

**Agricultural & Processed Food Products Export Development Authority (APEDA) invites Bids for Design, Construction and Maintenance of APEDA pavilion, Exhibition area and RBSM Lounge at 3<sup>rd</sup> Edition of “World Food India-2024” scheduled from 19<sup>th</sup>-22<sup>nd</sup> September 2024 at Bharat Mandapam (Pragati Maidan), New Delhi**

**1. INTRODUCTION:**

1.1. The Agricultural and Processed Food Products Export Development Authority (APEDA), an organisation under the Department of Commerce, Government of India is the premier organisation for export promotion of agricultural and processed food products.

**2. ABOUT ‘WORLD FOOD INDIA’ (WFI) 2024:**

2.1. With the objective of introducing the world to rich Indian food culture as well as promoting investments in the diverse food processing sector of the country, the Ministry of Food Processing Industries (MoFPI) launched the first edition of ‘World Food India’ (WFI) in 2017. In view of celebrating 2023, as the International Year of Millets and to bring global food processing industry together, the MoFPI organized the second edition of WFI in 2023. This year WFI 2024 will be organized from 19th to 22nd September 2024. For further details please visit <https://worldfoodindia.gov.in/> .

2.2. APEDA is participating in WFI 2024 event and will set up APEDA pavilion, Exhibition area and RBSM Lounge, to showcase and market the Indian Agricultural and Processed Food Products at Hall No. 03, BHARAT MANDAPAM, New Delhi. APEDA proposes to invite buyers, dignitaries, policy makers from international markets to WFI 2024 to showcase and facilitate development and promotion of its scheduled products.

**3. ABOUT THE ASSIGNMENT:**

3.1. APEDA is inviting bids from the interested agencies for design, construction and maintenance of APEDA pavilion, Exhibition area, RBSM Lounge and other activities in the WFI 2024 as per the following specifications:

- (i) The area of Hall no. 03 in Bharat Mandapam for APEDA pavilion, Exhibition area and RBSM Lounge is approx. 2172 sq. mtrs. Layout Plan is attached. (Appendix).
- (ii) The Pavilion is to be constructed as per the following actual area: -
  - A. APEDA- 2172 sq. mtrs (+-10%)
  - B. Spices Board- 300 sq. mtrs area
  - C. Tea Board- 300 sq. mtrs area
  - D. Coffee Board- 200 sq. mtrs area
- (iii) The Lounge for B2B meeting is approx. 806 Sq. Mtrs. at 1<sup>st</sup> floor of Hall No.4. (Appendix)

Note: - The activity covered under this document will be for design and construction of APEDA pavilion, Exhibition area and RBSM Lounge only. However, the pavilion for the other commodity boards (at B, C and D) to be designed and constructed as per the requirement submitted by them separately.

**4. ELIGIBILITY FOR SUBMISSION OF BIDS:**

Interested agencies, which are in existence for the last five financial years or more, and meeting the following qualifying criteria, having desired experience and expertise in execution of similar work at similar platforms may participate in the bid process.

#### 4.1 **Documents Required for Assessment of Eligibility:**

The details like Name of the agency, address, GST Registration No., PAN Card, Turnover, experience in the desired field, Number of similar works executed etc. are to be mentioned as per proforma at Annexure-1, along with the documents in support of fulfilling the eligibility criteria.

4.2 The minimum eligibility criteria is as under:

S. No.	Eligibility Criteria	Documents required
4.2.1	<p><u>The agency should have conducted</u> at least three national/ international events organised in India/ outside India for design, construction and maintenance of pavilions on turnkey basis during the last 5 (five) years, where</p> <p>(a) at least one pavilion should have been covering an area of 500 sq. mtrs or more</p> <p>(b) The agency must have executed at least 3 (Three) events of the value of not less than Rs. 50.00 Lakh/ Rs. Fifty Lakh per event</p>	CA certificate showing the date of incorporation of the agency, turnover of the last 5 financial years and no. of events executed during last 5 financial years, year-wise details of events executed, signed by a practicing CA and countersigned by an authorized representative of the agency, as in Annexure-4, along with copies of Work Orders executed during last 5 financial years and additional documents, if any.
4.2.2	<p><u>The agency should have earned a minimum turnover of Rs. 5,00,00,000/- (Rs. Five Crores)</u> per year from Event management business (related to design, construction and maintenance of pavilion(s) in national/ international Trade Fairs) organised in India/ outside India during any three years out of last 5 financial years. The turnover shall be in the name of applicant organization only and not that in the name of group/ sister organizations.</p>	

4.2.3 A self-Declaration, as per Annexure-5, has to be submitted mentioning that the agency has never been blacklisted by any government organization.

#### 4.3 **Application-cum-Processing Fee, EMD, and Performance Security**

4.3.1 The Application cum Processing Fee, and Earnest Money Deposit (EMD) must be submitted with the Bid.

4.3.2 A non-refundable Application cum Processing Fee of Rs. 15,000/- (plus GST @ 18%)= Rs. 17,700/- (Rupees Seventeen Thousand Seven Hundred only) in the form of a Demand Draft (DD) drawn in favour of APEDA payable at New Delhi.

4.3.3 Interest-free Earnest Money Deposit (EMD) in the form of DD for Rs. 5,00,000/- (Rupees Five Lakh only) in favor of "APEDA" payable at New Delhi. The EMD received from unsuccessful bidder will be returned/refunded to them after the selection of agency. The EMD received from successful bidder will be processed as per para 4.3.6.

