

Details for submission of bids for designing and construction of APEDA pavilion at Summer Fancy Food Show at Javits Centre, New York, USA from June 29 – July 1, 2014

[Layout Plan](#)

1. Requirement

Agricultural and Processed Food Products Export Development Authority “APEDA” is participating in following international event to set up its pavilion to display and market the Indian Agricultural and Processed Food Products.

Summer Fancy Food Show at Javits Centre, New York, USA from June 29 – July 1, 2014 (hereinafter referred to as the “Event”)

The total area of the APEDA Pavilion for the Event is approx. 2000 sq.ft. (200 sq. mt.) in international pavilion

2. Eligibility for submission of Bids

Agencies having following minimum qualifications are hereby invited to bid for the event on turnkey basis.

- i) 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.
- ii) A minimum of 5 years experience in conceptualizing, designing and executing the projects on turnkey basis for setting up of pavilion/s in International trade fairs organized outside India.
- iii) A turnover of minimum Rs.5,00,00,000/- (five crores) during the preceding financial year i.e. 2012-13 for implementation of Event Management Business pertaining to International Trade Fair Pavilion. 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.
- iv) Submission of EMD in the form of DD is essential for the bid without which the bid offer will be rejected.

3. SCOPE OF WORK

The scope of work for the Event shall include the following:

I) Common facilities:

Common area (excluding the exhibitor stalls) in an approx. area of 54 Sq. mtr. with adequate space for wet sampling will include:

Common facilities

Common area (excluding the exhibitor stalls) will include:

- Common area to be made in an approx 54 sqm. area in contemporary customized design.
- **All the common area for APEDA use should be distinguished with raised wooden floor and shall be wooden constructed.**
- A reception with backdrop of backlit collage on glass, acrylic or lycra material.
- Custom built reception table with front trans light on both side.
- All the common areas for APEDA use should be distinguished with raised wooden floor.
- A wet sampling area for wine, processed food and fresh mangoes etc. and to have display counters, shelves, refrigerator etc.
- A meeting lounge for APEDA partially covered by glass/acrylic or equivalent material and storage area.
- Branding and visibility of India pavilion from the maximum height, as per the guidelines of the organisers.
- Graphics in the common area to be all back lit.
- 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.
- The generic branding should be on stretchable lycra or flex so that there are no wrinkles in final getup.
- The common branding should have bright – white lightings.
- For further conditions of construction of pavilion/stalls, heights of the stall etc. you may refer www.specialtyfood.com. The fascia and the branding which runs through the entire APEDA pavilion will be above the basic structure.
- The pavilion shall be brightly lit with sufficient white lights not to allow dark

pockets in the complete pavilion.

- The pavilion shall be sufficient hanging banners to be put in from the ceiling over the APEDA pavilion for proper visibility of APEDA's pavilion.
- Special emphasis on lighting from above with flood lights.

The products to be displayed shall include ready-to-eat food/curries, spices and herbs, fresh and frozen fruits and vegetables and their preparations, chutneys, pickles, gherkins and wines etc.

II Exhibitor Stall:

Scope:

The selected bidder shall be required to undertake the following activities:

1. At least 16 individually **octanorm constructed** and furnished booths of 9 sqm. each should be provided. Each booth shall be provided with one round table, three chairs, one lockable counter, four shelves, one pegboard, electric socket, dustbin, stand lights (600 watts for 9 sq mtr). Photographs of the furniture to be provided shall be shown and submitted at the time of presentation.

2. Preparation of 3 panel posters of size 3' * 6' sq. ft. for each 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 as no exhibitor will be allowed to put their individual panel/ posters.

iii. Miscellaneous:

1. Provision of 2 hostess, attired in Indian costume for all the days during the show

2. Provision of 52" LED / Plasma TV with USB port / DVD player.

3. Development and printing of Basmati Recipe book, exhibitors' directory and processed food fliers etc.

4. High resolution still photography for the entire event and submit photo albums containing at least 100 photographs at least of 5x7 size with mat finish.

5. Electricity charges usage will be at actuals subject to production of supporting documents.

6. Proper and regular cleaning of APEDA pavilion during entire duration of the event.

4General:

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 at the end of the Event.

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.

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 excluding all taxes and the applicable taxes must be indicated separately. However total value of the bid shall be taken as inclusive of 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. one lakh in the form of a 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 Agency will ensure that the manpower engaged for APEDA Pavilion should be in the line with the local laws.

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 claims, loss, suit, liability or judgment suffered.

5.10 The agency will provide new carpet inside the booth area as per the colour as approved by APEDA.

5.13 The material such as wall panels, maxima system, 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.

5.14 The approved agency will be responsible to have sufficient manpower present at the site for construction & maintenance of the pavilion and coordination of the event till the end.

5.15 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.

5.16 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.

5.17 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 with the organizers.

