APEDA before settlement of final payment.
- 5.14 APEDA reserves the right to:
 - Copy right of designing of Pavilion and graphics.
 - Make minor changes in the Design plan.
 - Extend the deadline for the submission of applications/bid documents at its discretion.
 - Accept or reject any proposal at any time prior to award of contract/order, without assigning any reasons and without any liability on APEDA.
 - 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 APEDA it is necessary or expedient in the public interest. The decision of the APEDA shall be final and binding in this regard. APEDA shall also not be responsible for any damage or loss caused or arise 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 APEDA, it is necessary or expedient to do so in public interest or for proper implementation of the project. The decision of the APEDA shall be final and binding in this regard.
 - For interpretation of any clause of this document, the decision of Chairman APEDA would be final and binding on both the parties i.e., bidder and APEDA.

APEDA proposes to engage an agency to undertake the following activities for the event:-

S.No.	Particular of work	Amount in Rs.
1	Customized pavilion using complete wooden material including the common area and the participant's area.	
2	The design of the pavilion should consist of a theme area, which would showcase APEDA/MoFPI's activities.	
3	The theme area should also have space for theme related to products display.	
4	The pavilion should have about 44-50 built-up booths for APEDA-MFPI constituents. Each booth would be of 9 sq. mt. area or in multiple of 3 sq. mt. preferably 2 sides open. Details of some stall are given below: 30 stalls x 9 sq. mts 1 stall x 12 sq. mts 1 stall x 15 sq. mts 4 stalls x 18 sq. mts 1 stall x 27 sq. mts 3 stalls x 36 sq. mts 2 stalls x 72 sq. mts 1 stall x 81 sq. mts 1 stall x 90 sq. mts	
5	Each built -up booth of 9sq. mts would have the following standard furniture: > One round table > 3 Chairs > 6 white lights of 100 watts each > 4 Shelves > One Power Point > Carpet & Fascia > One Waste Paper Basket > One Lockable Counter	
6	The pavilion would have lounge with two sofa sets and centre table, business lounge/office, store, pantry and open meeting areas.	
7	There should be a provision for 1 audio-visual (52" plasma/projection) show one in the theme.	
8*	The business lounge shall be equipped with computer with printer, telephone, fax, internet and photocopier.	
9	The pantry shall have coffee/tea/soup dispenser, water dispenser, soft drinks and cookies with attendants. (for about 25 visitor per day)	
10	The agency will provide daily 20 packed lunches, snacks and soft drinks on all the days.	
11	3 nos. of hostesses in the day shift and 6 nos. of security	

	guards in all shift will have to be provided by the agency.	
12	The agency would have to undertake the landscaping along with maintenance cleaning and fire protection of the pavilion for the entire duration of the exhibition	
13	The agency would be given the assignment on turnkey basis- from designing & fabrication, maintaining & managing the pavilion upto dismantling. The agency would also be required to coordinate with the APEDA-MFPI constituents with regard to setting up of individual stall and their additional requirements if needed.	
14	1000 copies exhibitors' directory of APEDA constituents shall also be prepared. (Designing and Art Work of Cover page 200 GSM and inside paper 130 GSM with laminated matt finish paper). The total pages 50)	
15	In addition, the agency should be able to provide additional furniture items as required by the exhibitors at reasonable extra cost, which would be paid by the concerned exhibitor.	
16	The design so proposed, should be as per the norms of ITPO.	
17	The concept should include the layout plan and 3D view of the same.	

GUIDELINES FOR SUBMISSION OF TECHNICAL AND FINANCIAL BIDS

Sealed technical and financial bids in separate envelops are required to be submitted mentioning the name of the event at the envelope within 11 days from the date of release of this advertisement. Bidders may note that conditional bids are not allowed and would be rejected summarily.

