

Terms of references (TORs) for submission of bids for designing and construction of APEDA pavilion at AAHAR-2014 event at Pragati Maidan, New Delhi from 10th to 14th March 2014

[Layout Plan](#)

1. Requirement

- 1.1 Agricultural and Processed Food Products Export Development Authority (APEDA) is participating in AAHAR- 2014 event at Pragati Maidan New Delhi, India from 10th – 14th March 2014 (hereinafter referred to as the “Event ”). It is proposed to set up APEDA pavilion to display and market the Indian agricultural and processed food products.
- 1.2 Total area of the APEDA Pavilion for the Event is 1500 Sq. mtrs. in Hall no.18 APEDA pavilion (layout of the Hall is attached as Annexure). However, pavilion has to be constructed in 900 Sq. mtrs. area only.

2. Theme of the Pavilion:

The theme of APEDA pavilion : **SAFE FOOD**

3. Eligibility for submission of Bids

- 3.1 Agencies/bidders meeting following requirements are hereby invited to bid for the event on turnkey basis.
- 3.2 A minimum of 5 years experience in conceptualizing, designing and executing the projects on turnkey basis for setting up Pavilion in International events organized in and outside India. List of major events undertaken and clients with whom they have worked in the past must be attached.
- 3.3 A minimum turnover of Rs.5,00,00,000/- (Rupees Five crores only) during the preceding financial year i.e. 2012-13 for implementation of Event Management Business pertaining to Trade Fair Pavilion. The turnover should be in the name of applicant organization only and not that of group/sister organization.

4. SCOPE OF WORK

The proposed pavilion will be designed in the Octanorm pre fabricated Structure. The scope of work for the Event shall include the following:

4.1 Common facilities:

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4.1.1 Common area (excluding the exhibitor stalls) covering an area of approximately 100 sqm will include:

4.1.2 A reception with backdrop of backlit collage of minimum size of 4 sqm. a meeting lounge, office, storage space and pantry. The lounge will have 4 two seater and 4 single seater sofa sets with centre tables.

4.1.3 The overall look of APEDA pavilion should be contemporary and reflect the colour and vibrancy of modern India with adequate number of posters/ panels wherever required. A suitable branding has to be done and shall be followed all over.

4.1.4 The generic branding should be on suitable material so that there are no wrinkles in the final get up with seamless finish. The common branding banners should have bright lightings.

4.1.5 The design should preferably be open with one aligned branding, possibility of running shelves, greater visibility, facilitating free flow of visitors in the entire APEDA pavilion and the individual stands.

4.1.6 For further conditions of construction of pavilion/stalls, heights of the stall etc. you may refer Website: www.aaharinternationalfair.com Link: <http://aahar.itpoinidia.biz>

4.1.7 The pavilion shall be brightly lit with sufficient white lights not to allow dark pockets in the entire APEDA pavilion.

4.2 Exhibitor Stalls:

Designs of standard booth size of 9, 12 18 and 21 sq mtrs (in multiple of 3sqm) indicating display aids and furniture, i.e. table, chairs, lockable counter, shelves, pegboard, electric socket, dustbin, stand lights (600 watt for 9 sq mtr and rest proportionate), fascia and carpet are attached. The agency will provide the same as per details given in the plan drawings attached. The selected bidder shall be required to construct of compartmentalized individual booths which will be tentatively as follows:

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* (subject to change as per actual requirements)

S.No.	Tentative booth size in Sqm *	No. of Stall	Total area in Sqm.
1	9	26	234
2	12	8	96
3	18	8	144
4	27	4	108
5	54	4	216
6	100 (APEDA common facility and Theme area)	1	102
	Total		900

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Sqm. would have the following standard furniture:

- One round table
- 4 Chairs
- 6 Spotlights of 100 watts each
- 4 Shelves
- One Power Point
- Carpet and Fascia
- One Waste Paper Basket
- One Lockable Counter

The above items shall increase on pro-rata basis with the increase in stall size.