4.3.4 Exemption from submission of EMD to NSIC and MSME registered agency will be applicable subject to attaching a self-certified copy of "Exemption Certificate" issued by respective authority as per details in Annexure-1.

4.3.5 The successful agency shall be required to furnish a Performance Security of Rs. 5,00,000/- (Rs. Five Lakh only) or 5% of the contract value, whichever is higher, and valid up to sixty days after the date of completion of all contractual obligations. No exemption from furnishing Performance Security shall be provided to the NSIC and MSME registered organizations, as per Government norms.

4.3.6 Amount of EMD received from successful agency will be adjusted towards Performance Security and the balance amount required to make up to 5% of the contract value shall be deposited by the agency. The Performance Security shall be refunded after the clearance of final dues to the agency.

## 5 SCOPE OF WORK

### 5.1 General

- (a) The activities for design, construction and maintenance of APEDA pavilion, Exhibition area and RBSM Lounge at the WFI 2024 on turnkey basis are listed hereunder. However, the whole document shall be read together, and the duties mentioned elsewhere in the document shall also be included as part of the duties of the agency.
- (b) The work shall include all activities of assembling, organising, dismantling, drainage, material handling, transportation, maintenance, cleaning on the day before opening and daily thereafter including waste disposal and taking required permission(s) from the concerned authorities.
- (d) The scheduled date and other related guidelines prescribed by ITPO shall be scrupulously followed for providing completed construction of the pavilion on the space reserved for APEDA pavilion, Exhibition area and RBSM Lounge. However, in no case, the completion of the entire pavilion should be left incomplete by 4.00 P.M. on September 18, 2024.
- (e) The proposed APEDA pavilion, Exhibition area and RBSM Lounge will be designed and developed by using wooden material (Common area), Octonorm / Maxima (for all Individual Booths/stalls and RBSM Lounge) and wall to wall new carpet as per theme and design approved by APEDA. Wall to wall new carpet and Back-lit Graphics panels shall be provided in the entire pavilion. Special instructions for different components of APEDA pavilion, Exhibition area and RBSM Lounge are detailed as follows:
  - (i) Theme/common area (excluding the exhibitor stalls) (as in para 5.2)
  - (ii) Exhibitor Stalls (as in para 5.3)
  - (iii) APEDA Branding (as in para 5.4)
  - (iv) RBSM Lounge (as in para 5.5)
  - (v) Common Wet Sampling Area (as in para 5.6)
  - (vi) Other activities / Duties (as in para 5.7)

### 5.2 THEME / COMMON AREA (Excluding the EXHIBITOR STALLS):

5.2.1 Theme area approx. **100** sq. mtrs. should be distinguished with 100 mm raised platform/ floor with beige parquet wooden flooring recessed LED light. The proposed pavilion will be custom designed in complete wooden structure. All the common areas for use of APEDA shall be distinguished with raised wooden floor.

5.2.2 Theme area should have adequate space for display of samples.

- 5.2.3 Branding and visibility of APEDA pavilion, Exhibition area and RBSM Lounge from the maximum height, as per the guidelines of the organizers.
- 5.2.4 The pavilion will have VIP lounge, office, store, pantry and open meeting areas. The VIP lounge will have sofa sets with seating capacity of at least 15 persons, center table, store, pantry and open meeting areas. Meeting room will be with sofa seating and 6 open seating with round table and 24 chairs.
- 5.2.5 A storage area including pantry with provision for tea, coffee, Juice, drinking water, microwave oven, refrigerator etc. for visitors with adequate supply of drinking water, Tea, coffee and snacks.
- 5.2.6 A meeting lounge for APEDA shall be covered by glass/acrylic or equivalent material.
- 5.2.7 Partition walls in double side timber clad with MDF (minimum size 50mm) in paint finish.
- 5.2.8 Custom built lockable reception table with suitable backdrop and chairs.
- 5.2.9 The generic branding shall be on stretchable fabric/ flex so that there are no wrinkles in the final get up. The common branding banners shall have concealed bright – ambient lightings.
- 5.2.10 The pavilion shall be brightly lit with sufficient ambient lights not to allow dark pockets in the complete pavilion.
- 5.2.11 The fascia and the branding which runs through the entire APEDA pavilion, Exhibition area and RBSM Lounge will be above the basic structure and should be backlit.
- 5.2.12 For further conditions/ restrictions as imposed by the space providing authority relating to construction of pavilion/stalls, heights of the stall and other matters, the agency is advised to refer to the guidelines of ITPO.

### 5.3 **EXHIBITOR STALLS:**

- 5.3.1 The pavilion shall have built-up booths of 9 sq. mtrs. / 6 sq. mtrs. for exhibitors, preferably 2 side open. There may be bigger booths depending upon the requirement of the exhibitors which will be communicated accordingly.
- 5.3.2 While these are indicative sizes, layout may be planned in such a manner that maximum numbers of stalls may be that of 9 sq. mtrs each so that the space is utilized optimally. The final decision regarding number and size of stalls shall lie with APEDA.
- 5.3.3 All individual Booths/stall should be in Octonorm cum Maxima and the India Branding should be up to the height permitted by the organizers all around the area and should give a modern, contemporary and elegant outlook. The stalls should be designed in a way that it enables the exhibitors to display their products and helps to facilitate interaction with the potential buyers/visitors.
- 5.3.4 Each built-up booth of 9 Sq. mtrs. will have the following standard furniture:
  - (i) 1 round table
  - (ii) 4 Chairs
  - (iii) 5 Spot lights of 100 watts each or equivalent
  - (iv) 9 Shelves