Cover 1: Technical Bid: Superscribe the name of the event and “Technical Bid” to include the following documents:

a. Details of the Bidder:	
Name of Company with Address	
Name & Designation of Key Executive	
Profile of the company/agency	
Track Record – previous experience of handling similar nature of work. The company must have 5 years work experience in event management	

(excluding advertising and printing). with copy of work order.	
A CA certificate verifying the turnover of the applicant bidder for the last 3 financial years. The turnover should be in the name of applicant organisation only and not that of group/ sister organisations.	
Self attested photocopies of latest Income Tax Returns for the last 3 years and self attested photocopy of the PAN Card. These documents should be in the name of applicant organisation only and not that of group/sister organisations. In order words, name of applicant organisation should be same in all the documents submitted.	
Earnest Money Deposit “EMD” for Rs.1,00,000/- (Rupees One Lakh only) in the form of draft in favour of APEDA, New Delhi. EMD will be returned to the unsuccessful bidder after the final selection. For the selected bidder, EMD amount would be adjusted in the final payment.	Date
	P.O. No./DD No./ with Bank Name
	Amount in Rs.

b). Details pertaining to the pavilions of the Events.	
Design of the APEDA pavilion in print and soft copy.	
Materials and their specifications to be used for the pavilion and displays/decoration in the pavilion.	

The concept/design of the pavilion with layout, decoration plan etc. as indicated above must be submitted in hard copy as well as on CD. The sample of the material to be used in decoration must be shown during presentation.

Cover 2: Financial Bid: Should be sealed and superscribe the name of the event and “Financial Bid”

To include the following documents/details:

1. The **Financial Quotation**, duly dated, with detailed breakup of each component suggested separately in Indian Rupees only. No lumpsum amount shall be considered.
2. The financial bid should be inclusive of all applicable taxes. The selected vendor will be asked to submit the invoice mentioning applicable taxes separately.

The outer sealed cover containing cover 1 and cover 2 as indicated above should be superscribed with "Technical and Financial Bid for AAHAR 2015", and should have the full name, Postal Address, Fax, E-mail, Telephone number of the bidding agency on the envelop.

SELECTION PROCEDURE

A Committee in APEDA will carry out a preliminary screening of the bidders and will shortlist the bidders fulfilling the prescribed requirements. The short listed bidders will be required to make technical presentation before the selection committee.

The presentation may bring out their suggestions on the following areas:

S. No.	Areas	Score/Weight age						
1.	Overall concept and design	40						
2.	Significant portrayal of theme area as a powerful source of food products by combined use of photos, graphics, attractive colour scheme etc.	10						
3.	Appropriate dimension of the structure, according to floor area allocated to APEDA and best use of the space.	10						
5	Turnover of the Company <table border="1" style="margin-left: 20px;"> <tr> <td>5-10 crores</td> <td>3 marks</td> </tr> <tr> <td>10 -15 crores</td> <td>4 marks</td> </tr> <tr> <td>More than 15 crores</td> <td>5 marks</td> </tr> </table>	5-10 crores	3 marks	10 -15 crores	4 marks	More than 15 crores	5 marks	5
5-10 crores	3 marks							
10 -15 crores	4 marks							
More than 15 crores	5 marks							
6	Previous works of similar nature National/ Int'l level <table border="1" style="margin-left: 20px;"> <tr> <td>Minimum 5 years</td> <td>3 marks</td> </tr> <tr> <td>5-10 years</td> <td>4 marks</td> </tr> <tr> <td>Above 10 years</td> <td>5 marks</td> </tr> </table>	Minimum 5 years	3 marks	5-10 years	4 marks	Above 10 years	5 marks	5
Minimum 5 years	3 marks							
5-10 years	4 marks							
Above 10 years	5 marks							

The marking would be done on all the presentations. The vendors who secure minimum 70% marks (49 out of 70 marks) in technical presentations will be short listed and their financial bids shall then be opened. Financial bid will carry a maximum of 30 marks. The calculation of marking will have the following method:

L1 = 30 marks

L2 = $30 \times L1$ (the cost quoted by L1)/L2 (the cost quoted by L2) and similarly L3, L4 ----- (depending on no. of parties)

After the financial marks are obtained the technical and financial marks will be added up and the bidder scoring highest aggregate marks will stand selected.

