

Details for submission of bids for designing and construction of India pavilion at ANUGA 2017 scheduled from 7-11 OCTOBER 2017 at Cologne, Germany

1. Requirement

1.1 ITPO & Agricultural and Processed Food Products Export Development Authority (APEDA) is participating in **ANUGA 2017 scheduled from 7-11 OCTOBER 2017 at Cologne, Germany** (hereinafter referred to as the “Event”) to set up its pavilion to display and market the Indian Agricultural and Processed Food Products.

1.2 The area of the India Pavilion for the Event is approx. 1257 Sq.mtrs. (as per layout) in international pavilion in three different halls (layout of the Event is attached as Annexure A).

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 organisation only and not that of group/sister organisations. In other words, name of applicant organisation should be same in all the documents submitted.

2.2 A minimum of 5 years experience in conceptualizing, designing and executing the projects on turnkey basis for setting up of pavilion/s in International events organized 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 they have never been blacklisted by any government organization and the same is not applicable as on date.

3. SCOPE OF WORK

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

3.1 Common facilities: (Excluding the exhibitor stalls) will include:

Common area (Excluding the exhibitor stalls) in an approx. area of 40 Sq. mtr. with adequate space for wet sampling will include:

1. Common area would be double storied / mezzanine floor to accommodate biryani sampling & wine tasting area.
2. Meeting room with sofa sitting and 3 open sitting with round table and chairs at the mezzanine/first floor .
3. 100mm raised platform with beige parquet wooden flooring recessed LED light.
4. Partition walls in double side timber claded with MDF (minimum size 50mm) in paint finish.
5. Custom built reception table with front trans light on both side
6. The vendor shall arrange to upload at least three minutes video on the YouTube after completion of the event and providing link on APEDA website.
7. The vendor shall arrange bouquets at least five numbers per day for the VIP's or as directed by the officer of APEDA / ITPO.
8. Top hanging - 4 nos. of 20ft x 4ft double sided backlit graphics at 6 mtrs. height from the ceiling of the hall over the India pavilion for proper visibility of India's participation from the distant place, according to the guidelines of the organiser.
9. Custom built wet sampling area with adequate storage area, display counters, shelves, microwave oven, chiller, freezer etc.
10. The overall look of India 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.
11. The proposed pavilion will be custom design in completely wooden.
12. The agency shall supervise dispatch of samples and in this regard identify appropriate vendor or the authorize vendor of the event for which payment will be made to the said vendor directly as per their invoice.
13. The generic branding should be on stretchable lycra or flex so that there are no wrinkles in the final get up. The common branding banners should have concealed bright – white lightings.
14. For further conditions of construction of pavilion/stalls, heights of the stall etc. you may refer **www.anuga.com** The fascia and the branding which runs through the entire INDIA pavilion will be above the basic structure.
12. All the common areas for APEDA use should be distinguished with raised wooden floor.
13. The pavilion shall be brightly lit with sufficient white lights not to allow dark pockets in the complete pavilion.
14. To send mailers to the potential importers for participation in Networking Dinner to be organized during India Evening on one of the days of the event.
15. To create ambiance through standees and flex panels display (approx. 10) in the hall during the Indian Evening Dinner.

16. To identify country-wise potential buyers & send mailer inviting them to visit India's pavilion.

17. The pavilion is to be set up with the maximum feasible openness all around.

3.2 Wet sampling area

There shall be a separate area for wet sampling of basmati rice biryani, wine tasting, processed food and storage etc. in food and grains hall shall have display counters, shelves, microwave oven, chiller, freezer etc.

3.3 Exhibitor Stall

Scope:

The selected bidder shall require to undertake the following activities:

1. All the Individual Booths should be in wooden, and the India Branding should be atleast 4.5 mtrs or upto the height permitted by the organisers all around the area and should give a modern contemporary look.
2. Construction 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' * 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.

