

Dated: 24 July, 2018

Tender for submission of Bids for Design of APEDA pavilion at International Exhibitions to be held during the year 2018-19

Tender No. TFD-2018-19-000031
CPP Portal Tender ID: 2018_APEDA_343287_1

1.	Introduction	<p>Agricultural and Processed Food Products Export Development Authority (APEDA), under Ministry of Commerce & Industry, Govt. of India is mandated with the responsibility of export promotion and development of the following scheduled products:</p> <ul style="list-style-type: none">• Fruits, Vegetables and their Products.• Meat and Meat Products.• Poultry and Poultry Products.• Dairy Products.• Confectionery, Biscuits and Bakery Products.• Honey, Jaggery and Sugar Products.• Cocoa and its products, chocolates of all kinds.• Alcoholic and Non-Alcoholic Beverages.• Cereal and Cereal Products.• Groundnuts, Peanuts and Walnuts.• Pickles, Papads and Chutneys.• Guar Gum.• Floriculture and Floriculture Products• Herbal and Medicinal Plants• Rice
2.	Activities	<p>To achieve its objectives, APEDA undertakes various export promotion activities which includes participation in various International trade events by setting up of Indian pavilion (theme pavilion as well as stands for exporters) to display and to facilitate development and promotion of Agricultural and Processed Food Products of various exporters.</p> <p>During the year 2018-19, APEDA will be participating in the following International Exhibitions :</p> <ol style="list-style-type: none">1. SIAL 2018, Paris, France (21-25 Oct, 2018) (Area : 1672sqm approx.)2. Fruit Logistica, Berlin, Germany (6-8 February, 2019) (Area : 200sqm approx.)3. Biofach 2019, Nuremberg, Germany (13 -16 February, 2019) (Area : 800sqm approx.)4. Gulfood 2019, Dubai, UAE (17 -21 February, 2019) (Area : 800sqm approx.) <p>The above areas can be spread at more than one place and need not be contiguous.</p>

<p>3.</p>	<p>Scope of Work</p>	<p>With the objective to have uniform design of APEDA pavilion in all the above mentioned 4 events, APEDA proposes to invite agencies to submit the Design which can be used in all the 4 exhibitions as mentioned above.</p> <p>The scope of work for the above mentioned events shall include the following:</p> <ol style="list-style-type: none"> 1. Conceptualization of overall theme for Exhibition & Theme Pavilion. 2. Designing and Creativeness of APEDA Pavilion including built up stands of the exporters/participants of international quality standard for the above 4 events. 3. Creating a suitable Indian brand for the focus products (Indian organic produce and fresh fruits and vegetables) for the events proposed above. 4. Preparation of floor plan with optimum utility of space allotted for each fair. 5. Preparation of Detailed BOQ (Bill of Quantity) for finalization of Construction /Fabrication Agency. 6. The selected vendor whose design is approved will also prepare and develop a Tender Document for Construction/Fabrication with approved designs, layouts etc. for each fair as mentioned in Point No. 2 above.
<p>4.</p>	<p>Brief Requirements</p>	<p>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 :</p> <p>Common area on raised platform (Excluding the exhibitor stalls) in an approx. area of 35-100 Sq. mtr. (varies for each exhibition) with adequate space for wet sampling will include:</p> <ol style="list-style-type: none"> 1. Meeting room with sofa sitting and open sitting with round table and chairs as the case may be. 2. Top mounted hanging, wherever permissible. 3. Custom built wet sampling area with adequate storage area, display counters, shelves, microwave oven, chiller, freezer etc. 4. The overall look of India pavilion should be contemporary and reflect the colour

		<p>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).</p> <p>5. The space provided to exhibitions will be of 9sqm and its multiples as per the requirement of each exhibition or as per the Guidelines of the Organizers of the each exhibition.</p> <p>6. The stalls should have the provision of following minimum requirements :</p> <ol style="list-style-type: none"> a. One lockable counter b. One round table c. Four chairs d. 3 shelves e. 8 spotlights of 100watt each f. 1 store of 1m 8 1m g. Represent a dynamic and vibrant showcase of India; h. Include creative design structures i. Space for projection and product display j. Optimum utilization of space. k. Pavilion shall be well lit and there shall be no dark corners. l. Adequate arrangements for storage should be planned; m. Bulk structures and backlit forms are highly avoidable.
<p>5.</p>	<p>Eligibility Criteria</p>	<p>Agencies having following minimum qualifications are hereby invited to apply for the above mentioned activities:</p> <ul style="list-style-type: none"> - The Agency should be able to provide a qualified creative team for undertaking the project for APEDA and should demonstrate experience in handling large scale projects at international level of comparable stature. Agencies need to have a strong design and aesthetic sense with comprehensive ability to conceive and execute design ideas. - 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.

