

Subsequent to the pre-bid meeting held, format for financial bids to be submitted by the bidders for designing and construction of APEDA pavilion at ORGANIC WORLD CONGRESS (OWC) 2017, Greater Noida is enclosed as per Annexure II given below.

Annexure II (Financial bid)

Financial bids for designing and construction of APEDA pavilion at Organic World Congress 2017 scheduled from 9-11 November 2017 at Greater Noida, Uttar Pradesh

Sl. No.	Particular of work	Amt. (in Rs.)
1.	<p style="text-align: center;">THEME AREA- ONE JOB</p> <ul style="list-style-type: none"> • Designing, fabrication and dismantling(after exhibition) of total APEDA pavilion of approx 1500 sq. mtrs, (common area with net display/constructed area of 1000 sq mtr)(layout enclosed). • APEDA pavilion will be designed using complete wooden material including the common area and participant's area • One APEDA theme area having office/store/pantry/VIP lounge and Buyer-seller lounge(area approx.70-100sq.mtr) • Theme area would showcase APEDA's activities in the field of organic agri food products exports. • The theme area should have space for theme product display. • The graphics would have to be designed in consultation with APEDA. • 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. • The VIP lounge will have sofa sets with seating capacity of atleast 15 persons, centre table, store, pantry and open meeting areas. • 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. 	

	<ul style="list-style-type: none"> • The proposed pavilion will be custom design in completely wooden. • 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. • The pavilion is to be set up with the maximum feasible openness all around. • There should be a provision for atleast 2 LED TV Walls with touch screen or 1 LED wall and 2 LED TVs(55 inches) with touch screen provision. • 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. • The overall look of APEDA pavilion should be contemporary and reflect the colour and vibrancy of organic. • 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. • To create ambience through standees and display panels of eco friendly material at multiple locations. • The Business office should be equipped with computer/ laptop with printer, telephone, fax, Internet and photocopier. • The pantry should have coffee/tea/soup vending machine, microwave oven, chiller and water dispenser supported with attendants. 	
2.	<p style="text-align: center;">EXHIBITOR AREA- ONE JOB</p> <ul style="list-style-type: none"> • Appx. 75-80 exhibitor stalls each of 9 sq mtr. • 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. • All the Individual Booths should be in wooden, and the APEDA Brand should be above the booths clearly visible from distance. 	

	<ul style="list-style-type: none"> • 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. • 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. • Each built -up booth would have the following standard furniture: <ul style="list-style-type: none"> i) One round table ii) 5 Chairs iii) 6 Spot lights iv) 4 Shelves v) One Power Point vi) Carpet & backlit Fascia vii) One Waste Paper Basket viii) One Lockable Counter ix) Proportional electricity load x) Front name panel with name of displaying agency xi) 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. • As far as possible maximum corner stands are preferred. 	
3	<p style="text-align: center;">MANAGEMENT, MAINTENANCE, HOUSEKEEPING & SECURITY-- ONE JOB</p> <ul style="list-style-type: none"> • 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. • Proper and regular cleaning of the entire pavilion will also be the responsibility of the agency. • 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. • In addition vendor shall arrange atleast 10 bouquets per day for VIP visits or as directed by 	

	<p>APEDA.</p> <ul style="list-style-type: none"> • Arrangement of good quality(atleast 4 star hotel quality) vegetarian/non vegetarian packed lunch for approximately 50 people everyday for three days. 	
4	<p align="center">PHOTOGRAPHY, VIDEOGRAPHY & MEDIA COVERAGE- - ONE JOB</p> <ul style="list-style-type: none"> • High resolution still photography for the entire event and submit photo albums containing at least 150 photographs at least of 5x7 size. • 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. • 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. • Complete and continuous video coverage of the entire APEDA pavilion activities/B2B and B2S meets, workshops and marketing track proceedings in OWC. 	
5	<p align="center">SEMINAR, WORKSHOP & CONGRESS AREA- - ONE JOB</p> <ul style="list-style-type: none"> • To create ambience through standees and display panels of eco friendly material at multiple locations during conferences, seminars and workshops for APEDA's visibility. • There shall be electronic backdrop display system for workshop and seminar. • To create ambience in the CONGRESS AREA through environment friendly standees. • There shall be electronic backdrop display system for workshop and seminar. • Arrangement of tea/coffee/biscuits for 80 persons per workshops once for total five workshops. • To create ambience in the workshop area through eco friendly material, 10 standees installed per WORKSHOP. 	
6	<p align="center">COORDINATION WITH INTERNATIONAL BUYERS FOR THE EVENT- - ONE JOB</p>	

	<ul style="list-style-type: none"> • 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. • To identify country-wise potential buyers & send mail inviting them to participate in BSM. • Correspondence with identified buyers & follow up with them 	
7	<p style="text-align: center;">PRINTING- - ONE JOB</p> <ul style="list-style-type: none"> • Exhibitor’s directory and flyer on theme duly printed as per the details and directions of APEDA. • 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. • 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. 	
8	<p style="text-align: center;">ELECTRICITY</p> <p>Electricity consumption during the event shall be submitted separately in actuals.</p>	Actuals
	TOTAL AMOUNT (INCLUSIVE OF TAXES)	

