

13.01.2023

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Tender inviting bids for designing and construction of APEDA Pavilion during AAHAR 2023, 14th – 18th March, 2023 at Pragati Maidan, New Delhi

1. REQUIREMENT

Agricultural and Processed Food Products Export Development Authority “APEDA” is participating in AAHAR 2023 scheduled from 14 – 18 March, 2023 at Pragati Maidan New Delhi (hereinafter referred to as the “Event”). APEDA proposes to set up its pavilion to showcase and facilitate development and promotion of its scheduled products.

The total area of the APEDA pavilion for the Event is **gross area 3000 sqm (approx.)** and **1689 sqm Net area (approx)** in **Hall No.5**

2. ELIGIBILITY FOR SUBMISSION OF BIDS AGENCIES HAVING FOLLOWING ELIGIBILITY, 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 shall be in the name of applicant organisation only and not that of group/sister organisations. In other words, name of applicant organisation shall 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 National /International events. Copies of work orders to be attached.
- 2.3. A turnover of minimum Rs. 5,00,00,000/- (Rupees Five Crores only) during the financial years 2017-18, 2018-19 and 2019-20 for implementation of Event Management Business pertaining to National /international Trade Fair Pavilion. A CA certificate certifying the turnover of the applicant organisation for the above mentioned period. The turnover shall be in the name of applicant organisation only and not that of group/ sister organisations.
- 2.4. Submission of EMD in the form of DD for an 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. Exemption to NSIC and MSME registered agencies will be applicable subject to submission of self certified copy of “Exemption Certificate” issued by respective authorities with the tender documents.
- 2.5. 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.

3. SCOPE OF WORK

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

3.1 Common Area (excluding the exhibitor’s stalls) will include:

- 3.1.1. The design of the pavilion shall consist of a theme area in an approx. 150 sqm. with adequate space for display of samples.
- 3.1.2. **The theme of the pavilion will be International year of Millets-2023**
- 3.1.3. Branding and visibility of APEDA pavilion from the maximum height, as per the guidelines of the organizers
- 3.1.4. Meeting room with sofa sitting and 4 open sitting with round table and 16 chairs.
- 3.1.5. 100mm raised platform with beige parquet wooden flooring recessed LED light.
- 3.1.6. Partition walls in double side timber clad with MDF (minimum size 50mm) in paint finish.
- 3.1.7. Custom built reception table with front trans light on both sides.
- 3.1.8. The proposed pavilion will be custom design in complete wooden structure.
- 3.1.9. The generic branding shall be on stretchable lycra or flex so that there are no wrinkles in the final get up. The common branding banners shall have concealed bright – white lightings.
- 3.1.10. For further conditions of construction of pavilion/stalls, heights of the stall etc. you may refer www.indiatradefair.com. The fascia and the branding which runs through the entire APEDA

pavilion will be above the basic structure.

3.1.11. All the common areas for APEDA use shall be distinguished with raised wooden floor.

3.1.12. The pavilion shall be brightly lit with sufficient white lights not to allow dark pockets in the complete pavilion.

3.1.13. 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, centre table, store, pantry and open meeting areas.

3.2 Exhibitors Stalls:

The pavilion shall have built-up booths of 9 Sq. mtrs. for exhibitors, preferably 2 side open or as per the guidelines of ITPO in view of Govt. Instructions regarding social distancing in the wake of COVID 19. There may be bigger booths in multiple of 9 sq. mtrs. Depending upon the requirement of the exhibitors which will be communicated accordingly.

1. Each built-up booth of 9 Sqm. will have the following standard furniture:

2. One round table

3. 4 Chairs

4. 5 Spot lights of 100 watts each or equivalent

5. 3 Shelves

6. One Power Point

7. Carpet and backlit Fascia

8. One Waste Paper Basket

9. One Lockable Counter

10. In addition, the agency shall be able to provide additional furniture items as required by the exhibitors at reasonable extra cost, which will be paid by the concerned exhibitor. The cost of extra furniture is to be intimated along with the financial Bid document.

3.3 Other Activities

3.3.1. There shall be a provision for at least One LED Wall size with DVD Player/pen drive.

3.3.2. The business office shall be equipped with computer/ laptop with printer, telephone, Internet (wifi) and photocopier.

3.3.3. The pantry shall have 25 nos. of breakfast along with coffee/tea/soup vending machine, snacks (cashew, almond, cookies etc.) and water dispenser as per requirements along with attendants.