- (v) 1 Power Point
- (vi) Carpet
- (vii) Backlit Individual Fascia
- (viii) 1 Waste Paper Basket
- (ix) 1 Lockable Counter with stool

**5.3.5** Each built-up booth of 6 Sq. mtrs. will have the following standard furniture:

- (i) 1 round table
- (ii) 4 Chairs
- (iii) 4 Spot lights of 100 watts each or equivalent
- (iv) 6 Shelves
- (v) 1 Power Point
- (vi) Carpet
- (vii) Backlit Individual Fascia
- (viii) 1 Waste Paper Basket
- (ix) 1 Lockable Counter with stool

**5.3.6** In addition, the agency shall be liable to provide additional furniture items as required by the exhibitors at reasonable cost, which will be paid by the concerned exhibitor. The cost of such furniture is to be intimated along with the financial Bid as per Annexure-3.

**5.3.7** Preparation of 3 panel posters of size 3' X 6' totaling 18 sq. ft. each for each 9 sq. mtrs. stall 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.

**5.3.8** Ensuring the printing, supply and pasting of posters as per the designs provided by the exhibitors without any additional cost.

**5.3.9** 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.

**5.3.10** Ensuring making proper lighting arrangements to leave no scope of dark pockets in the APEDA pavilion, Exhibition area and RBSM Lounge and exhibitors stall.

**5.4 "APEDA" BRANDING:**

**5.4.1** The overall appearance of APEDA pavilion, Exhibition area and RBSM Lounge should be contemporary and elegant in look and reflect the colour and vibrancy of modern India.

**5.4.2** Agency shall ensure making and fixing of Façade Boards/ Graphics indicating "APEDA" and "APEDA logo" title at different prominently visible locations.

**5.4.3** Provision of at least two LED Wall/Video wall of 3 X 2 Meter for branding in common area. In addition, the agency has to make sufficient provision for continuous running video for publicity of participating companies in the form of advertisement.

**5.4.4** Agency shall ensure that dimension of Backlit branding of APEDA pavilion, Exhibition area and RBSM Lounge should not be smaller than the dimensions allowed as per the guidelines of the organizers.

**5.4.5** Provision of the generic branding banners which should be made of wrinkle free stretchable lycra or flex to avoid wrinkles in the overall get up of pavilion. Furthermore, these banners should have bright – white lightings.

**5.4.6** For these publicity materials, the agency has to develop the content based on the information to be provided by APEDA along with editing, proof reading & value addition.

## **5.5 RBSM LOUNGE:**

**5.5.1** Special arrangements shall be made for facilitating Reverse Buyer Seller Meet (RBSM) in an area of **806 sq. mtrs. on first floor of Hall No. 4**, as follows:

- (i)** To maintain a serene ambience suited for business meetings, the area shall be apportioned in three glass partitions, where each block will be packed to seating capacity. Each block will comprise of approx. 50 mini blocks for organising B2B meetings.
- (ii)** In each mini block, seating will be arranged beside a rectangular table with 3 chairs, one chair for buyer and two chairs for exporters. Audio-system with mic and Smart TV approx. 55 inches outside the 3 lounges to display details of buyers present.
- (iii)** At the entry point of RBSM lounge, to welcome the buyers and exporters, a seating space will be earmarked for a Helpdesk which shall be manned by 2 (two) trained persons.
- (iv)** Each RBSM lounge will have the facility of an attendant for making and serving tea, coffee, juice, drinking water, cookies etc. with adequate supply for the day for the B2B participants.
- (v)** The entire area shall be brightly-lit with ambient lights and ventilated.
- (vi)** A provision of Dias may be made in one of the lounges in case a meeting is required to be organised by senior officers with buyers/ exporters.

## **5.6 COMMON WET SAMPLING AREA**

**5.6.1** Common wet sampling area will be approx. 72 sq. mtrs. The area should be distinguished with 100 mm raised platform/ floor with beige parquet wooden flooring recessed LED light. The wet sampling area will be custom designed in complete wooden structure and shall be distinguished with raised wooden floor. It should be open from 4 sides and esthetically designed to give the contemporary feel of a restaurant.

**5.6.2** Common wet sampling area should have adequate space for display of samples.

**5.6.3** Common wet sampling area should have the provision of microwave, OTG, Induction Cooker, air fryer etc. for demonstrating live cooking, making Tea, Coffee, sampling and tasting of various food products (wet/dry). The agency shall arrange a reputed chef for a demonstration of recipes.

**5.6.4** Common wet sampling area will be at separate location from the APEDA theme area and common for all ranges of products including that of other Commodity Boards.

5.6.1 Common wet sampling area shall have the provision for display, sampling & tasting of Indian food products, that may be fresh, liquid & hard.

5.6.2 Common wet sampling area shall be brightly lit with sufficient white lights not to allow dark pockets in the complete pavilion.

5.7 **OTHER ACTIVITIES /DUTIES:**

5.7.1 Sufficient number of Bunting/Hanging for all products groups of APEDA in Hall no. 3.

5.7.2 APEDA Branding on main gate and also on outer gate/holding area of Hall no. 3.

5.7.3 Sufficient display boards/standees for guiding Exporters and Importers towards the B2B Lounge, at first floor of Hall No. 4

5.7.4 The agency shall develop system of gathering of feedback from both the exhibitors and visitors/buyers. A good IT based system with QR code points at prominent locations along with required manpower shall be arranged by the agency. A demo must be shown for this activity during the technical presentation.