4.3 Others:

4.3.1 The office shall be equipped with computer with printer, telephone, fax, internet and photocopier.

4.3.2 The pantry shall have coffee/tea/soup dispenser, water dispenser, soft drinks and cookies with attendants. (for about 100 visitors per day).

4.3.3 The agency will arrange daily 30 packed lunches, snacks and soft drinks on all the days.

Signature of the Bidder

4.3.4 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.

4.3.5 Designing and printing of 1000 copies of exhibitors' directory of the size 8.5"x5.5" with cover page 200 GSM and inside paper 130 GSM with laminated matt finish paper. The total pages per brochure shall be 32 with provision of 4 pages

5. TERMS & 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 Indian Laws.

5.2 Bid value should be quoted in Indian Rupee only inclusive of all taxes.

5.3 Interested eligible agencies may submit their bids as per Annex-I & II with supporting documents including earnest money deposit (EMD) of Rs. 1,00,000/- (Rupees one lakh only) by 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 will be adjusted in the final payment.

5.4 Agency will ensure that the manpower engaged for APEDA Pavilion should be in the line with the local laws.

5.5 The agency should sign each page of the bid documents by the authorized signatory. Authorization letter is to be enclosed. Validity of the bid shall be for **30** days from last day of submission of bids.

5.6 The bidders are required to observe the highest standard of ethics during the period of agreement and free from any vigilance enquiry. APEDA will reject the proposal for award of work if it is determined that the applicant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

5.7 APEDA can declare an applicant/bidder ineligible, either indefinitely or for a stated period of time, to be awarded a contract/contracts, if it is determined that the applicant/bidder has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.

5.8 A self certified undertaking shall be submitted by the agencies mentioning that they have not been blacklisted by any government organization.

5.9 The agencies will bear the cost associated with the preparation and submission of bid documents to APEDA.

5.10 The agency will undertake cleaning of the APEDA Pavilion on daily basis and maintain cleaning throughout the day.

Signature of the Bidder

- 5.11 The agency will ensure presence of adequate technical manpower onsite throughout the event for attending any complaint/contingency.
- 5.12 The agency will provide new carpet inside the booth area as per the colour as approved by APEDA.
- 5.13 The material such as wall panels, maxima system, furniture, display aids etc. to be used by the agency has to be of good quality. Chairs/tables, counters, display aids etc provided in the stand area should be of same type and colour.
- 5.14 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 agency with the organizers. Necessary electricity charges will be paid by APEDA at actual subject to production of necessary documents in this regard.
- 5.15 APEDA reserves the right to :
- 5.15.1 Make minor changes in the Design plan.
- 5.15.2 Extend the deadline for the submission of applications/bid documents at its discretion.
- 5.15.3 Accept or reject any proposal at any time prior to award of contract/ order, without assigning any reasons and without any liability on the part of APEDA.
- 5.15.4 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 APEDA shall be final and binding in this regard. APEDA shall not be responsible for any damage or loss caused or arising out of aforesaid action.
- 5.15.5 For interpretation of any clause of this document, the decision of Secretary, APEDA shall be final and binding on the bidder.
- 5.15.6 If performance of the agency is not up to the mark or is less in any of the deliverances/the measurable output is less than envisaged as per scope of work, then a part of the total bid value will be retained by APEDA at the time of final payment.

6. GUIDELINES FOR SUBMISSION OF TECHNICAL AND FINANCIAL BIDS

- 6.1 Sealed technical and financial bids in separate envelopes are required to be submitted mentioning the name of the event at the envelope within 15 days from the date of**

Signature of the Bidder

release of this advertisement. Bidders may note that conditional bids are not allowed and would be rejected summarily.

6.2 The tender document should be duly filled and submitted along with the necessary annexure. Further, that incomplete forms/ tenders are liable to be rejected by APEDA in totality.