3.3.4. Four Hostesses in the day shift and six security guards in all shifts will have to be provided by the agency.

3.3.5. **Development, preparation and printing of the following:**

a) Exhibitors Directory (500 copies – Size 7"x9.5").

b) Corporate Brochure of APEDA (2000 copies - Size 7"x9.5").

c) Organic Brochure of APEDA (2000 copies - Size 7"x9.5").

d) Processed Food Brochure of APEDA (2000 copies - Size 7"x9.5").

e) Fresh Fruits and Vegetables Brochure of APEDA (2000 copies - Size 7"x9.5").

f) Animal Products Brochure of APEDA (2000 copies - Size 7"x9.5").

g) Cereals Products Brochure of APEDA (2000 copies - Size 7"x9.5").

h) Wine Brochure of APEDA (2000 copies - Size 7"x9.5").

3.3.6. **Further, selected agency has to develop the content based on the information to be provided by APEDA along with editing, proof reading & value addition.**

3.3.7. High resolution still photography for the entire event and to submit two photo albums containing at least 100 photographs at least of 5x7 size and video coverage (all days) as well as 3 minutes video for uploading on youtube & providing link on APEDA's website for the activity, **services of a professional photographer should be taken.**

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

3.3.9. Vendor shall arrange at least 5 bouquets per day for VIP visits or as directed by APEDA

3.3.10. Arrangement of good quality vegetarian/non vegetarian lunch for approximately 30 people every day for five days.

3.3.11. **APEDA Souvenir for VIP Guests (approximate 10 and range Rs. 5000/- each approx) to be approved by APEDA.**

3.3.12. The agency shall provide new carpet inside the Pavilion as per the colour approved by APEDA.

- 3.3.13. 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.
- 3.3.14. The posters/panels prepared by the agency shall be identical in dimensions to maintain symmetry.
- 3.3.15. The agency will undertake the landscaping along with maintenance, cleaning and fire protection of the pavilion for the entire duration of the exhibition
- 3.3.16. The agency will be given the assignment on turnkey basis-from designing and fabrication, maintaining and managing the pavilion upto dismantling. The agency will also be required to coordinate with the APEDA exhibitors with regard to setting up of individual stall and their additional requirements, if needed.
- 3.3.17. The design so proposed, shall be as per the norms of ITPO.
- 3.3.18. All the individual booths shall be in wooden and the APEDA Brand shall be above the booths clearly visible from distance.
- 3.3.19. The concept shall include the layout plan and 3D view of the same.
- 3.3.20. The concept/design of the pavilion with layout, decoration plan etc. must be submitted in hard copy as well as on CD/Pendrive. The agency shall provide 3D mages/presentation of APEDA 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 shall also contain graphics etc. in detail.
- 3.3.21. Necessary electricity charges will be paid by APEDA at actual upon submission of supporting documents by the vendor. However, electricity load to the exhibitors more than prescribed limit shall strictly be on payment basis by the exhibitors.

3.4 Precautions to be followed in the wake of COVID -19

- a) To ensure compliance with the guidelines of Govt. issued from time to time.
- b) Provision of Hand sanitizers and Masks at the entry point of APEDA pavilion and at the entry of each aisle of APEDA pavilion.
- c) Demarcation of stalls and aisles as per the guidelines of Govt. and ITPO.

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 will 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.

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 shall 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 bidders after the selection of the vendor. For the selected bidder, EMD amount will 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 and tax related matters.
- 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 60 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.** 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.
- 5.11. Vendor has to submit the soft copy (in cdr format) of final design of pavilion, publicity material prepared for APEDA including brochures, books, panels alongwith the report of APEDA's participation in AAHAR-2023 before settlement of final payment. This will be treated as property of APEDA**
- 5.12.** 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.
- 5.13.** The agency will have to undertake the landscaping along with maintenance cleaning and fire protection of the pavilion for the entire duration of the exhibition.

5.14. APEDA reserves the right to:

- 5.14.1. Copy right of designing of Pavilion and graphics.
- 5.14.2. Make changes in the Design plan.
- 5.14.3. Extend the deadline for the submission of applications/bid documents at its discretion.
- 5.14.4. Accept or reject any proposal at any time prior to award of contract/order, without assigning any reasons and without any liability on APEDA.
- 5.14.5. 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 arises out of aforesaid action.
- 5.14.6. 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.
- 5.14.7. 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., AAHAR 2023 scheduled from 14 to 18 March, 2023 at New Delhi in the envelope by **03.02.2023 till 5:30 P.M.** Bidders may please note that conditional bids are not allowed and will be rejected summarily.
- 6.2. Cover 1: Technical Bid:** Super scribe the name of the event and **“Technical Bid” (Annexure 1)** to include the following documents:

(Annexure I)

Mandatory details to be submitted by the Bidder:	
Name of agency with address	
Name, designation and contact details of contact person	
Profile of the agency including the staff strength on payroll	
A minimum of 5 years experience in conceptualizing, designing and executing the projects on turnkey basis for setting up of pavilion/s in National /International events.(Copies of work orders to be attached).	
A turnover of minimum Rs. 5,00,00,000/- (Rupees Five Crores only) during the financial years, i.e., 2017-18, 2018-19 & 2019-20 for implementation of Event Management Business pertaining to National /international Trade Fair Pavilion. A CA certificate certifying the turnover of the applicant bidder for the above mentioned period. The turnover shall be in the name of applicant organization 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 with GST Number These documents shall be in the name of applicant organisation only and not that of group/sister organisations.	

In other words, name of applicant organisation shall be same in all the documents Submitted.	
Submission of Interest free Earnest Money Deposit “EMD” in the form of DD for an 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	
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.	

6.3. Cover 2: Financial Bid: Super scribe the name of the event and “**Financial Bid**” (**Annexure II**) to include the following documents/details:

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

Annexure II (Financial bid)

Financial bids for designing and construction of APEDA pavilion at AAHAR 2023 scheduled from 14 - 18 March, 2023 at New Delhi

S. No	Particular of work	Amount in Rs.
1.	Construction and furnishing of common area as per details mentioned at 3.1 above.	
2.	Construction and furnishing of Exhibitors stalls as per details mentioned at 3.2 above.	
3.	Activities as per 3.3 above	
4.	Applicable taxes	
	Total Amount (inclusive of taxes)	

**Authorized Signatory Name of Signatory
Designation with company seal**

Date:

Place:

Optional items if required

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

**Authorized Signatory Name of Signatory
Designation with company seal**

Date:

Place:

7. SELECTION PROCEDURE

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.

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

S. No.	Areas	Score/Weightage
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 for last financial year (2019-20): Breakup of marks is given below: a. Rs. 5 crore 2 marks b. Rs. 5-10 crore 3 marks c. Above Rs. 10 crore 5 marks	5
5	Previous works of similar nature National/ Int'l level. Breakup of marks is given below: a. 5 Years 2 marks b. 5-10 Years 3 marks c. Above 10 Years 5 marks	5

8. OPENING OF FINANCIAL BIDS

The marking will 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 = 30XL1 (the cost quoted by L1)/L2 (the cost quoted by L2) and in similar fashion for L3, L4 etc. (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 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.

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.

9. 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.

10. TERMS OF PAYMENT:

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

- 10.1.** An advance up to 50% of the total cost, on submission of proof of expenses incurred or against bank guarantee of equal amount.
- 10.2.** Balance amount will be released on completion of the event pursuant to receipt of satisfactory report of the officer(s) deputed for the event.
- 10.3.** The Bidder has to bear all the costs associated with the preparation and presentation of Tender.

11. SUBMISSION OF BIDS

Bids shall be submitted by the bidder with supporting documents in a sealed envelope in the following manner:

- 11.1. 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.
- 11.2. Envelope II:** Containing **Annexure I (Technical Bid)** duly filled in with supporting documents. The envelope shall be sealed and marked as "Technical Bid for APEDA Pavilion at AAHAR 2023 scheduled from 14 to 18 March, 2023 at New Delhi.
- 11.3. 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 envelope shall be sealed and marked as for "Financial Bid for APEDA Pavilion at AAHAR 2023 scheduled from 14 to 18 March, 2023 at New Delhi.
- 11.4. Envelope- IV:** Envelopes I, II & III shall be kept inside the Envelope – IV and again sealed. The name of the bidder shall be clearly written with full address, Tel: nos., E-mail on the Envelopes (I, II, III & IV). This Master Envelope (Envelope – IV) shall be marked as "Technical Bid and Financial Bid for APEDA Pavilion at AAHAR 2023 scheduled from 14 to 18 March, 2023 at New Delhi. The bid shall be submitted to Director 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. Decision of APEDA shall be final in this regard.

Kindly note : The pre bid meeting will be schedule on January 18, 2023 at 11.00 am.

Last date for submission of bid is **03.02.2023** till 5:30 P.M. The complete applications should be addressed to:

**Director
APEDA
3rd Floor, NCUI Building, 3,
Siri Institutional Area,
Opp. Asiad Village, August Kranti Marg,
New Delhi – 110 016**

