

ToRs for submission of bids for designing and construction of India pavilion at BIOFACH 2023 scheduled from 14th -17th February-2023 at Nuremberg, Germany

1 Requirement

1.1 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 Organic Food Products.

BIOFACH 2023 scheduled from 14th- 17th February-2023 at Nuremberg, Germany (hereinafter referred to as the “Event”).

1.2 The area of the India Pavilion for the Event is approx. 365 Sq.mtrs. (as per layout) in international Hall No. 3A (layout of the Event is attached as Annexure A).

2 Eligibility for submission of Bids Agencies having following minimum qualifications are 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 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.

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 International events organized outside India .

2.3 A turnover of minimum Rs.5,00,00,000/- (Rupees Five Crores only) during the preceding financial years (pre covid) 2018-19 and 2019-20 for implementation of Event Management Business pertaining to international Trade Fair Pavilion.

2.4 Submission of EMD in the form of DD for the amount of Rs. 2,00,000/- (Rupees Two Lakh only) in favour of “APEDA” payable at New Delhi is essential for the bid without which the bid offer will be rejected.

2.5 A self certified undertaking has to be submitted mentioning that they have never been blacklisted by any government organization and the same is not applicable as on date.

3 SCOPE OF WORK

The proposed INDIA pavilion will be designed using complete wooden material including the common area, sampling and participant’s area. The scope of work for the Event shall include the following:

3.1 **Common facilities: (Excluding the exhibitor stalls) will include:**

Common area (Excluding the exhibitor stalls) in an approx. area of 45-50 Sq. mtr. with adequate space for wet sampling will include:

1. Common area would accommodate rice products sampling and live demo of Indian organic cuisines and restaurant for the wet sampling. Raw material for wet sample will be organized by Vendor.
2. Meeting room with sofa sitting for 6 persons and 3 open sitting arrangements with 3 round tables and 9 chairs.
3. A pantry area with provision for tea/coffee, drinking water, refrigerator etc to be provided.
4. 100 mm raised platform with beige parquet wooden flooring recessed LED light.
5. Dark colour of carpet may be provided.
6. Partition walls in double side timber claded with MDF (minimum size 50mm) in paint finish.
7. Custom built reception table with front trans light on both side and sitting arrangement of two.
8. Three lockable showcases of full size for display of Indian organic products.
9. Custom built wet sampling area with adequate storage area, display counters, microwave oven, etc.
10. The overall look of India 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.
11. Video Wall of 3x2.5m for branding in common area.
12. The generic branding should be on stretchable lycra or flex so that there are no wrinkles in the final get up. The common branding banners should have concealed bright – white lightings.
13. The proposed pavilion will be custom design in completely wooden.
14. All the common areas for APEDA use should be distinguished with raised wooden floor.
15. For further conditions of construction of pavilion/stalls, heights of the stall etc. you may refer **www.biofach.de** The fascia and the branding which runs through the entire India pavilion will be above the basic structure.
16. The pavilion shall be brightly lit with sufficient white lights not to allow dark pockets in the complete pavilion.

17. The agency shall supervise dispatch of samples/ publicity materials and in this regard identify appropriate vendor or the authorize vendor of the event for which payment will be made to the said vendor directly as per their invoice on actual. However, the amount charged by the vendor should be reasonable and as per market rates.
18. 500 jute bags for distribution during the event.
19. The posters/panel for the common area of India pavilion needs to be developed and placed as per design approved by APEDA.
20. Development and preparation of 500 each of APEDA event brochure, recipe book of Indian organic cuisines and exhibitors directory for free distribution during the event.
21. One additional hostess for applying organic Henna tattoo on visitor's hands
22. To arrange to upload at least three minutes video on the YouTube after completion of the event and providing link on APEDA website.
23. Cleaning and maintenance of entire APEDA Pavilion on each day.
24. To arrange bouquets at least five numbers per day for the VIP's or as per requirement and arrange refreshments.
25. The pavilion is to be set up with the maximum feasible openness all around.
26. India pavilion shall be available as per fair authorities guidelines as given on their website and the work must be completed latest by 08.00 p.m. on February 13, 2023. The premises must be handed over to the Fair organizer one day after the conclusion of the event as per the guidelines of the Show Organizer/Venue Owner Guidelines/Regulations of Biofach 2023. The Agency will submit all necessary documentation and application forms to concerned authorities for use of the venue and approval of plans etc. The selected agency will undertake the Construction/Decoration work for India Pavilion at the event on turnkey basis and on hire purchase.
27. The material such as wall panels, furniture, display aids etc. to be used by the agency has to be of a very high quality. Chairs/Tables, counters, display aids etc provided in the stand area should be of same type and colour.