5.7.5 The agency shall assess estimated electricity load and book on behalf of and in consultation with APEDA. Necessary electricity charges will be paid by APEDA on actual basis, upon submission of supporting documents by the agency. However, electricity load to the exhibitors more than prescribed limit shall strictly be on payment basis by the exhibitors. It shall be the responsibility of the agency to collect the charges for the same from the exhibitors itself. APEDA shall not pay any additional electricity load. It shall be the responsibility of the Agency to distribute electricity across the APEDA pavilion, Exhibition area and RBSM Lounge and ensure electricity connection at each booth.

5.7.6 High resolution still photography/ properly edited video of APEDA pavilion, Exhibition area and RBSM Lounge covering the whole pavilion area from different angles of the entire event for all the days by a professional photographer. The photographer and Video coverage should be available during the event.

5.7.7 Also, a 3-minute video of all show days must be submitted after the event for social media publicity. For these activities, services of a professional Videographer/photographer should be taken.

5.7.8 The agency must submit two photo albums containing at least 200 (50 for each days). photographs of 5-inch x 7-inch size covering each booth and other areas of pavilion. The photographs should also be submitted in Pen Drive.

5.7.9 It will be duty and responsibility of the agency to provide necessary facilitation to exporters during exhibition including distribution of exhibitor badges, visitor passes, entry passes, exit passes, labor passes etc.

5.7.10 Agency shall, every day, arrange approx. 5 bouquets for VIP visits or as directed by APEDA

5.7.11 The agency shall make arrangement of good quality Breakfast vegetarian/non-vegetarian for approximately 10 people every day for four days.

5.7.12 The agency shall arrange APEDA Souvenirs, each costing approx. Rs. 4000/- (Rs. Four thousand) for at least 20 VIP Guests or as approved by APEDA,

- 5.7.13 The agency shall make provision of 4 female hostesses, 4 male attendants in the day shift and eight security guards in all shifts and for all the days of the event.
- 5.7.14 The agency will undertake the landscaping along with maintenance, cleaning and fire protection of the pavilion for the entire duration of the exhibition
- 5.7.15 The agency will be given the assignment on turnkey basis, from designing and fabrication to maintaining and managing the pavilion up to dismantling. The agency will also be required to coordinate with the APEDA exhibitors with regard to placement of posters and additional requirements, if requested.

## 6 **GENERAL INSTRUCTIONS:**

- 6.1 The business center shall be equipped with computer/ laptop, internet (Wi-Fi) and printer with photocopier facility.
- 6.2 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 uniform in colour, size etc. Agency will demonstrate photographs of the furniture to be provided, submit and get approval for the same at the time of presentation before technical committee.
- 6.3 The design so proposed, shall be as per the norms of ITPO.
- 6.4 Agency shall ensure proper maintenance and regular cleaning of the whole pavilion well before the start of each day activities i.e. each day of exhibition.
- 6.5 Agency shall ensure complete fire prevention and firefighting arrangements in and around APEDA pavilion, Exhibition area and RBSM Lounge (i.e. both the halls).
- 6.6 Agency shall ensure addressing of concerns of exhibitors relating to the facilities.
- 6.7 Agency shall ensure that suitable manpower is present at the site for maintenance of the pavilion and coordination throughout the event.
- 6.8 Agency shall ensure handing over the vacant cleaned possession of the pavilion site after removal of all the furniture, fixture and other material to the Fair organizer after the conclusion of the event as per the guidelines of the ITPO in this regard.
- 6.9 Agency shall ensure timely submission of necessary documents and application forms to the concerned authorities for the use of venue and approval of plans etc.
- 6.10 Agency shall ensure obtaining main electrical connection(s) and arranging proper power supply at the APEDA pavilion, Exhibition area and RBSM Lounge during the exhibition period. It is hereby clarified that APEDA will reimburse the actual cost as paid for provision of electrical supply. The reimbursement of such expenses shall be made at the time of clearing of the agency's bill for the event on submission of the Organizer's bills and proof of payment by the agency to the organizer entity.
- 6.11 Agency shall ensure provision of newly procured carpets for entire APEDA pavilion, Exhibition area and RBSM Lounge and matching with the design, excluding the Isle.
- 6.12 Agency shall ensure high quality of the material as well as workmanship for making provisions of wall panels, furniture, display aids etc.
- 6.13 Agency shall ensure the settlement and/or payment of all the dues related to show organizers and other vendors before vacating the venue by the approved agency.



## **Technical Presentation:**

- 6.14 The concept shall include the layout plan and 3D view of the same.
- 6.15 The concept/design of the pavilion with layout, decoration plan etc. must be submitted in hard copy as well as in Pen drive. The agency shall provide 3D images/presentation of APEDA pavilion, Exhibition area and RBSM Lounge (both hard and soft copy) clearly showing the complete projection of APEDA pavilion, Exhibition area and RBSM Lounge from different angles. It must also show the complete 3D look of standard booth of 9 sq. mtrs / 6 sq. mtrs. with complete display aids and furniture. The 3D presentation shall also contain graphics etc. in detail.