Selection Committee reserves the right to accept or reject any or all the bids at any time prior to award of contract/order, without assigning any reasons and without incurrance of any liability on APEDA. APEDA also reserves the right to negotiate the prices with the selected bidders to bring down the prices.

8. 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 the 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 CHAIRMAN, APEDA 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.

9. Arbitration

All matters of dispute arising out of this shall be governed by Indian law and subject to Court jurisdiction in New Delhi only. Both the party shall make all effort to resolve any dispute by way of reconciliation. In the event of any question, dispute or difference arising under the agreement in connection therewith (except as to matters, the decision to which is specifically provided under this agreement) remains unresolved, the same shall be referred to sole arbitration of the CHAIRMAN, APEDA and the decision given shall be binding on the parties. The provisions of Indian Arbitration & Conciliation Act 1996 shall apply on both the parties. The venue of the arbitration proceeding shall be the office of APEDA or such other place as the CHAIRMAN, APEDA 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 CHAIRMAN, APEDA.

10. Terms of Payment:

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

- An advance up to 50% of the total cost, on submission of proof of expenses incurred or against bank guarantee of equal amount.
- Balance amount would be released on completion of the event pursuant to receipt of satisfactory report of the officer(s) deputed for the event.
- The Bidder has to bear all the costs associated with the preparation and presentation.

11. SUBMISSION OF BIDS

11.1 Bids shall be submitted by the bidder with supporting documents in a sealed envelope in the following manner:

Envelope I : **EMD-** Containing Earnest money in the form of a DD of Rs.1,00,000/- (Rupees One Lakh only) in favor of APEDA, payable at New Delhi.

Envelope II : Containing Annexure I (Technical Bid) duly filled in with supporting documents. The envelope should be sealed and marked as “Technical Bid for APEDA Pavilion at AAHAR- 2015 scheduled from 10-14 March 2015 at Pragati Maidan New Delhi.

Envelope III : Containing Annexure – II (Financial Bid) duly filled in for the bid value in Indian Rupee including all taxes for the complete project of APEDA Pavilion as per layout plan and terms & condition of the Tender document. The envelop should be sealed and marked as for “Financial Bid APEDA Pavilion at AAHAR- 2015 scheduled from 10-14 March 2015 at Pragati Maidan New Delhi.

Envelope- IV : 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). This Master Envelope (Envelope – IV) should be marked as “Technical Bid and Financial Bid for APEDA Pavilion at Aahar- 2015 scheduled from 10-14 March 2015 at Pragati Maidan New Delhi and shall be submitted to General Manager (Trade Fairs) at the address mentioned below.

12. Performance Assurance

If performance of the agency is not upto the mark or is less in any of the deliverances/the measurable output is less than envisaged as per scope of work, then a part of the total bid value will be retained by APEDA at the time of final payment. Decision of APEDA shall be final in this regard.

LAYOUT PLAN: Enclosed

Short listed applicants will be invited for the technical presentation as per APEDA schedule date intimate through email.

The advertisement has been released on 06. 02. 2015 and the last date for receipt of bid is 11 days from the date of Advertisement i.e. 16.02.2015 upto 5:00 pm. The complete applications should be addressed to:

Shri S S Nayyar

General Manager (Trade Fairs)

