

Details for submission of bids for designing and construction of APEDA pavilion during 19th Organic World Congress 2017 scheduled from 9-11 November 2017 at Greater Noida, India

1 REQUIREMENT

- 1.1 Agricultural and Processed Food Products Export Development Authority “APEDA” is participating in the **19th ORGANIC WORLD CONGRESS 2017(OWC)**, an international event being organized for the first time in India. Organic World Congress 2017 is scheduled from 9-11 November 2017 at International Expo Centre and Mart, Greater Noida, India (hereinafter referred to as the “Event”). APEDA has to set up its pavilion to display and promote the Organic Agricultural and Processed Food Products from India.
- 1.2 The OWC 2017 features an International Congress and a Trade Fair cum-Exhibition. More than 2500 delegates comprising of Exporters, processors, retail chain industry, certification bodies and producers/producer groups from across the world are likely to participate in the congress. Trade Fair-cum- Exhibition offers direct business opportunities through direct display of items; direct contact with international buyers and through B2B meets.
- 1.3 The area of the APEDA Pavilion for the Event is approx. 1500 Sq.mt. (Net display area 1000sq.mt) in Hall No.6 (layout of the APEDA area is attached as Annexure A).
- 1.4 APEDA invites bids for design, construction and management of APEDA pavilion and other allied activities of **19th ORGANIC WORLD CONGRESS 2017(OWC)**.

2 ELIGIBILITY FOR SUBMISSION OF BIDS: Agencies having following minimum qualifications are hereby invited to bid for the event on turnkey basis.

- 2.1 Must be a registered business entity/service provider. Registration no. of TAN/Direct tax/Income tax/Trade Tax/VAT/GST, etc. as applicable may be quoted in the technical bids format and copy of the certificate/proof must be attached. These documents should be in the name of applicant organization only and not that of group/sister organizations. In other words, name of applicant organization should be same in all the documents submitted.
- 2.2 A minimum of 3 years experience in conceptualizing, designing and executing the projects on turnkey basis for setting up of pavilion/s in International events organized within or outside India.
- 2.3 A turnover of minimum Rs.2,00,00,000/- (Rupees Two Crores only) during the preceding financial year i.e. 2016-17 for implementation of Event Management Business pertaining to international Trade Fair Pavilion.
- 2.4 Submission of EMD in the form of DD for the amount of Rs. 1,00,000/- (Rupees One Lakh only) in favour of “APEDA” payable at New Delhi is essential for the bid without which the bid offer will be rejected.

2.5 A self certified undertaking has to be submitted mentioning that the applicant firm has never been blacklisted by any government organization and the same is not applicable as on date.

3 SCOPE OF WORK

The selected bidder shall be required to undertake the following activities:

- 3.1 The proposed APEDA pavilion will be designed using complete wooden material including the common area, sampling and participant's area.
- 3.2 Total APEDA pavilion shall be approx 1500 sq. mtrs with net display/constructed area of 1000 sq mtr(layout enclosed).
- 3.3 The APEDA pavilion shall comprise of
 - a) One APEDA theme area having office/store/pantry/VIP lounge and Buyer-seller lounge(area approx.70-100sq.mtr)
 - b) Appx. 75-80 exhibitor stalls each of 9 sq mtr.
 - c) The exhibitor pavilion area should have built-up booths of 9 Sq. mtrs. There may be bigger booths in multiple of 9 sq. mtrs. depending upon the requirement of the exhibitors which will be communicated accordingly.
 - d) Theme area would showcase APEDA's activities in the field of organic agri food products exports.
 - e) The theme area should have space for theme product display.
 - f) The graphics would have to be designed in consultation with APEDA.
 - g) The Theme area for APEDA brand publicity should be distinguished with raised wooden floor Branding and visibility of APEDA pavilion from the maximum height, as per the guidelines of the organizers. The organic theme has to be depicted through appropriate audio visual means & hi-tech presentation by using hi tech digital technology.
 - h) The VIP lounge will have sofa sets with seating capacity of atleast 15 persons, centre table, store, pantry and open meeting areas.
 - i) Six numbers of Hostesses in the day shift and six numbers of Security guards in all shifts would have to be provided by the agency.
 - j) Exhibitor's directory and flyer on theme duly printed as per the details and directions of APEDA.
 - k) Proper and regular cleaning of the entire pavilion will also be the responsibility of the agency.
 - l) The overall look of APEDA pavilion should be contemporary and reflect the colour and vibrancy of modern India. A suitable branding has to be done and shall be followed all over with optimal utilization of all dimensions (specifically top section) as per the guidelines of the organizers.
 - m) The proposed pavilion will be custom design in completely wooden.
 - n) The generic branding should be on stretchable eco friendly material with no wrinkles in the final get up. The common branding banners prepared with eco friendly material should have concealed bright – white lightings.
 - o) The pavilion is to be set up with the maximum feasible openness all around.