## **7 TERMS & CONDITIONS:**

- 7.1 The agency 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.
- 7.2 Agency shall ensure the following of organizer's recommendation / guidelines/ directions in relation to power supply and main electrical connections, water supply and other support system etc.
- 7.3 APEDA requires that selected agency under this contract observes the highest standard of ethics during the period of the agreement.
- 7.4 APEDA will reject a proposal for award of work if it is determined that the Applicant recommended for award has engaged in corrupt or fraudulent practices in competing for the contract.
- 7.4.1 APEDA reserves the right to:
- (i) Have ownership on Copy right of design of Pavilion, graphics, and creatives. All the photos, heavy duty graphics should be original.
  - (ii) Make minor changes in the design plan at any stage.
  - (iii) Extend the deadline for the submission of bid documents at its discretion.
  - (iv) Accept or reject any proposal at any time prior to award of contract/order, without assigning any reasons and without any liability on APEDA.
  - (v) 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 to do so. 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 arisen out of aforesaid action.
  - (vi) Modify terms and conditions of the contract 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.
- 7.5 For interpretation of any clause of this document, the decision of APEDA would be final and binding on the bidding agency.
- 7.6 In case any additional activity is required to be performed, then the specific prior approval shall be needed from APEDA in writing.

## 8 SELECTION PROCEDURE:

8.1 The selection procedure involves pre-bid meeting, evaluation of bid documents received, making presentation by the bidders before the selection committee and on the basis of marks of documents and presentation, opening of financial bids to prepare a score-sheet of bidders.

8.2.1 Pre-Bid Meeting will be held on 16<sup>th</sup> July 2024 at 12.00 Noon at APEDA, New Delhi and the minutes of the pre bid meeting shall be posted on the CPP / APEDA website within 2 working days from the pre bid meeting date. The bidders are advised to wait for minutes of pre bid meeting for submission of their bid.

### 8.3 Evaluation of Bids:

8.3.1 A Committee in APEDA will carry out a screening of the documents received and shortlist the bidder agencies fulfilling the prescribed eligibility criteria. The short-listed agencies will have to make a technical presentation before the selection committee.

8.3.2 The evaluation of bids will be made in two stages – first, Technical evaluation which will be followed by opening of Financial bid.

8.3.3 For technical evaluation of bids, a presentation will be held, on the date and time specified by APEDA, before the Selection Committee in the presence of the bidders or their authorized representatives.

8.3.4 The marks at the presentation will be awarded for the credentials as following:

S. No.	Areas	Maximum marks		
(i)	Overall concept and design	30		
(ii)	Overall aesthetics of design in terms of the pavilion and the exhibitor stall, innovative idea(s) proposed for the pavilion and exhibition area and for visitor engagement. Technological innovation and fresh ideas will be graded higher..	30		
(iii)	Annual Turnover of the agency from Event management business (related to design, construction and maintenance of pavilion(s) in national/ international Trade Fairs) conducted in India/ outside India during any three years out of last 5 financial years. The turnover shall be in the name of applicant organization only and not that in the name of group/ sister organizations. Breakup of marks is given below:	5		
			a. Rs. 6-8 crores	3 marks
			b. Above Rs.8 crores	5 marks
(iv)	Experience of execution of works of national/ international trade fairs conducted in India/ outside India for design, construction and maintenance of pavilions on turnkey basis. where (i) at least one pavilion should have been covering an area of 500 sq. mtrs or more, and (ii) the agency must have executed at least 3 (Three) events of the value of not less than Rs. 50.00 Lakh/ Rs. Fifty Lakh per event. Breakup of marks is given below:	5		
			a. 4-6 events	3 marks
			b. above 6 events	5 marks

8.4 The marking will be done on all the presentations. The bidders 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 shall carry a maximum of 30 marks.

- 8.5 The selection shall be made on Quality and Cost Based Selection (QCBS) method. The marking on Financial Bids, under QCBS method, will be as per the following criterion:

L1 = 30 marks

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

- 8.6 After the marks on financial bids are calculated, the marks of technical presentation and financial bids will be added up and the bidder scoring highest aggregate marks will stand selected.

- 8.7 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 agencies 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, Pandemic, 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 contract, nor shall either party have any such claims for damages against the other, in respect of such nonperformance 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:**

- 10.1 All matters of dispute arising out of this shall be governed by Indian law and subject to Court jurisdiction in New Delhi only.

- 10.2 Both the parties shall make all efforts to resolve any dispute by way of reconciliation.

- 10.3 In case of any dispute, both the parties shall make all efforts to resolve by way of conciliation process.

- 10.4 In the event of any doubt, 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 in accordance with the Arbitration and Conciliation Act, 1996 and the decision given shall be binding on the parties.

- 10.5 The provisions of Indian Arbitration & Conciliation Act 1996(as amended from time to time) 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.
- 10.6 The fee payable to the Arbitrator shall be paid equally by both the parties. The language used in the arbitral proceedings shall be English.

## **11 INDEMNITY:**

Agency shall indemnify, defend and hold APEDA and its officers/officials harmless against any and all proceedings, actions, losses, damages, expenses, costs and third party claims whatsoever whether financial or otherwise, including liability for payment of contributions dues to EPFO/ESIC/Govt. Departments/Local Bodies/Statutory Authorities etc which APEDA may sustain, incur, suffer or be exposed to at any time during the subsistence of the Contract and subsequent thereto relating to the period of Contract, arising out of a breach by the Agency, its sub-contractors, sub-agents, employees, etc. of any of its obligations under the Contract.