3.4 Miscellaneous

1. Provision of 4 hostesses cum interpreters attired in Indian costume and one attendant for all the days during the show.
2. For wet sampling of Basmati Rice Biryani, an Indian restaurant has to be identified for preparation and serving of Biryani. The identified restaurant may be asked to prepare two types of biryani one vegetarian and other non vegetarian, transporting and delivering at exhibition site in their crockery, 2 attendants for serving and to supply the required serving material such as disposable plates, napkins and spoons etc. Charges for preparation of biryani which would be 40 kg. per day (20 kg for non vegetarian biryani and 20 kg for vegetarian biryani), and serving etc. to be included in the bid.
3. To make arrangements for preparation of biryani, Development and printing of Basmati Recipe book, Exhibitors' Directory and Processed Food fliers etc.
4. To make arrangement for wine tasting.
5. Provision of one LCD/LED TV of 60 inches with DVD player. pendrive.
6. High resolution still photography for the entire event and submit two photo albums containing at least 150 photographs of 5x7 size with mat finish.
7. Necessary electricity charges would be paid by APEDA and ITPO proportionately at actual upon submission of supporting documents by the vendor.

8. Proper and regular cleaning of the entire pavilion will also be the responsibility of the agency.
9. The agency has to assess estimated electricity load and book in advance on behalf of APEDA and ITPO.
10. To organize Networking Dinner for approximately 200 PEX at a 5 Star Hotel in consultation with Embassy of India, including arrangement for branding, backdrop and ambiance in the venue. Sending invitations to the invitees for the dinner and follow up for the confirmation.

4. General

- 4.1 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.
- 4.2 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.
- 4.3 The agency shall arrange glasses for wine, red and white both and arrange for their cleaning as per the need.

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 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 claim, loss, suit, liability incurred.
- 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 As per the TPs/designs to be arranged from the concerned exhibitors. The panels and the posters prepared by the agency shall be identical in dimensions to maintain symmetry.
- 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 minor changes in the Design plan.
 - The agency will be intimated about the actual area to be executed at site at the time of placing order & the payment shall be made as per actual measurements made at site.
 - 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.
 - 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.

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 i.e., ANUGA 2017 scheduled from 7th October to 11th October 2017 at Cologne, Germany in the envelope by 18th August, 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 8th August, 2017 at 2.30 PM at APEDA, New Delhi.
- 6.2 Cover 1: Technical Bid: Super-scribe 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	
<ul style="list-style-type: none"> • Track Record – previous experience of handling similar nature of work (Please mention here). • The company must have 5 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 organisation only and not that of group/ sister organisations.	
• 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. In other words, name of applicant organisation should be same in all the documents submitted.	
<ul style="list-style-type: none"> • 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.	
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- 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 INDIA 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 contain graphics etc. in detail.

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

6.4.1 To include the following documents/details:

6.4.2 The financial bid shall be inclusive of taxes, however, in the invoice for the payment, taxes will be mentioned separately.

6.4.3 The **Financial Quotation**, duly dated, with break-up of major components separately in Indian Rupees only. No lump sum amount shall be considered. It should be in a separate envelope duly sealed.

Annexure II (Financial bid)

Financial bids for designing and construction of India pavilion at ANUGA 2017 scheduled from 7-11 OCTOBER 2017 at Cologne, Germany

SN	Particular of work	Qty.	Rate	Unit	Amt. (in Rs.)
1	<ul style="list-style-type: none"> • Common area to be made in an approx 40 sqm. area. Common area would be double storied / mezzanine floor to accommodate biryani sampling, wine tasting area. - Meeting room with sofa sitting and 3 open sitting with round table and chairs at the mezzanine/first floor . - 100mm raised platform with beige parquet wooden flooring recessed LED light. - Partition walls in double side timber claded with MDF (minimum size 50mm) in paint finish. - Custom built reception table with front trans light on both side - Top hanging - 4 nos. of 20ft x 4ft double sided backlit graphics at 6 mtrs. height from the ceiling of the hall over the India pavilion for proper visibility of India’s participation from the distant place, according to the guidelines of the organiser. - One LCD/LED TV 60 Inc. with DVD player. - Custom built wet sampling of basmati rice biryani, wine tasting, processed food and adequate storage etc. area, display counters, shelves, microwave oven, chiller, freezer etc. - The overall look of India 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. 				