3.4 EXHIBITOR STALL:

1. All the Individual Booths should be in wooden, and the **APEDA** Brand should be above the booths clearly visible from distance.
2. Construction of stalls as per size mentioned in the drawing for exporters to display their products for interaction with the buyers/visitors, including the requirement of furniture.
3. Preparation of 3 panel posters of size 3' X 6' sq. ft. for each 9 sq. mtrs. stall and in multiple thereof as per the TPs/design to be arranged from the concerned exhibitors. The panels and the posters prepared by the agency shall be identical in dimension and printing quality should be of international level.
4. Each built -up booth would have the following standard furniture:
 - ⇒ One round table
 - ⇒ 5 Chairs
 - ⇒ 6 Spot lights
 - ⇒ 4 Shelves
 - ⇒ One Power Point
 - ⇒ Carpet & backlit Fascia
 - ⇒ One Waste Paper Basket
 - ⇒ One Lockable Counter
 - ⇒ Proportional electricity load
 - ⇒ Front name panel with name of displaying agency
 - ⇒ Electricity load to the exhibitors more than prescribed shall strictly on payment.

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 directly by the concerned exhibitor. The cost of extra furniture has to be intimated in advance to APEDA.

5. As far as possible maximum corner stands are preferred.

3.5 SPECIFIC FEATURES

1. There should be a provision for atleast 2 LED TV wall with touch screen provision.
2. The Business office should be equipped with computer/ laptop with printer, telephone, fax, Internet and photocopier.
3. The pantry should have coffee/tea/soup vending machine, microwave oven, chiller and water dispenser supported with attendants.
4. 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.

5. 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 constituents with regard to setting up of individual stall and their additional requirements if needed. All structures need to be pre-fabricated and assembled at the venue, as the venue will be available just 2 days before the event.
- 6 High resolution still photography for the entire event and submit photo albums containing at least 150 photographs at least of 5x7 size.
- 7 The concept should include the layout plan and 3D view of the same.
- 8 In addition vendor shall arrange atleast 10 bouquets per day for VIP visits or as directed by APEDA.
- 9 Top hanging - 4 nos. of 20ft x 4ft double sided backlit graphics at appropriate height from the ceiling of the hall over the APEDA pavilion for proper visibility from the distant place, according to the guidelines of the organiser.
- 10 The overall look of APEDA pavilion should be contemporary and reflect the colour and vibrancy of organic.
- 11 All the common areas for APEDA use should be distinguished with raised wooden floor.
- 12 The pavilion shall be brightly lit with sufficient white lights not to allow dark pockets in the complete pavilion.
- 13 Arrangement of good quality(atleast 4 star hotel quality) vegetarian/non vegetarian packed lunch for approximately 50 people everyday for three days.
- 14 There shall be electronic backdrop display system for workshop and seminar.
- 15 To create ambience through standees and display panels of eco friendly material at multiple locations including conferences, seminars and workshops for APEDA's visibility.
- 16 To create ambience in the Congress area through environment friendly standees.
- 17 Electricity bill shall be submitted separately in actuals.

3.4 ORGANIZING BUYER-SELLER MEET & WORKSHOP

- 1 Coordination with buyers, their transportation in the way of arranging 30 seater bus for commuting from hotel to the venue and back besides atleast once a daytravel to another venue in Central Delhi/Ghaziabad for meetings of the buyers.
- 2 To identify country-wise potential buyers & send mail inviting them to participate in BSM.
- 3 Arrangement of tea/coffee/biscuits for 80 persons per workshops once for total five workshops.

- 4 Correspondence with identified buyers & follow up with them.
5. To create ambience in the workshop area through eco friendly material, 10 standees installed per workshop.

3.5 PUBLICITY & PRESS CONFERENCE

- 1 Bidder shall coordinate and identify reputed media agencies for providing publicity to APEDA activities in the form of press release, newspaper coverage, electronic media coverage, advertisement in social media in advance etc.
- 2 Everyday during the event a 3-5 minute video capsule to be prepared and uploaded on the youtube. Promotion of the event in twitter and facebook everyday by preparation of brief of daily events.
- 3 Complete and continuous video coverage of the entire APEDA pavilion activities/B2B and B2S meets, workshops and marketing track proceedings in OWC.
- 4 Printing of organic programme brochure, India organic-export potential brochure and OWC programme brochure(5000 copies each).

Each brochure shall be of 8-10 printing leaflets of A4 size both side printing in following dimensions:

Size of brochure:8.5"x11.5"; Quantity:5000(quantity can increase or decrease on demand); Quality of paper: Matt finish; Cover and back page:Matt laminated finish; Photographs: good quality colored with High resolution of pictures to be arranged by the Agency; Copy writing: Basic information will be provided by APEDA but editing, proof reading & value addition will be done by the agency with the view to bring it to international level; font face: as per creative approved by APEDA; font size: as per creative approved by APEDA; total number of pages:8-12; color: four color brochure; Cover page Quality: 250 GSM imported art paper; Inside page quality: 130 GSM imported Art Paper; Stitching: Centre Stitching; soft copy in CDR form required.

- 5 A booklet(Total booklet 5000) of OWC containing 90-100 pages(size: 4x7; cover page:270 galgo; inside pages: 130 rendezvous super white paper; section sewing; perfect binding) which includes brief of complete event including all the exhibitors in APEDA Pavilion with their specific products, contact details, organized seminars/workshops, visited delegates etc may be printed.

4 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.

5 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 respective 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 claim, loss, suit, liability incurred.
- 5.10 The agency will provide new & quality carpet inside the Pavilion as per the colour approved by APEDA.
- 5.11 Eco friendly material is preferred to be used for the event. The material such as wall panels, wood material, furniture, display aids etc. to be used by the agency has to be of good quality and preferably eco friendly. Photographs of the furniture to be provided shall be shown and submitted at the time of presentation. Environment hazardous materials are not allowed in the event.

- 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 Logos to be arranged from the concerned exhibitors for putting up at the counter.
- 5.14 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. This will be treated as property of APEDA.
- 5.15 APEDA reserves the right to:
- Copy right of designing of Pavilion and graphics.
 - Make 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 arised 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 APEDA would be final and binding on the bidder.

6 GUIDELINES FOR SUBMISSION OF TECHNICAL AND FINANCIAL BIDS

- 6.1 Sealed technical and financial bids in separate envelops are required to be submitted mentioning the name of the event i.e., 19th Organic World Congress 2017 scheduled from 9th to 11th November 2017 at Greater Noida, Uttar Pradesh, India at the envelope by 22nd September 2017 till 4.00 P.M. Bidders may please note that conditional bids are not allowed and would be rejected summarily. The Pre Bid meeting will be held on 7th September 2017 at 2.00 PM at APEDA, New Delhi.**

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

(Annexure I)

Mandatory details to be submitted by the Bidder:	
Name of agency with address	
Name and Designation of Chief Executive	
Profile of the agency including the staff strength on payroll	
Track Record – previous experience of handling similar nature of work (Please mention here). The company must have 3 years work experience in event management in international trade fairs pavilion (excluding advertising and printing) with copies of work orders for last two years.	
A CA certificate certifying the turnover of the applicant bidder for the last 3 financial years. The turnover should be in the name of applicant organization only and not that of group/ sister organizations.	
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 organization only and not that of group/sister organizations. In other words, name of applicant organisation should be same in all the documents submitted.	
An interest free Earnest Money Deposit “EMD” for Rs.1,00,000/- (Rupees One Lakh only) in the form of draft/ irrevocable and unconditional bank guarantee 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. 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.	

- 6.3 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 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 9 sq mtrs with complete display aids and furniture. The 3D presentation should also graphics etc. in detail.

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

To include the following documents/details:

The **Financial Quotation**, duly dated, with break-up of major components separately in Indian Rupees only. No lump sum amount shall be considered.

7. SELECTION PROCEDURE

7.1 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.

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

S. No.	Areas	Score/Weightage						
1.	Overall concept and design	30						
2.	Significant portrayal of theme area as a powerful source of organic food products from India.	20						
3	Appropriate dimension of the structure, according to floor area allocated to APEDA and best use of the space.	10						
4	Turnover of the Company: Breakup of marks is given below: <table border="1" data-bbox="520 1160 1078 1245" style="margin-left: auto; margin-right: auto;"> <tr> <td>5-10 crore</td> <td>2 marks</td> </tr> <tr> <td>10 & above</td> <td>5 marks</td> </tr> </table>	5-10 crore	2 marks	10 & above	5 marks	5		
5-10 crore	2 marks							
10 & above	5 marks							
5	Previous works of similar nature National/ Int'l level. Breakup of marks is given below: <table border="1" data-bbox="349 1406 1040 1536" style="margin-left: auto; margin-right: auto;"> <tr> <td>Minimum 5 years</td> <td></td> </tr> <tr> <td>5-10 years</td> <td>2 marks</td> </tr> <tr> <td>Above 5 years</td> <td>5 marks</td> </tr> </table>	Minimum 5 years		5-10 years	2 marks	Above 5 years	5 marks	5
Minimum 5 years								
5-10 years	2 marks							
Above 5 years	5 marks							

8. OPENING OF FINANCIAL BIDS

8.1 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 only 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

$L2 = 30 \times \frac{L1}{L2}$ (the cost quoted by L1)/L2 (the cost quoted by L2) and in similar fashion for L3, L4 etc. (depending on no. of parties).

- 8.2 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.
- 8.3 Selection Committee reserves the right to withdraw the announcement, 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 or add more facilities.

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 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.

10. 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 to be appointed by 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.

11. 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.

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 : **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 19th Organic World Congress 2017 scheduled from 9th to 11th November 2017 at Greater Noida, Uttar Pradesh.

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 19th Organic World Congress 2017 scheduled from 9th to 11th November 2017 at Greater Noida, Uttar Pradesh.

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 19th Organic World Congress 2017 scheduled from 9th to 11th November 2017 at Greater Noida, Uttar Pradesh” and shall be submitted to General Manager (Trade Fairs) at the address mentioned below.

13. 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.

**Last date for submission of bid is 22nd September 2017 till 4.00 p.m.
The complete applications should be addressed to:**

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

Telefax: 26514046