		<ul style="list-style-type: none"> - A minimum of 5 years experience in conceptualizing, designing of pavilions in International events abroad (not less than 200sqm.) each year. Attach supporting documents. - A turnover of minimum of Rupees Five Crores only during the preceding financial year, i.e., 2017-18. Attach CA certificate. - Attach supporting documents towards Awards received for designing of pavilions in international exhibitions abroad. - Submission of EMD in the form of DD for the amount of Rs. 10,000/- (Rupees Ten Thousand only) in favour of “APEDA” payable at New Delhi is essential for the bid without which the bid offer will be rejected. - A self certified undertaking has to be submitted mentioning that they have never been black listed by any government organization and it so, the same is not applicable as on date. - Submission of Design in Pendrive (open file on Autocad format) along with print copy. - Application Proforma for submission of Bid Document is enclosed at Annexure – 1.
<p>6.</p>	<p>Terms & Conditions</p>	<p>6.1 The application proforma will not be returned unless withdrawn before expiry of the last date.</p> <p>6.2 The applicants are advised in their own interest to ensure that all the points brought out in the checklist are complied with in their application, failing which the offer is liable to be rejected. Incomplete applications will be summarily rejected.</p> <p>6.3 The applicant shall be deemed to have accepted all the terms and conditions as laid down in the bidding document.</p> <p>6.4 Any interlineations, erasures or overwriting shall be deemed to have accepted be valid only if they are initialed/signed by the person or persons signing the application.</p> <p>6.5 Selection of Vendors will be finalized by Selection committee comprising of APEDA officers, trade bodies and other Govt. Organizations constituted for the purpose.</p>

7.	APEDA reserves the right to:	<p>7.1 Copy right of design/Art work where payment has been made by APEDA.</p> <p>7.2 Make changes in the Design plan, Art work etc..</p> <p>7.3 Extend the deadline for the submission of applications at its discretion.</p> <p>7.4 Accept or reject any proposal at any time prior to selection, award of contract/order, without assigning any reasons and without any liability on APEDA.</p> <p>7.5 Modify terms and conditions of the selection procedure.</p> <p>7.6 APEDA has right to ask any relevant information/ documents from the applicants for deciding empanelment.</p> <p>7.7 The decision of the APEDA shall be final and binding in this regard.</p> <p>7.8 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.</p>
8.	Pre-Bid Meeting	Pre bid meeting will be held after 7 days of release of advertisement.
9.	Selection Procedure	<p>9.1 A Committee in APEDA will carry out a preliminary screening of the applicants and will shortlist the vendors fulfilling the prescribed requirements. The short listed applicants will be required to make presentation of their designs before the selection committee. The Score & Weightage Criteria is at Annexure – 2.</p> <p>9.2 The marking would be done for all the presentations by the selection committee on the above parameters. The vendor who scores minimum 60 % marks (60 out of 100 marks) in technical presentations, will be shortlisted.</p> <p>9.3 The agency whose design will be shortlisted during technical presentation, will be required to submit necessary details including BOQ pertaining to the shortlisted design.</p> <p>9.4 A payment of Rs.3.00 Lakh (Rupees Three lakhs only) will be made to the agency whose design is selected. However, the bidder has to bear all the costs associated with the preparation and presentation.</p> <p>9.5 The copyright of the design selected will be with APEDA.</p>

The last date for submission of bid is 13^h August, 2018 till 1700hrs. 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
Tel/Fax : 2651 4046
E.mail : ssnayyar@apeda.gov.in

ANNEXURE – 1**Application Proforma for submission of Bid for Design of India pavilion at International Exhibitions to be held during the year 2018-19**

1	Name of Organization	
2	Correspondence Address	
3	Contract Person	
4	Contract Details Telephone No. Cell No. Email:	
5	Profile of the agency including the staff strength on payroll	Staff strength _____
6	Details of work/ services being offered	
7	Experience (No. of Years)	Number of Years _____
8	Track Record – previous experience of handling similar nature of work (Please mention here). The company must have 5 years work experience (list with copy of Work order attached)	
9	A CA certificate certifying 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. (Copy enclosed)	
10	Self attested photocopies of latest Income Tax Returns for the last 5 years. These documents should be in the name of applicant organisation only and not that of group/sister organisations. In other words, name of applicant organisation should be same in all the documents submitted.	
11	Permanent Account No. PAN (Self certified copy)	

12	Services Tax/VAT No./GST (Self certified copy)	
13	List of Clients	
14	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. (Copy enclosed)	
15	Other relevant details	
16	List of Enclosures	

I/We hereby certify that the information given above is true and nothing has been concealed therein. It is further certified that neither the organization nor any of the officials of the organization have resorted to unethical practices and no investigation/vigilance enquiry is pending by any agencies/courts.

 Authorised Signatory

 Name

 Designation With Company Seal

Date --/--/----
 Place

Annexure – 2

Score/Weightage Criteria

S. No.	Areas	Score/Weightage						
1.	Overall concept creative and design	70						
2	Turnover of the Company: Breakup of marks is given below: <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>Rs. 2 to 5 crore</td> <td>6 marks</td> </tr> <tr> <td>More than Rs. 5 to 10 crore</td> <td>8 marks</td> </tr> <tr> <td>More than Rs. 10 crores</td> <td>10 marks</td> </tr> </table>	Rs. 2 to 5 crore	6 marks	More than Rs. 5 to 10 crore	8 marks	More than Rs. 10 crores	10 marks	10
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3	Previous works of similar nature at international level of the Government or reputed Private bodies. Breakup of marks is given below: <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>5 years</td> <td>6 marks</td> </tr> <tr> <td>More than 5 to 10 years</td> <td>8 marks</td> </tr> <tr> <td>Above 10 years</td> <td>10 marks</td> </tr> </table>	5 years	6 marks	More than 5 to 10 years	8 marks	Above 10 years	10 marks	10
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More than 5 to 10 years	8 marks							
Above 10 years	10 marks							
4	Award winner design during the International and National events. <table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td>5 to 10 Awards</td> <td>6 marks</td> </tr> <tr> <td>More than 10 to 15 awards</td> <td>8 marks</td> </tr> <tr> <td>Above 15 awards</td> <td>10 marks</td> </tr> </table>	5 to 10 Awards	6 marks	More than 10 to 15 awards	8 marks	Above 15 awards	10 marks	10
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