6.3 Cover 1: Technical Bid: Superscribe the name of the event and “Technical Bid” to include the following documents. The details should be mentioned on agency’s letterhead. (Annexure I)

a. Details of the Bidder:					
Name of Agency with Address					
Name & Designation of Key Executive					
Profile of the agency mentioning the organisational structure, staff strength etc.					
List of previous works along with self attested copies of 3 most valuable orders should be provided .					
A CA certificate verifying the turnover of the applicant bidder for the last 5 financial years. The turnover should be in the name of applicant organisation only and not that of group/ sister organisations.	2012-13	2011-12	2010-11	2009-10	2008-09
Self attested photocopies of latest Income Tax Returns for the last 5 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.					
A self certified undertaking by the agency mentioning that they have not been blacklisted by any government organization.					
Earnest Money Deposit “EMD” for Rs.1,00,000/- (Rupees One Lakh only) in	Demand draft no. with date and name of the				

Signature of the Bidder

the form of demand draft favouring APEDA payable at New Delhi.	bank on which it is drawn	
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b). Details pertaining to the APEDA pavilions of the Events.		
	Design of the APEDA pavilion in print and soft copy to be enclosed	

6.4 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.

6.5 The agency should provide 3D mages/presentation of APEDA pavilion (both hard and soft copy) clearly showing the complete projection of APEDA pavilion from different angles. It must also show the complete 3D look of standard booth of 6/9/12/18 sq. mtrs. with complete display aids and furniture. The 3D presentation should also graphics etc. in detail.

7 Cover 2: Financial Bid: Superscribe the name of the event and “Financial Bid” (Annexure II)

7.1 To include the following documents/details:

7.2 The **Financial Quotation**, duly dated, with detailed break-up of each component suggested separately in Indian Rupees only. No lump sum amount shall be considered.

7.3 The applicable taxes should be clearly mentioned separately in the estimates.

7.4 The financial bid shall include the following:-

S.No.	Particular of work	Amount in Rs.
1	Customized pavilion using complete Octanorm prefabricated structure which shall include:	
a	Common area including theme pavilion and lounge.	
b	Participants’ area as per details mentioned in 4.2 above. Each built-up booth of 9 Sqm. would have the following standard furniture: <ul style="list-style-type: none"> > One round table > 4 Chairs > 6 Spotlights of 100 watts each > 4 Shelves > One Power Point 	

Signature of the Bidder

	<ul style="list-style-type: none"> > Carpet and Fascia > One Waste Paper Basket <ul style="list-style-type: none"> ➤ One Lockable Counter <p>The above items shall increase on pro-rata basis with the increase in stall size.</p>	
2	Provision for 1 audio-visual (52" plasma/projection) in the theme area.	
3	Office, which shall be equipped with computer with printer, telephone, fax, internet and photocopier.	
4	The pantry which shall have coffee/tea/soup dispenser, water dispenser, soft drinks and cookies with attendants. (for about 100 visitor per day)	
5	Packed lunches, snacks and soft drinks for 30 persons per day on all the days.	
6	Provision of 3 nos. of hostesses in the day shift and 6 nos. of security guards in all shifts	
7	Providing of 150 high-resolution photographs (printed as well as soft copy) and coverage by digital video for the entire event.	
8	Designing and printing of 1000 copies of exhibitors' directory of the size 8.5"x5.5" with cover page 200 GSM and inside paper 130 GSM with laminated matt finish paper . The total pages per brochure shall be 32 with provision of 4 pages	
9	Applicable Taxes	
	Total in Rupee:	

8. SELECTION PROCEDURE

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

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

S. No.	Areas	Score/Weight age
1.	Overall concept and design	10

Signature of the Bidder

2.	Significant portrayal of theme area as a powerful source of food products by combined use of photos, graphics, attractive colour scheme etc.	15
4	Appropriate dimension of the structure, according to floor area allocated to APEDA and best use of the space.	10
5	Turnover of the Company	10
6	Previous works of similar nature National/ Int'l level.	20
7	Profile of company & quality of staff	5

8.3 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

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

8.4 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.**

8.5 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.

