

Details of activities for Submission of bids for designing and construction of APEDA-MFPI PAVILLION AT AAHAR 2010 to be held from 10th – 14th March 2010

Eligibility for submission of Bids

The agencies having at least 5 years experience in conceptualizing, designing and executing the projects on turnkey basis for setting up of pavilion/s in trade events.

Requirement

Agricultural and Processed Food Products Export Development Authority (APEDA) in association with Ministry of Food Processing Industries (MFPI) is participating in the forthcoming AAHAR, 2010 Exhibition to be held from 10th to 14th March 2010 at Pragati Maidan, New Delhi. The total area of the APEDA MFPI Pavilion is 1702 Sq. Mtrs. (layout attached) in Hall No. 6

The theme of this year's exhibition is "Traceability in Food".

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

1. The design of the pavilion should consist of a theme area of roughly 100 Sq.Mtrs. , which would showcase APEDA/MFPI's activities in the field of Processed foods.
2. The theme area should have space for theme product display. The graphics would have to be designed in consultation with APEDA-MFPI.
3. The pavilion should have about 50 built-up booths for APEDA-MFPI constituents. Each booth would be of 9sqm. Area.
4. Each built -up booth would have the following standard furniture:
 - > One round table
 - > 5 Chairs
 - > 4 Spot lights
 - > 4 Shelves

- > One Power Point
- > Carpet & Fascia
- > One Waste Paper Basket
- > One Lockable Counter

In addition, the agency should be able to provide additional furniture items as required by the exhibitors at reasonable extra cost, which would be paid by the exporter.

- 7 The pavilion would have VIP lounge, a business lounge, office, store, pantry and open meeting areas all of approximately 30-40 Sq. Mtrs.
- 8 There should be a provision for two plasma TVs of 42” in the pavilion as well as in the business lounge.
- 9 The Business office should be equipped with computer with printer telephone, fax, internet facility.
- 10 The pantry should have coffee/tea dispenser, water dispenser, with attendants
- 11 The agency would provide for 30 packed lunch, snacks and soft drinks on all the days.
- 12 3 no. Receptionist/hostesses would be provided. 2 Security guards in each shift would also be provided by the agency.
- 13 The agency would have to undertake maintenance, cleaning and fire protection of the pavilion for the entire duration of the exhibition
- 14 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 with regard to setting up of individual stalls and their additional requirements if needed.
- 15 The design so proposed, should be as per the norms of ITPO.

The concept should include the layout plan and 3D view of the same.

GUIDELINES FOR SUBMISSION OF TECHNICAL AND FINANCIAL BIDS

The **sealed technical and financial bids in separate envelopes are to be submitted by 23rd Feb. 2010.** The technical and financial bids should indicate each activity separately. Conditional bids are not allowed and liable for rejection summarily.

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

- a. Details of the Bidder:
 - i. Profile of the company/agency
 - ii. Track Record – previous experience of handling similar nature of work.
 - v. The CA certificate giving details of last 5 years turn over.
 - vi. Latest Income Tax Return and copy of the PAN Card.
 - vii. EMD for 50,000/- (Rs.50 Thousand) in the form of draft / bank guarantee in favour of APEDA, New Delhi. EMD will be returned to the unsuccessful tenderer after the final selection. For the selected vendor, EMD amount would be adjusted in the final payment.

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

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

Cover 2: Financial Bid: Superscribe the name of the event and “Financial Bid”

To include the following documents/details:

1. The **Financial Quotation**, duly dated, with detailed breakup and all cost component wise separately in Indian rupees. No lumpsum amount shall be considered.
2. The applicable tax should be mentioned separately in the estimates.

The outer sealed cover of the event, containing cover 1 and cover 2 as indicated above should be superscribed with "Technical and Financial Bid for Aahar 2010" and should have the Full Name, Postal Address, Fax, E-mail, Telephone number of the bidding agency.

SELECTION PROCEDURE

A Committee in APEDA will carry out a preliminary screening of the applications and will shortlist the agencies fulfilling the prescribed requirements. The short listed agencies will be requested to make technical presentation before the selection committee on a specified date.

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

1. Functionality
2. Aesthetics
3. Use of innovative material to lend the common area a modern contemporary look
4. Appropriate dimension of the structure.

The marking would be done on all the presentations. The agencies who secure minimum 70% marks (70 out of 100 marks) in technical presentations will be short listed. The tenderer who will qualify within the benchmark for technical bids, their financial bids would be opened and among the qualified and acceptable technical bidder the lowest in the financial bid (L1) may be awarded the contract for implementation of the project.

APEDA reserves the right to accept or reject any or all the proposals 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 agency to bring down the prices.

Terms of Payment :

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

- Advance upto 50% of the cost, on submission of Bank Guarantee of equal amount. The bank guarantee shall be valid till one month after the event date.
- Balance amount would be released on completion of the event and satisfactory report of the officer deputed for the event

LAYOUT PLAN: Enclosed

Your quotations should be addressed to: -

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General Manager
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