5.18 APEDA reserves the right to :

- Make minor changes in the Design plan.
- 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 APEDA would be final and binding on the bidder.

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., Summer Fancy Food Show, USA 2014 at the envelope within 10 days from the date of release of this advertisement. Bidders may note that conditional bids are not allowed and would be rejected summarily.

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

(Annexure I)

Details of the Bidder:	
Name of agency with address	
Name and Designation of Chief Executive	
Profile of the agency including the staff strength	
Track Record – previous experience of handling similar nature of work. The company must have 5 years work experience in event management (excluding advertising and printing). with copies of work order.	
A CA certificate certifying the turnover of the applicant bidder for the last 5 financial years. The turnover should be in the name of applicant organisation only and not that of group/ sister organisations.	
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 order words, name of applicant organisation should be same in all the documents submitted.	

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.	Date of Pay order/ Demand draft	
	Pay Order No./DD No./with Bank Name	
	Amount in Rs.	

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 APEDA pavilion (both hard and soft copy) clearing 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 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 Quotation**, duly dated, with detailed break-up of each component suggested separately in Indian Rupees only. No lump sum amount shall be considered.

6.4.3 The applicable taxes should be clearly mentioned separately in the estimates.

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

S.No.	Particular of work	Amount in Rs.
1	<ul style="list-style-type: none"> • Common area to be made in an approx. 54 sqm. area. • A reception with backdrop of backlit collage 	

	<p>on glass, acrylic or lycra material.</p> <ul style="list-style-type: none"> • All the common areas for APEDA use should be distinguished with raised wooden floor. • A wet sampling area for wine, processed food and fresh mangoes etc. and to have display counters, shelves. • A meeting lounge for APEDA partially covered by glass/acrylic or equivalent material and storage area. • Branding and visibility of India pavilion from the maximum height, as per the guidelines of the organisers. 	
2	Preparation of 3 panel posters of size 3' * 6' sq. ft. for each booth, as per the TPs/design to be arranged from the concerned exhibitors.	
3	Microwave oven, refrigerator etc	
4	Provision for 1 audio-visual (52" plasma/projection) in the common area.	
5	The pavilion should have about 16 built-up booths for APEDA constituents. Each booth would be in multiple of 3 sq. mt. area preferably 2 sides open.	
6	<p>Each built –up booth of 9 Sqm. would have the following standard furniture:</p> <ul style="list-style-type: none"> > One round table > 3 Chairs > 6 Spotlights of 100 watts each > 4 Shelves > One Power Point > Carpet and Fascia > One Waste Paper Basket > One Lockable Counter 	
7	The lounge will have with two sofa sets and centre table, business lounge, store, and open meeting areas.	

8	2 nos. of hostesses will have to be provided by the agency.	
9	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.	
10	High resolution still photography for the entire event and submit photo albums containing at least 100 photographs at least of 5x7 size with mat finish.	

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. N o.	Areas	Score/Weight age
1.	Overall concept and design	20
2.	Significant portrayal of theme area as a powerful source of food products by combined use of photos, graphics, attractive colour scheme etc.	10
4	Appropriate dimension of the structure, according to floor area allocated to APEDA and best use of the space.	10
6	Turnover of the Company	10
7	Staff Strength	10
8	Previous works of similar nature National/ Int'l level.	10

The marking would be done for all the presentations by the selection committee on the parameters. The vendors who secure minimum 70% marks (49 out of 70 marks) in technical presentations will be short listed and 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 = $30 \times L1$ (the cost quoted by L1) / L2 (the cost quoted by L2) and similarly L3,

L4 ----- (depending on no. of parties)

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.

Selection Committee reserves the right to 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 bidder.

8. 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 SECRETARY, 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.

9. Arbitration

All matters of dispute arising out of this shall be governed by Indian law and subject to Court jurisdiction in New Delhi. Both the party shall make all effort 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 of the SECRETARY, 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 SECRETARY, 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 SECRETARY, APEDA.

Terms of Payment:

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

- An advance up to 50% of the total cost, on submission of proof of expenses incurred.
- Balance amount would be released on completion of the event pursuant to receipt of satisfactory report of the officer(s) deputed for the event.

The Bidder has to bear all the costs associated with the preparation and presentation.

11. SUBMISSION OF BIDS

11.1 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/-

Envelope II : Containing Annexure I (Technical Bid) duly filled in with supporting documents. The envelope should be sealed and marked as “Technical Bid for APEDA Pavilion at Summer Fancy Food Show”.

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 for APEDA Pavilion at Summer Fancy Food Show”.

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 APEDA Pavilion at Summer Fancy Food Show” and shall be submitted to General Manager (Trade Fairs) at the address mentioned below.

12. 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.

The advertisement has been released on 22nd April 2014 and the last date for receipt of bid is 10 days from the date of Advertisement i.e 1st May 2014 till 5 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 – 110 016
 Telefax: 26514046