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 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

Signature of the Bidder

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 SECRETARY, 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.

10. Arbitration

All matters of dispute arising out of this shall be governed by Indian law and subject to Court jurisdiction in New Delhi. 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 SECRETARY, APEDA and the decision given shall be binding on both the parties. The agency shall have no objection regarding the fact that the Secretary of APEDA shall be the sole Arbitrator. 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 SECRETARY, 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 SECRETARY, APEDA.

11. Terms of Payment:

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

11.2 Advance up to 50% of the approved bids amount to be paid before undertaking the job subject to **bank guarantee** in favour of Agricultural and Processed Food Products Exports Development Authority for the similar amount.

11.3 Balance amount would be released on completion of the event and satisfactory report of the officer deputed for the event.

12. SUBMISSION OF BIDS

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

Envelope I : Containing Earnest money in the form of a DD. Of Rs.1,00,000/-

Signature of the Bidder

Envelope II : Containing Annexure I (Technical Bid) duly filled in with supporting documents. The envelope should be sealed and marked as "Technical Bid for Construction/Decoration of APEDA Pavilion at AAHAR-2014, Pragati Maidan, New.

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 (AAHAR-2014) Pavilion as per layout plan and terms & condition of the Tender document. The envelop should be sealed and marked as for "Financial Bid for Construction/Decoration of APEDA (AAHAR-2014) Pavilion at New Delhi, India.

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 "Tender Document for Construction/Decoration of APEDA pavilion (AAHAR-2014) at New Delhi, India." and shall be submitted/sent at the following address:

General Manager
Trade Fair Division
Agricultural and Processed Food Products Exports
Development Authority, 3rd Floor, NCUI Building
Siri Institutional Area, Opp. Asiad Village
August Kranti Marg ,New Delhi – 110016 (India)

12.2 The advertisement has been released on 07.02.2014 and the last date for receipt of bid is 10 days from the date of advertisement i.e. by 17.02.2014 upto 3.00 PM.

13. For any query/clarification pertaining to ToR, may contract the following officials before submission the bids:-

Sh. S S Nayyar, GM (Trade)
Mrs. Samidha Gupta, AGM (Trade)
Mr. Kamal Kant, O.E. (Trade)
Tel: 011-26514046/26534175/26513204
Email:-ssnayyar@apeda.gov.in/samidha@apeda.gov.in/ trade@apeda.gov.in

Signature of the Bidder

DECLARATION

1. We have read and understood the terms and conditions of tender schedule relevant to tender notice regarding AAHAR-2014 issued by APEDA and we have submitted our sealed tender schedule in accordance with in the Terms and conditions of above Tender Schedule.
2. We possess the required infrastructure to complete the assignment in full shape.
3. We undertake that our firm has neither been blacklisted/ Debarred by any Government/ Government undertakings nor penalized on the same ground. We also undertake that no legal proceedings are pending against us in any court of law on the same grounds.
4. We hereby agree to abide by and fulfil all the terms & conditions of the agreement and in default thereof to forfeit the EMD.
5. The information furnished in the bid is true and factual and we clearly understand that our schedule is liable for rejection, if any information furnished is found to be not true and factual, at any point of time.

Name:

Firm:

Signature of the Bidder

Signature of the Bidder

Technical Bid

a. Details of the Bidder:					
Name of Agency with Address					
Name & Designation of Key Executive					
Profile of the agency mentioning the organisational structure, staff strength etc.					
List of previous works along with self attested copies of 3 most valuable orders should be provided .					
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b). Details pertaining to the pavilions of the Events.	
Design of the APEDA pavilion in print and soft	

Signature of the Bidder

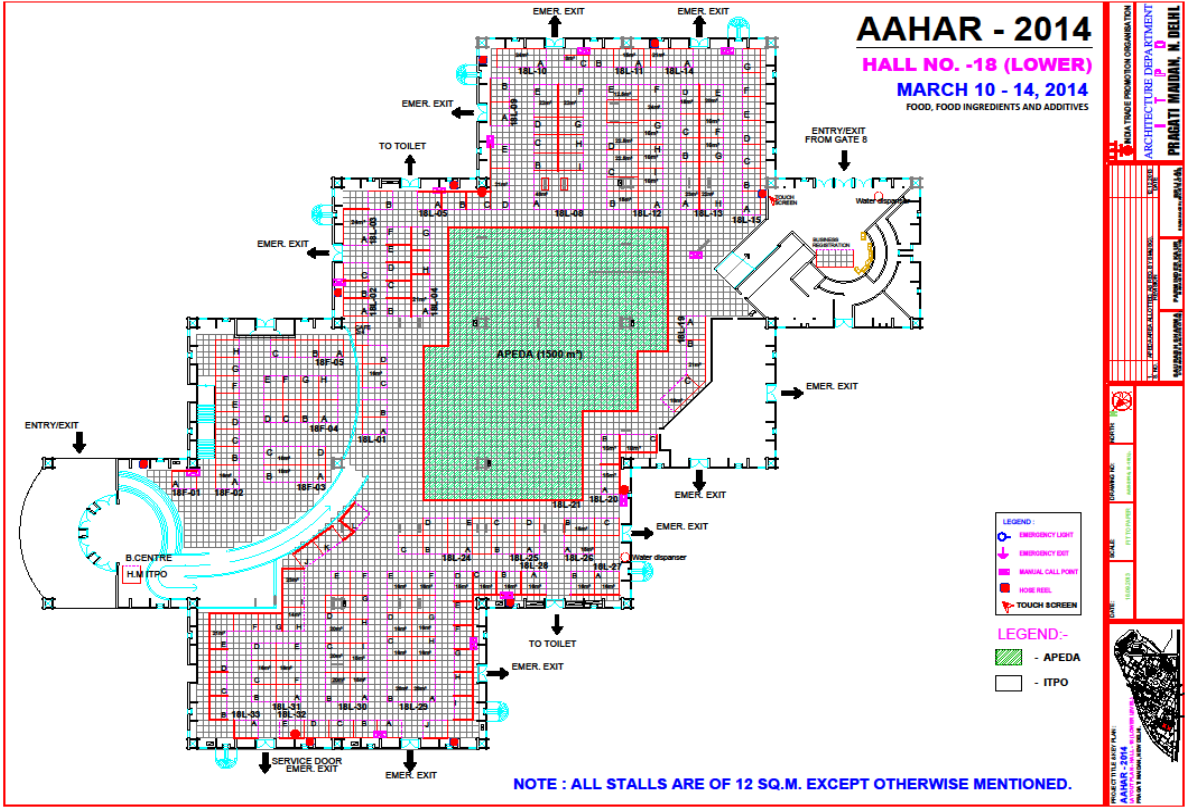
copy to be enclosed.	
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ANNEXURE II

Financial Bid

S.No.	Particular of work	Amount in Rs.
1	Customized pavilion using complete Octanorm prefabricated structure which shall include:	
a	Common area including theme pavilion and lounge and office	
b	Participants' area as per details mentioned in 4.2 above. Each built-up booth of 9 Sqm. would have the following standard furniture: <ul style="list-style-type: none"> > One round table > 4 Chairs > 6 Spotlights of 100 watts each > 4 Shelves > One Power Point > Carpet and Fascia > One Waste Paper Basket <ul style="list-style-type: none"> ➤ One Lockable Counter <p>The above items shall increase on pro-rata basis with the increase in stall size.</p>	
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