3.2 Exhibitor Stall:

The selected bidder shall require to undertake the following activities:

1. All the Individual Booths should be in wooden. India Branding should be atleast 4- 4.5 mtrs or upto the height permitted by the organisers all around the area and should give a modern contemporary look.

2. Construction of 25-30 stalls of different sizes as per the requirement.

3. All the exhibitors should have the Lockable Counter (jewellery showcase) of 1mx1mx0.5m with Chair in their stalls. Provision for storage is to be proposed in each stall of about 1mtr x 1.5 mtr with shelves and door. The storage shall be created by taking half mtr space from the two back to back / adjoining stalls having common partition wall.
4. Preparation of 3 panel posters of size 3' * 6' sq. ft. for each 9 sq. mtrs. stall and in multiple thereof as per the TPs/design to be arranged from the concerned exhibitors. The panels and the posters prepared & printed by the agency shall be identical in dimension and printing quality should be of international level.
5. Facia of the exhibitors should display the booth numbers and identifications.

3.3 Miscellaneous:

- a) Provision of 2 hostesses cum interpreters attired in Indian costume and one attendant for all the days during the show.
- b) One extra hostess for applying henna tattoos on visitor's hand with organic henna.
- c) Area for Indian restaurant for live demo of Indian Cuisine i.e. pakora, pancakes etc.
- d) For wet sampling of Organic Basmati Rice Biryani, an Indian restaurant has to be identified for preparation and serving of Biryani. The identified restaurant may be asked to prepare two types of biryani one vegetarian and other non vegetarian, transporting and delivering at exhibition site in their crockery, 2 attendants for serving and to supply the required serving material such as disposable plates, napkins and spoons etc. Charges for preparation of biryani which would be 40 kg. per day (20 kg for non vegetarian biryani and 20 kg for vegetarian biryani), and serving etc. to be included in the bid. For preparation of Biryani, vendor has to provide the organic basmati rice.
- e) Development of 500 each of APEDA event brochure, exhibitor catalogue and Recipe book of Indian Organic cuisines.
- f) High resolution still photography for the entire event and submission of two photo albums containing at least 150 photographs of 5x7 size with mat finish and soft copy in Pendrive.
- g) Proper and daily cleaning of the entire pavilion will also be the responsibility of the agency.
- h) The agency has to assess estimated electricity load and water connection and book in advance on behalf of APEDA.
- i) Necessary electricity charges would be paid by APEDA at actual upon submission of supporting documents by the vendor. Documents should be in the name of APEDA.

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 would 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.

4.3 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.

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 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. 2,00,000/- (Rupees Two 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 bidder after the selection of the vendor. For the selected bidder, EMD amount would 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.

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 claim, loss, suit, liability incurred.

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

5.11 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.

- 5.12 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.
- 5.13 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.
- 5.14 Vendor has to submit the soft copy (in cdr format) of final design of pavilion, panels prepared for APEDA along with the report of APEDA's participation in the event before settlement of final payment. This will be treated as property of APEDA.
- 5.15 For further conditions of construction of pavilion/stalls, heights of the stall etc. please refer the website of the fair organizers, **www.biofach.de**. The fascia and the branding which runs through the entire INDIA pavilion will be above the basic structure.
- 5.16 The agency shall complete all the design and construction work as per the scope of work. The pavilion shall be handed over to APEDA and allocation of stalls to the exporters / participants complete in all respect including furniture, fixture and electrical work by 08.00 p.m. on February 13, 2023. In case the assigned work could not be completed by 08:00 p.m. a penalty of Rs. 2,00,000/- shall be imposed for the day. After that a penalty of 25% per day of the work order shall be imposed for each day delay. In case the penalty works out to more than 50% the bank guarantee submitted in APEDA would also be forfeited.
- 5.17 APEDA reserves the right to:
- Copy right of designing of Pavilion and graphics.
 - Make required changes in the Design plan.
 - 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.
 - 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.
 - 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 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., BIOFACH 2023 scheduled from 14th -17th February 2023 in the envelope by **19.01.2023 till 4.00 P.M.** Bidders may please note that conditional bids are not allowed and would be rejected summarily. The Pre Bid meeting will be held on **20.01.2023 at 1100hrs** at APEDA, New Delhi.

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

(Annexure I)

Mandatory details to be submitted by the Bidder:	
Name of agency with address	
Name and Designation of Chief Executive	
Profile of the agency including the staff strength on payroll	
Track Record – previous experience of handling similar nature of work (Please mention here). The company must have 5 years work experience in event management in international trade fairs pavilion (excluding advertising and printing) with copies of work orders for last two years.	
A CA certificate certifying the turnover of the applicant bidder for the last 3 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 other words, name of applicant organisation should be same in all the documents submitted.	
An interest free Earnest Money Deposit “EMD” for Rs.2,00,000/- (Rupees Two 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.	
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 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 INDIA 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 should also contain 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 break-up of major components separately in Indian Rupees only. No lump sum amount shall be considered. It should be in a separate envelope duly sealed.

Annexure II (Financial bid)

Financial bids for designing and construction of India pavilion at BIOFACH 2023 scheduled from 14th -17th February-2023 at Nuremberg, Germany

S No.	Particular of work	Quantity	Rate	Unit	Amount in Rs.
1	<ul style="list-style-type: none"> - The pavilion is to be set up with the maximum feasible openness all around. Branding and visibility of India pavilion from the maximum height, as per the guidelines of the organizers. - Common area would be an area of approx. 60 sqm to accommodate biryani sampling, live demo of Indian organic cuisines, i.e., pakora, samosa, pancakes etc. and creation of a restaurant for the wet sampling. - Meeting room with sofa sitting for 6 persons and 3 open sitting arrangements with 3 round tables and 9 chairs. - 100mm raised platform with beige parquet wooden flooring recessed LED light. - Dark color of carpet. - Video Wall of 3x2.5m for branding in common area. - Partition walls in double side timber claded with MDF (minimum size 50mm) in paint finish. 				

	<ul style="list-style-type: none"> - Custom built reception table with front trans light on both side and sitting arrangement of two - 500 Cotton bags made from organic cotton for distribution during the event. - Three lockable full size showcases for display of Indian organic products. - The posters/panel for the common area of India pavilion needs to be developed and placed as per design approved by APEDA. - Preparation and wet sampling of Organic basmati rice biryani (Organic Basmati will be procured by Vendor), processed food and adequate storage etc. Area, display counters, shelves, microwave oven, chiller, freezer etc. - The overall look of India 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 proposed pavilion will be custom design in completely wooden. - The generic branding should be on stretchable lycra or flex so that there are no wrinkles in the final get up. The common branding banners should have concealed bright white lightings. - For further conditions of construction of pavilion/stalls, heights of the stall etc. You may refer www.biofach.de The fascia and the branding which runs through the entire APEDA pavilion will be above the basic structure. - All the common areas for APEDA use should be distinguished with raised wooden floor. - The pavilion shall be brightly lit with sufficient white lights not to allow dark pockets in the complete pavilion. 	One Job		One job	
2	A) Construction of stalls of different sizes for each for exporters to display their products for interaction with the buyers/visitors, including the requirement of furniture as under. The proposed pavilion will be custom design in completely wooden. Stands should be in the following dimensions:	As per layout		Per Sqm	

Common Area) – 60 sqm.
25-30 Stalls of different sizes as per requirements

Area for Indian Restaurant for live demo

Each built-up booth shall have brand new carpet & the following standard furniture:

ITEMS	Area in Sqms				
	9	18	27	36	63
Round Table	01	02	03	4	6
Chairs	03	06	09	10	18
Spot Lights of 100 watts or eq. Each	05	10	15	20	25
Shelves	03	06	09	12	15
Power Point	01	02	03	4	6
Waste Paper Basket	01	02	03	4	6
Lockable Counter (jewellery showcase) of 1mx1mx0.5m with Chair	01	02	03	4	6
New Carpet & Front Lit Fascia	✓	✓	✓	✓	✓

B) Preparation of 3 panel posters of size 3' * 6' sq. Ft. For each 9 sq. Mtrs. Stall and in multiple thereof as per size of the 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 and printing quality should be of international level.

C) Provision for storage in each stall of about 1 mtr x 1.5 mtr with shelves and door. The storage shall be created by taking half mtr space from the two back to back / adjoining stalls having common partition wall.

D) Stall height for individual stalls will be minimum 4.5 mtrs.

3

For wet sampling of Organic Basmati Rice Biryani, an Indian restaurant has to be identified for preparation and serving of Biryani. The identified restaurant may be asked to prepare two types of biryani one vegetarian and other non vegetarian, transporting and delivering at exhibition site in their crockery, 2 attendants for serving and to supply the required serving material such as disposable plates, napkins and spoons etc. Charges for preparation of biryani which would be 40 kg. Per day (20 kg cooked for non vegetarian biryani and 20 kg cooked for vegetarian

One job

	biryani),and serving etc. To be included in the bid. Organic basmati rice will be provided by the vendor.				
4	Arrangement of Chef for the Area for Indian restaurant/ live demo of Indian Cuisine and wet sampling of Indian cuisines, i.e., pakora, pancakes etc.	One job		One job	
5	Development & preparation of APEDA event brochure, recipe book of Indian organic cuisines, exhibitors directory for free distribution	500 each			
6	Providing brand new dark color carpet in passage	As per layout		sqm	
7	2 nos. of hostesses cum interpreters (attired in Indian costume) and 1 attendant for all the days during the show to be provided by the agency	One job		one job	
8	One additional hostess for applying organic Henna tattoo on visitor's hands	One job		One job	
9	High resolution still photography for the entire event and submit two photo albums containing at least 150 photographs at least of 5x7 size with matt finish (Two copies of photo albums are to be prepared) and soft copy in Pendrive.	One job		One job	
10	Bouquets	5 nos Per day			
11	Video coverage of entire event first day to last day	One job		One job	
12	Daily vacuum Cleaning of floors and maintenance of entire India Pavilion	One job		One job	
13	The vendor shall arrange to upload at least three minutes video on the YouTube after completion of the event and providing link on APEDA website.	One job		One job	
14	The agency shall supervise dispatch of samples/publicity material and in this regard identify appropriate vendor or the authorize vendor of the event for which payment will be made to the said vendor directly as per their invoice on actual. However, the amount charged by the vendor should be reasonable and as per market rates.	One job		One job	
	Total Amount (exclusive of taxes)				

Authorized Signatory

Name of Signatory

Designation with company seal

Date:

Place:

Optional items if required

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

Authorized Signatory

Name of Signatory

Designation with company seal

Date:

Place:

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. No.	Areas	Score/Weight age						
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: Breakup of marks is given below: <table border="1" data-bbox="434 887 991 1037"> <tr> <td>Minimum 5 crore</td> <td>2 marks</td> </tr> <tr> <td>5-10 crore</td> <td>3 marks</td> </tr> <tr> <td>Above 10 crore</td> <td>5 marks</td> </tr> </table>	Minimum 5 crore	2 marks	5-10 crore	3 marks	Above 10 crore	5 marks	5
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5-10 crore	3 marks							
Above 10 crore	5 marks							
5	Previous works of similar nature International level. Breakup of marks is given below: <table border="1" data-bbox="368 1171 1059 1279"> <tr> <td>Minimum 5 years</td> <td>2marks</td> </tr> <tr> <td>5-10 years</td> <td>3 marks</td> </tr> <tr> <td>Above 10 years</td> <td>5 marks</td> </tr> </table>	Minimum 5 years	2marks	5-10 years	3 marks	Above 10 years	5 marks	5
Minimum 5 years	2marks							
5-10 years	3 marks							
Above 10 years	5 marks							

8. OPENING OF FINANCIAL BIDS

8.1 The marking would 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

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

8.2 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.

8.3 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.

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, 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.

10. 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.

11. Terms of Payment:

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

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

12. SUBMISSION OF BIDS

12.1 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.2,00,000/- (Rupees Two Lakh only) in favor of APEDA, payable at New Delhi.
- Envelope II :** Containing Annexure I (Technical Bid) duly filled in with supporting documents. The envelope should be sealed and marked as “Technical Bid for INDIA Pavilion at BIOFACH 2023 scheduled from 14th -17th February 2023, Nuremberg GERMANY”.
- 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 India Pavilion as per layout plan and terms & condition of the Tender document. The envelop should be sealed and marked as for “Financial Bid INDIA Pavilion at BIOFACH 2023 scheduled from 14th -17th February 2023, Nuremberg GERMANY”.
- 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 INDIA Pavilion at BIOFACH 2023 scheduled from 14th -17th February 2023, Nuremberg GERMANY” and shall be submitted to General Manager (Trade Fairs) at the address mentioned below.

13. 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.

**Last date for submission of bid is 19th January, 2023 till 4.00 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: 26526186