## **12 INTELLECTUAL PROPERTY RIGHTS:**

- 12.1 APEDA's name/logo/other IPRs shall be the sole and exclusive property of APEDA only. For any misuse/misrepresentation/unauthorized use of APEDA's name/logo/IPRs by the Agency and/or their sub-agents/sub-contractors/employees etc., the Agency shall be held solely responsible.
- 12.2 APEDA shall not be responsible for any harm or loss caused to any third party because of any such misuse/misrepresentation/unauthorized use of APEDA's name/logo/IPRs.
- 12.3 Agency shall indemnify APEDA against any misuse/misrepresentation/unauthorized use of APEDA's name/logo/IPRS and/or any claim(s) relating to infringement of any intellectual property rights committed by them/their sub-agents/sub-contractors/employees. etc.
- 12.4 APEDA shall take necessary legal and other remedial actions, as deemed fit, for such violations.

## **13. TERMS OF PAYMENT:**

- 13.1. Payment of an advance amount up to 30% of the total cost, on submission of proof of expenses incurred or against bank guarantees in favour of Agricultural and Processed Food Products Export Development Authority for the similar amount of equal amount.
- 13.2 Balance amount would be released on completion of the event and satisfactory report of the officer deputed for the event.
- 13.3 Payment will be released only for the actual work done at site as per scope of work which could increase or decrease as per requirement.

## **13.4 CONDITIONS PRECEDENT FOR MAKING OF FINAL PAYMENT**

- 13.4.1 Agency has to submit the soft copy of final design of pavilion, panels/posters (in CDR format), soft copy of exhibitor's directory, event report (pdf format) prepared for APEDA within 10 days after completion of event. 2 hard copies of event report also to be submitted. This will be treated as property of APEDA.
- 13.4.2 High resolution still photography/ video of APEDA pavilion, Exhibition area and RBSM Lounge covering the whole pavilion area from different angles of the entire event for all the days.
- 13.4.3 Also, a 3-minute video of all the days of show must be submitted after the event for uploading on social media platform. For these activities, services of a professional photographer/Videographer should be taken.
- 13.4.4 The agency must submit two photo albums containing at least 200 (50 for each day) photographs of 5-inch x 7- inch size covering each booth as well as other area of pavilion. The same should be submitted in Pen Drive.
- 13.4.5 Submission of electricity bill for the Pavilion area along with bank statement in support of such payment.
- 13.4.6 A satisfactory performance report from the APEDA official deputed at the exhibition site to oversee the event.
- 13.4.7 It is reiterated that no claim/ bill for additional cost, except that has been approved by APEDA for additional activities, will be considered.

#### 14 **PERFORMANCE ASSURANCE:**

If performance of the agency is not up to 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, proportionately to the extent of performance, at the time of final payment. Decision of APEDA shall be final in this regard.

#### 15. **GUIDELINES FOR SUBMISSION OF TECHNICAL AND FINANCIAL BIDS:**

- 15.1 Bidders may please note that conditional bids are not allowed.
- 15.2 Any misrepresentation of facts/withdrawals of bids will lead to forfeiture of EMD.
- 15.3 The agency shall bear the cost associated with the preparation and submission of bid documents to APEDA.
- 15.4 Each page of the bid document is required to be signed by the authorized signatory. Authorization letter in favour of the signatory is to be enclosed with Annexure-1.
- 15.5 The name of the Bidder Agency must be clearly written on all envelopes with full address, Tel: nos., and Email on the Envelopes.
- 15.6 No modification or substitution of the submitted bid shall be allowed. An applicant may withdraw his application after submission, provided that written notice of the withdrawal is received by APEDA before the end of the time for submission of applications. In case an applicant wants to resubmit his application, he shall submit a fresh application following all the applicable conditions by the stipulated date.
- 15.7 Bids received after the last date of submission will not be considered or opened under any circumstances. Bids received through email shall also not be considered.

**15.8** The name of the agency must be clearly written on all envelopes with full address, Name, contact details and e-mail of the authorised signatory. The bids are to be submitted in four envelopes as per the following procedure:

**ENVELOPE I:** will contain the following documents:

- (a) Demand draft of Rs. 17,700/- (Seventeen Thousand, Seven Hundred Only) in favor of APEDA, payable at New Delhi as Application cum processing Fee.
- (b) Demand Draft of Rs.5,00,000/- (Rupees Five Lakhs only) in favor of APEDA, payable at New Delhi as Interest-free Earnest Money Deposit,

The envelope should be sealed and marked as **“Application-cum-processing Fee and EMD for 3<sup>RD</sup> edition of WORLD FOOD INDIA 2024”**.

**ENVELOPE-II:** will contain the following documents:

Annexure 1 (Duly filled in) and supporting documents attached therewith.

Annexure-4 (CA Certificate)

Annexure-5 (Not Black-listed Declaration)

This envelope should be sealed and super-scribed as **TECHNICAL BID FOR DESIGNING, CONSTRUCTION AND MAINTENANCE OF ‘APEDA PAVILION, EXHIBITION AREA AND RBSM LOUNGE’ AT 3<sup>RD</sup> EDITION OF WORLD FOOD INDIA FROM 19<sup>TH</sup>-22<sup>ND</sup> SEPTEMBER 2024 AT BHARAT MANDAPAM, NEW DELHI**

**ENVELOPE III:** will contain

Annexure 2 (Financial Bid) duly filled in with supporting documents, if any.