A P E D A

3rd Floor, NCUI Building, 3, Siri Institutional Area,

Opp. Asiad Village, August Kranti Marg,

New Delhi – 110 016

Tele: 26514046

Fax : 26519259/26526187

Email: trade@apeda.gov.in/samidha@apeda.gov.in/ssnayyar@apeda.gov.in

AAHAR - 2015

Hall No. 18, Lower

MARCH 10-14, 2015

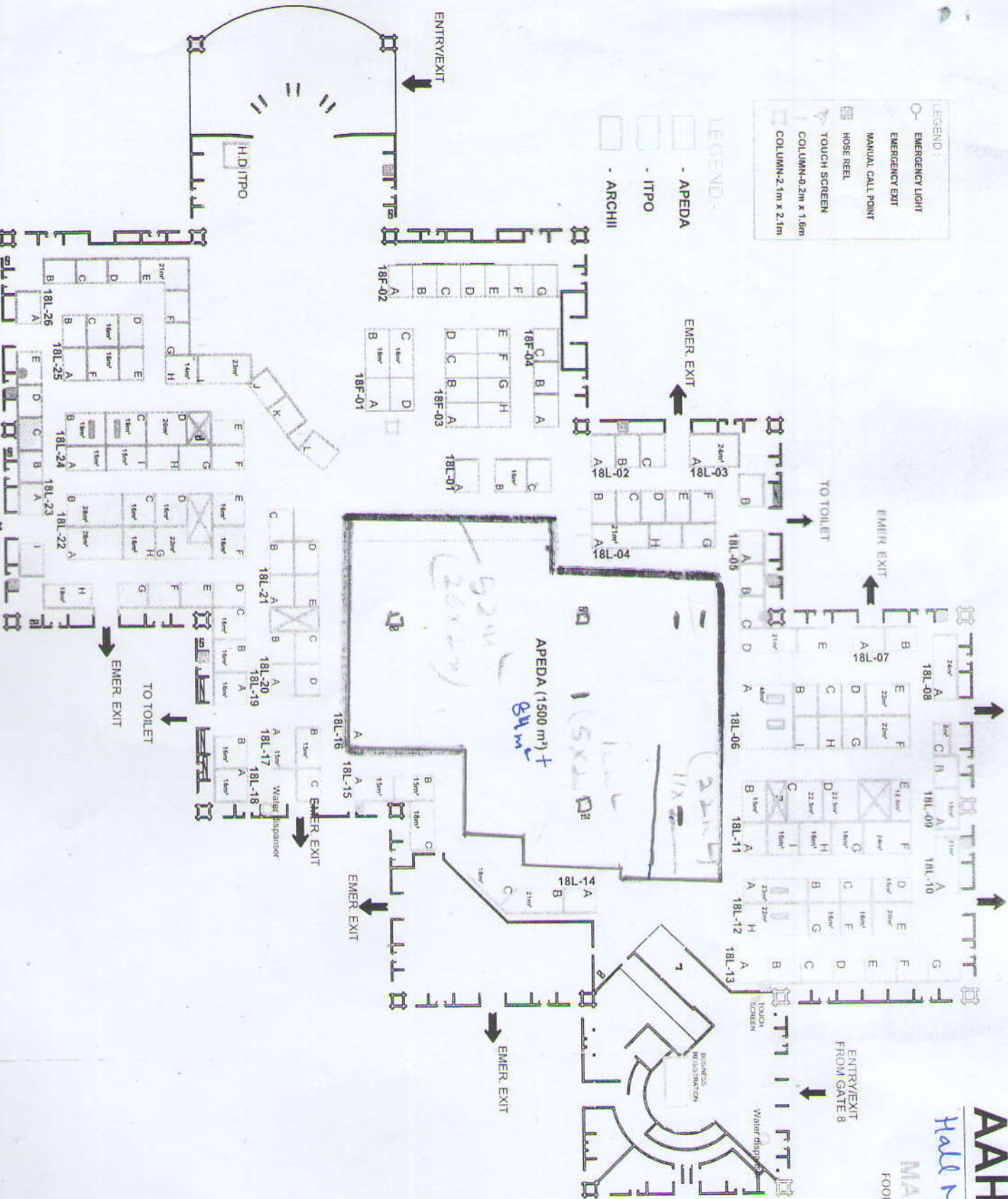
FOOD, FOOD INGREDIENTS AND ADDITIVES

LEGEND:

- EMERGENCY LIGHT
- EMERGENCY EXIT
- MANUAL CALL POINT
- HOSE REEL
- TOUCH SCREEN
- COLUMN-0.2m x 1.6m
- COLUMN-2.1m x 2.1m

LEGEND:

- APEDA
- ITPO
- ARCH



NOTE : GRID SIZE IS 1m x 1m.
 NOTE : ALL STALLS ARE OF 12 SQ.M.
 EXCEPT OTHERWISE MENTIONED.