	<ul style="list-style-type: none"> - The proposed pavilion will be custom design in completely wooden. - The generic branding should be on stretchable lycra or flex so that there are no wrinkles in the final get up. The common branding banners should have concealed bright white lightings. - For further conditions of construction of pavilion/stalls, heights of the stall etc. you may refer www.anuga.com The fascia and the branding which runs through the entire INDIA pavilion will be above the basic structure. - All the common areas for APEDA use should be distinguished with raised wooden floor. - The pavilion shall be brightly lit with sufficient white lights not to allow dark pockets in the complete pavilion. - The pavilion is to be set up with the maximum feasible openness all around. Branding and visibility of India pavilion from the maximum height, as per the guidelines of the organisers. - To send mailers to the potential importers for participation in Networking Dinner to be organized during India Evening on one of the days of the event. - To create ambiance through standees and flex panels display (approx. 10) in the hall during the Indian Evening Dinner. - To identify country-wise potential buyers & send mailer inviting them to visit India's pavilion. 	One Job		One job																												
2	<p>A) Construction of stalls of different sizes for each for exporters to display their products for interaction with the buyers/visitors, including the requirement of furniture as under. The proposed pavilion will be custom design in completely wooden.</p> <p>Each built-up booth shall have brand new carpet & the following standard furniture:</p> <table border="1" data-bbox="193 1621 1034 2148"> <thead> <tr> <th data-bbox="193 1621 469 1688">9 to 11 sq. mtrs.</th> <th data-bbox="469 1621 746 1688">12 to 15 sq. mtrs.</th> <th data-bbox="746 1621 1034 1688">16 to 20 sq. Mtrs.</th> </tr> </thead> <tbody> <tr> <td data-bbox="193 1688 469 1727">01 round table</td> <td data-bbox="469 1688 746 1727">01 round table</td> <td data-bbox="746 1688 1034 1727">02 round table</td> </tr> <tr> <td data-bbox="193 1727 469 1765">03 Chairs</td> <td data-bbox="469 1727 746 1765">04 Chairs</td> <td data-bbox="746 1727 1034 1765">06 Chairs</td> </tr> <tr> <td data-bbox="193 1765 469 1868">05 Spotlights of 100 watts or eq. each</td> <td data-bbox="469 1765 746 1868">06 Spotlights of 100 watts or eq. each</td> <td data-bbox="746 1765 1034 1868">08 Spotlights of 100 watts or eq. each</td> </tr> <tr> <td data-bbox="193 1868 469 1906">03 Shelves</td> <td data-bbox="469 1868 746 1906">04 Shelves</td> <td data-bbox="746 1868 1034 1906">06 Shelves</td> </tr> <tr> <td data-bbox="193 1906 469 1944">One Power Point</td> <td data-bbox="469 1906 746 1944">One Power Point</td> <td data-bbox="746 1906 1034 1944">Two Power Points</td> </tr> <tr> <td data-bbox="193 1944 469 2011">New Carpet and backlit Fascia</td> <td data-bbox="469 1944 746 2011">New Carpet and backlit Fascia</td> <td data-bbox="746 1944 1034 2011">New Carpet and backlit Fascia</td> </tr> <tr> <td data-bbox="193 2011 469 2078">One Waste Paper Basket</td> <td data-bbox="469 2011 746 2078">One Waste Paper Basket</td> <td data-bbox="746 2011 1034 2078">Two Waste Paper Basket</td> </tr> <tr> <td data-bbox="193 2078 469 2148">One Lockable Counter</td> <td data-bbox="469 2078 746 2148">One Lockable Counter</td> <td data-bbox="746 2078 1034 2148">Two Lockable Counter</td> </tr> </tbody> </table>	9 to 11 sq. mtrs.	12 to 15 sq. mtrs.	16 to 20 sq. Mtrs.	01 round table	01 round table	02 round table	03 Chairs	04 Chairs	06 Chairs	05 Spotlights of 100 watts or eq. each	06 Spotlights of 100 watts or eq. each	08 Spotlights of 100 watts or eq. each	03 Shelves	04 Shelves	06 Shelves	One Power Point	One Power Point	Two Power Points	New Carpet and backlit Fascia	New Carpet and backlit Fascia	New Carpet and backlit Fascia	One Waste Paper Basket	One Waste Paper Basket	Two Waste Paper Basket	One Lockable Counter	One Lockable Counter	Two Lockable Counter	As per layout		Per Sqm	
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	B) Preparation of 3 panel posters of size 3' * 6' sq. ft. for each 9 sq. mtrs. Stall and in multiple thereof as per size of the booth 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.				
3	For wet sampling of Basmati Rice Biryani, an Indian restaurant has to be identified for preparation and serving of Biryani. The identified restaurant may be asked to prepare two types of biryani one vegetarian and other non vegetarian, transporting and delivering at exhibition site in their crockery, 2 attendants for serving and to supply the required serving material such as disposable plates, napkins and spoons etc. Charges for preparation of biryani which would be 40 kg. per day (20 kg for non vegetarian biryani and 20 kg for vegetarian biryani),and serving etc. to be included in the bid.	One job			
4	Development, preparation and printing of basmati recipe book, exhibitors directory and fliers for processed food etc.	1000 each			
5	Providing brand new carpet in passage	As per layout		sqm	
6	To make arrangement for wine tasting. The agency shall arrange glasses for wine, red and white both and arrange for their cleaning as per the need.	One job		One job	
7	04 nos. of hostesses cum interpreters (2 Indian and 2 German for all the days during the show). One attendant will have to be provided by the agency.	One job		One job	
8	High resolution still photography for the entire event and submit to photo albums containing at least 150 photographs at least of 5x7 size with matt finish (Two copies of photo albums are to be prepared).	One job		One job	
9	Video Coverage of entire event First day to last day. Two set of DVDs to be submitted.	One job		One job	
10	The vendor shall arrange to upload at least three minutes video on the YouTube after completion of the event and providing link on APEDA website.				
11	The vendor shall arrange bouquets at least five numbers per day for the VIP's or as directed by the officer of APEDA / ITPO.				
12	The agency shall supervise dispatch of samples and in this regard identify appropriate vendor or the authorize vendor of the event for which payment will be made to the said vendor directly as per their invoice.				
13.	To organize Networking Dinner for approximately 200 PEX at a 5 Star Hotel in consultation with Embassy of India, including arrangement for branding, backdrop and				

	ambiance in the venue. Sending invitations to the invitees for the dinner and follow up for the confirmation.				
14.	Total Amount (inclusive of taxes)				

Authorized Signatory

Name of Signatory

Designation with company seal

Date:

Place:

Optional items if required

SN	Item	Unit	Price in EURO
1	Shelves	Per Unit	
2	Show case (Glass counter)		
3	Table		
4	Chair		
5	Spot Lights		
6	Counter		
7	Refrigerator		

Authorized Signatory

Name of Signatory

Designation with company seal

Date:

Place:

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/Weight age						
1.	Overall concept and design	30						
2.	Significant portrayal India as a powerful source of food products.	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="434 958 992 1034"> <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		
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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="368 1227 1061 1339"> <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 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.

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 parties shall make all efforts 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:

- i. An advance up to 50% of the total cost, on submission of proof of expenses incurred or against bank guarantee of equal amount.
- ii. Balance amount would be released on completion of the event pursuant to receipt of satisfactory report of the officer(s) deputed for the event.
- iii. 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 INDIA Pavilion at ANUGA 2017 scheduled from 7th October to 11th October 2017 AT COLOGNE, GERMANY”.

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 INDIA Pavilion at ANUGA 2017 scheduled from 7th October to 11th October 2017 AT COLOGNE, GERMANY”.

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 INDIA Pavilion at ANUGA 2017 scheduled from 7th October to 11th October 2017 AT COLOGNE, GERMANY”. 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 18th August, 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 – 110016

Telefax: 26526186