Annexure 3 (Quotation for Optional Items)

The envelope should be sealed and super-scribed as **“FINANCIAL BID FOR DESIGNING, CONSTRUCTION AND MAINTENANCE OF ‘APEDA PAVILION, EXHIBITION AREA AND RBSM LOUNGE’ AT 3<sup>RD</sup> EDITION OF WORLD FOOD INDIA SCHEDULED FROM 19<sup>TH</sup>-22<sup>ND</sup> SEPTEMBER 2024 AT BHARAT MANDAPAM, NEW DELHI”**.

**ENVELOPE IV:** Master Envelope: will contain the following envelopes:

Envelopes I, & II & III should be kept inside the Envelope – IV and again sealed.

This Master Envelope should be super-scribed as **“BID FOR DESIGNING, CONSTRUCTION AND MAINTENANCE OF ‘APEDA PAVILION, EXHIBITION AREA AND RBSM LOUNGE’ AT 3<sup>RD</sup> EDITION OF WORLD FOOD INDIA SCHEDULED FROM 19<sup>TH</sup>-22<sup>ND</sup> SEPTEMBER 2024 AT BHARAT MANDAPAM, NEW DELHI”** and shall be submitted at the following address:

**The Secretary**

**Agricultural and Processed Food Products**

**Export Development Authority (APEDA)**

**3<sup>rd</sup>- 4<sup>th</sup> Floor, NCUI Building, August Kranti Marg,**

**New Delhi - 110 016**

**15.9** In case the bidder requires any clarifications or further information, please contact:

Shri Man Prakash Vijay

Deputy General Manager

Agricultural and Processed Food Products

Export Development Authority (APEDA)

3rd Floor, NCUI Building, August Kranti Marg, New Delhi - 110 016

Phone: 91-11-41486013 /20863919 /20867008 /20867007

Mail: [mpvijay@apeda.gov.in](mailto:mpvijay@apeda.gov.in)

**Last date for submission of bids is 29<sup>th</sup> July 2024 by 2:00 PM.**

**Pre bid Meeting will be held on 16<sup>th</sup> July 2024 at 12:00 Noon in the Conference Room of APEDA, New Delhi.**

**ANNEXURE-1**  
(to be placed in **Envelope-II**)

**Bids for Designing, Construction and Maintenance of ‘APEDA pavilion, Exhibition area and RBSM Lounge’ at 3<sup>rd</sup> Edition of “World Food India-2024” from 19<sup>th</sup>-22<sup>nd</sup> September 2024 at Bharat Mandapam, New Delhi**

**Details of Bidder Agency**  
**(on the Letter–Head)**

S. No.	Particulars	Details		Page no
1	Name of Agency and Address			
2	Address as per GST Registration (also attach documents)			
3	Name, designation and contact details of authorized person including email id and mobile/ telephone no. (Please attach Authorisation Letter)			
4	Details of Registration /AOA & MOA (Please Attach copy)			
5	GST Certificate of Agency (Please attach copy)			
6	Pan Card of Agency (Please also attach copy)			
7	Detailed Profile of the Agency including the staff strength on payroll			
8	<b>Turnover Details</b> (Please refer clause 4.2.2) (Minimum turnover Rs.5,00,00,000/- (Rupees Five Crores) from Event Management Business related to design, construction and maintenance of pavilions on turnkey basis in national/ international Trade Fairs during any three years out of last 5 financial years. <u>The turnover shall be in the name of applicant organization only and not that in the name of group/ sister organizations.</u>	Year	Turn-over	
		2019-20		
		2020-21		
		2021-22		
		2022-23		
		2023-24		
9	<b>Experience Details</b> (Please refer clause 4.2.1) Please attach copies of Work orders for design, construction and maintenance of pavilions of at least three national/ international events on turnkey basis during the last 5 (five) years where (i) at least one pavilion should have been covering an area of 500 sq. mtrs or more, and (ii) at least 3 (Three) events of the value of not less than Rs. 50.00 Lakh/ Rs. Fifty Lakh per event.	Year	Work Orders	
		2019-20		
		2020-21		
		2021-22		
		2022-23		
		2023-24		

10	Details of Demand Draft for Non- Refundable Application cum Processing Fee of Rs. 17,700/- (Rupees Seventeen Thousand Seven Hundred only)		
11	Details of Demand Draft for Interest-free Earnest Money Deposit "EMD" for Rs.5,00,000/- (Rupees Five Lakh only) / irrevocable and unconditional bank guarantee in favour of APEDA, New Delhi.		
12	Self-certified copy of "Exemption Certificate for exemption from submission of EMD by NSIC and MSME registered agency issued by respective authority. (Please Attach a copy)		
13	Self-Declaration that the agency has not been blacklisted by any Central/ State Government office/ PSU/ any other Government organization and the same is not applicable as on date. (Please Attach duly filled in Annexure-5)		

### Declaration

I hereby declare and confirm that all the information provided above is true and nothing has been concealed.

I agree to abide by the terms and conditions mentioned in this document.

I understand that if at any time, I am found to have concealed/distorted any material information or done any act or omission against the interest of APEDA, my contract shall be summarily terminated without any notice to me.

Signature,

(Name of Authorized Signatory)

Designation with company seal:

Date:

Place:

E-mail ID:

Tel. No.:

Mobile No.:



**FINANCIAL BID for Designing, Construction and Maintenance of APEDA pavilion, Exhibition area and RBSM Lounge at 3<sup>rd</sup> edition of WORLD FOOD INDIA 2024 from 19<sup>th</sup>-22<sup>nd</sup> September 2024**

Please note that: -

1. The Financial Bid must include break-up of quotation activity and component wise, separately, in Indian Rupees only.
2. A Bid showing lump sum amount only shall not be considered
3. No additional cost shall be claimed, except that is already mentioned in the bid document, whatsoever it may be, unless specific prior approval through written email in this regard is conveyed from the office of the Chairman, APEDA.

<b>Sr. No.</b>	<b>Activity and Component</b>	<b>Amount in Rs.</b>
1	Design, Construction and Furnishing of <b>Theme/ Common Area</b> covering details mentioned in clause <b>5.2</b> of bid	
2	Design, Construction and Furnishing of <b>Exhibitor Stalls</b> covering details mentioned in clause <b>5.3</b> of bid	
3	<b>APEDA Branding</b> covering details mentioned in clause <b>5.4</b> of bid	
4	<b>RBSM Lounge</b> covering details mentioned in clause <b>5.5</b> of bid	
5	<b>Wet Sampling Area</b> covering details mentioned in clause <b>5.6</b> of bid	
6	<b>Other activities</b> covering details mentioned in clause <b>5.7</b> of bid	
7	<b>Sub-Total of (1) to (6) above</b>	
8	<b>Amount of Applicable taxes</b>	
9	<b>Total Amount (with taxes)</b>	

**Total Amount in words: Rupees ....**

Signature of Authorised Representative

Company seal

Date:

Place:

**Annexure – 3**(To be placed in sealed **Envelope-III**)**Bid for Designing, Construction and Maintenance of ‘APEDA pavilion, Exhibition area and RBSM Lounge’ at 3<sup>rd</sup> Edition of “World Food India-2024” from 19<sup>th</sup>-22<sup>nd</sup> September 2024 at Bharat Mandapam, New Delhi****Quotation for Supply of Optional Items, if requested by Exporter**

(Reference: Para 5.3.6 of the bid document)

**Note: - This quotation is not part of the Financial Bid.**

<b>S. No</b>	<b>Item</b>	<b>Unit</b>	<b>Price in Rs.</b>
1.	Shelves	Per unit	
2.	Showcase (Glass Counter)	Per unit	
3.	Table	Per unit	
4.	Chair	Per unit	
5.	Spotlights	Per unit	
6.	Lockable Counter	Per unit	
7.	Refrigerator	Per unit	
8.	Microwave	Per unit	
9.	Hot case	Per unit	
10.	LED with stand (minimum 50 inch)	Per unit	
11.	Magazine Rack	Per unit	
12.	Center Table	Per unit	
13.	Sofa with (3-Seater)	Per unit	
14.	Sofa with (2-Seater)	Per unit	

Date:

Signature of Authorised Representative

Place:

Name

Company Seal

**Annexure-4**(to be placed in **Envelope-II**)

**Bids for Designing, Construction and Maintenance of 'APEDA pavilion, Exhibition area and RBSM Lounge' at 3<sup>rd</sup> Edition of "World Food India-2024" from 19<sup>th</sup>-22<sup>nd</sup> September 2024 at Bharat Mandapam, New Delhi**

**Proforma for CA Certificate**

I /We, Proprietor / Partner / Director of \_\_\_\_\_ (Name of CA Firm) do hereby confirm that M/s. \_\_\_\_\_ (Bidder), a Proprietorship / Partnership / Company having its registered office at \_\_\_\_\_, having PAN No. \_\_\_\_\_ and GST No. \_\_\_\_\_ which is valid from \_\_\_\_\_ (copy attached) and hereby declare and affirm as under:

1. That the business entity is in existence in the present status from.....(date).
2. That the details of the turnover from Event Management business (on the basis of the financial statements of the entity) are as follows:

<b>S. No.</b>	<b>Financial Year</b>	<b>No. of national /International events executed</b>	<b>Name of the Event, Place and Country</b>	<b>Name of Hosting Organisation</b>	<b>Turnover (in Rs.)</b>
1	2019-20				
2	2020-21				
3	2021-22				
4	2022-23				
5	2023-24				

3. That the above work was obtained in the entity's own name and the billing /payment was collected in the entity's own bank account.
4. That the copies of the work orders are attached.

**Declaration**

I have independently verified the above-mentioned details with books of accounts, 26AS statements, Service tax returns, GST Returns and other related documents and found them to be true and correct

**Counter-signed:**

**Signature of Authorized Signatory**  
**Name of Authorised Signatory**  
**Partner/Proprietor / Director**  
**Company Seal**

**Signature:**

**Name and designation**  
**Seal of CA firm**

**Date:****Place:**

**ANNEXURE-5**

(To be placed in **Envelope-II**)  
(To be provided on the Letter Head of the Agency)

**Bid for Designing, Construction and Maintenance of 'APEDA pavilion, Exhibition area and RBSM Lounge' at 3<sup>rd</sup> Edition of "World Food India-2024" from 19<sup>th</sup>-22<sup>nd</sup> September 2024 at Bharat Mandapam, New Delhi**

To  
The Secretary,  
APEDA,  
New Delhi-110016

**Subject: Declaration for not being Black-Listed**

Sir,

With reference to the bid on the subject cited above, I, ..... (Name and designation of the Authorised Signatory) hereby declare and confirm that M/s. ... (Name of the Agency) has not been black-listed or declared as ineligible by the Central Government/ State Government / Public Sector Undertaking from participating in future bids due to unsatisfactory performance, corrupt, fraudulent or any unethical business practices or any other reasons, as on the date of submission of the bid.

Signature

(Name of Authorised Signatory)

Designation:

Company Seal

Date:

Place: