

**AGRICULTURAL & PROCESSED FOOD PRODUCTS EXPORT DEVELOPMENT
AUTHORITY (APEDA) INVITES
BIDS FOR CONCEPTUALISING, DESIGNING AND CONSTRUCTION OF “INDIA
PAVILION” AT “WORLD FOOD MOSCOW” SCHEDULED TO BE HELD FROM
17th TO 20th SEPTEMBER 2024 AT CROCUS EXHIBITION CENTRE - MOSCOW,
RUSSIA**

1. INTRODUCTION:

1.1. The Agricultural and Processed Food Products Export Development Authority (APEDA) an organization under the Department of Commerce, Government of India is the premier Organization for export promotion of Agri and Processed Food Products.

2. ABOUT WORLD FOOD MOSCOW- 2024:

2.1. World Food Moscow, is an international autumn food and drink exhibition held in Moscow, Russia. It is a professional platform where food manufacturers and related services providers meet with buyers from retail, wholesale, food industry as well as distributors and exporters of food and drinks.

2.2. The Agricultural and Processed Food Products Export Development Authority (APEDA) is participating in World Food Moscow-2024 event and will set up India Pavilion to showcase and market the Indian Agricultural and Processed Food Products. The event is scheduled from 17th-20th September, 2024 at Crocus Exhibition Center, Moscow (hereinafter referred to as the “Event”).

3. ABOUT THE ASSIGNMENT:

3.1. APEDA is inviting RFPs/ bids from the interested reputed agencies for, designing, construction and maintenance of India Pavilion in the above show.

3.2. The total area of the India Pavilion for the Event is 204 sq. mtrs (Layout of pavilion is attached).

3.3. The scope of the work and terms & conditions are provided in para 5 to para 7 below.

4. ELIGIBILITY FOR SUBMISSION OF BIDS:

4.1 Agencies meeting the following qualifying criteria in terms of desired experience/ expertise in execution of the similar work at similar platforms, and possessing sound financials, with supporting documents may participate in the bid process.

A. DOCUMENTS REQUIRED FOR ASSESSMENT OF ELIGIBILITY:

4.2 The details like name of the agency, address, GST Registration No., PAN Card, Turnover for the last five financial years, Names and years of the Events conducted in the desired field, are to be mentioned as per proforma at Annexure-1, along with copies supporting documents.

S. No.	Eligibility Criteria	Documents required
4.2.1	<p><u>The agency should have conducted</u> at least three international events requiring conceptualizing, designing and maintaining the pavilions on turnkey basis during the last 5 years, organized outside India, where</p> <p>(a) The area of the pavilion should not have been less than 150 sq. mtrs for each event</p> <p>(b) The financial value of such event should not be less than Rs. 50.00 Lakh per event.</p>	<p>CA certificate showing the date of existence of the agency, turnover of the last 5 financial years and no. of events executed during last 5 financial years, giving 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.</p>
4.2.2	<p><u>The agency should have earned</u> an average turnover of Rs. 3,00,00,000, (Three Crores Only) from Event management business (related to construction, designing and maintenance of pavilion(s) in international Trade Fairs) 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>	

4.3 A self-declaration has to be submitted mentioning that the agency has not been blacklisted by any government organization and the same is not applicable as on date as per **Annexure 5**.

B. Processing Fee, EMD and Performance Security:

4.4 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 favor of APEDA payable at New Delhi.

4.4.1 Interest-free Earnest Money Deposit (EMD) in the form of DD for Rs. 5,00,000/- (Rupees Five Lakh only) drawn in favor of “APEDA” payable at New Delhi.

4.4.2 A bid not accompanied by Application-cum-Processing Fee and EMD will be summarily rejected.

4.4.3 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.

4.4.4 The EMD will be refunded to the unsuccessful bidder after the selection of the agency.

4.5 Performance Security @ 5% of the Contract Value (including the EMD) must be submitted by the awardee agency. Performance Security should remain valid up to sixty days beyond the date of completion of all contractual obligations. The amount of EMD submitted by the awardee agency will be duly taken into account for this purpose and the balance amount required to make up to 5% of the contract value shall have to be deposited by the agency. NSIC and MSME registered organizations shall also have to furnish Performance Security.

5 SCOPE OF WORK

5.1 General Guidelines

- 5.1.1 The present assignment is for undertaking the designing /construction and maintenance work for “India Pavilion” at the “WorldFood Moscow 2024” on turnkey basis. For a clear understanding, the whole RFP document must be read together, and the duties mentioned elsewhere in the document shall also form part of the duties of the Agency.
- 5.1.2 The construction of India Pavilion at “World Food Moscow 2024” shall be as per specifications given in the drawing/layout with display props/furniture, lights, carpeting, power connections, fascia, carpeting of passage area, title graphics etc. The drawing/ layout plan is attached herewith.
- 5.1.3 The work shall include all activities related to assembling, dismantling, drainage, material handling, transportation, maintenance, cleaning on the day before opening and daily thereafter including waste disposal.
- 5.1.4 The scheduled date and other guidelines related thereto for providing and construction of the pavilion on the space reserved for India Pavilion shall be available on organizer’s website. However, the entire pavilion must be completed on all parameters latest by 4.00 P.M. (IST) / 1:30 PM (Moscow) on September 16, 2024.
- 5.1.5 The proposed India Pavilion will be designed and developed by using Complete Wooden material. The scope of work shall include the designing, developing and maintenance of the following facilities:
- (i) Theme/common area (excluding the exhibitor stalls)
 - (ii) Exhibitor Stalls
 - (iii) Wet sampling area
 - (iv) Branding India
 - (v) Other activities / Duties

5.2 SPECIFICATIONS FOR THEME/COMMON AREA:

- 5.2.1 Theme area measuring approx. **36** sq. mtrs. should be distinguished with raised wooden floor.
- 5.2.2 Theme area should be covered ‘Wall to Wall’ with new carpet.
- 5.2.3 A small open lounge having seating capacity of 6-8 people.
- 5.2.4 The reception area should have backdrop of backlit collage of glass, acrylic or lycra material.
- 5.2.5 Two large LED video walls of size 3X2 Meters clearly visible for the display of promotional videos of APEDA exhibitors.
- 5.2.6 A small storage area with provision for drinking water, microwave oven, refrigerator and deep freezer for visitors with adequate supply of snacks, drinking water, electric kettle, refrigerator for Juice, Tea, Coffee.

- 5.2.7 The agency will assess requirement for furniture items and make arrangement accordingly including for EXHIBITOR STALLS.
- 5.2.8 In the common area, Back-lit Graphics panels shall be provided.
- 5.2.9 The entire pavilion shall be brightly lit with sufficient white lights leaving no room for dark pockets in the complete pavilion including EXHIBITOR STALLS.
- 5.2.10 The products to be displayed at World Food Moscow 2024 shall be provided by APEDA. The agency shall coordinate with APEDA officials for transport of the products from APEDA's Delhi office to the APEDA pavilion at Moscow. The cost of freight and custom duty shall be reimbursed on actuals basis. The agency shall keep the proper records related to quantity and weight of such material for claiming re-imburement of cost. The products for display shall include ready-to-eat food/curries, fresh and frozen fruits and vegetables and their preparations, chutneys, pickles, gherkins, wines, millets and their products etc.
- 5.2.11 For a beforehand knowledge of conditions/ restrictions which are imposed by the space providing authority relating to construction of pavilion/stalls, heights of the stall etc. the agency is advised to visit the SIAL PARIS- 2024 event site i.e. <https://world-food.ru/en/>

5.3 Specifications for EXHIBITOR STALLS:

- 5.3.1 Agency shall undertake construction of maximum number of stalls with each stall having a carpet area measuring 9 sq. mtrs. (as per design/layout plan provided by APEDA) in "India Pavilion" for exhibitors. While this is indicative size, layout may be planned in such a manner that maximum numbers of stalls may be measuring 9 sq. mtrs each so that the space is utilized optimally. The final decision regarding number and size of stalls lies with APEDA.
- 5.3.2 Agency shall undertake preparation of 3 panel posters of size 3' X 6' totaling 18 sq. ft. each for each stall (of 9 sq. mtrs.) 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.
- 5.3.3 Agency shall ensure the printing, supply and pasting of posters as per the designs provided by the exhibitors without any additional cost.
- 5.3.4 Agency shall ensure arranging TPs/designs from the concerned exhibitors. The panels and the posters prepared by the agency shall be identical in dimensions to maintain symmetry.
- 5.3.5 Agency shall ensure the promotion of the Brand "India" all around the pavilion and that should be up to the maximum height as permitted by the organizers.
- 5.3.6 All individual stalls should be made of wooden material and give a modern, contemporary and elegant outlook. The stalls should be designed in a way that it enables the exhibitors to display their products prominently and facilitate interaction with the potential buyers/visitors. Each individual stall should be provided with proper wall to newly procured wall carpet, back lit individual fascia, 4 chairs, 1 round

table, 1 waste paper basket, 6 display shelves, 1 lockable counter with storage, 1 Power Point socket, and 6 lights of 100 watts each.

5.4 **BRANDING “BHARAT (INDIA)”:**

5.4.1 The overall appearance of “BHARAT (India) Pavilion” should be contemporary and elegant in look and reflect the colour and vibrancy of modern India.

5.4.2 The agency will ensure making and fixing of Façade Boards/ Graphics indicating “BHARAT(INDIA)” title in **English, Russian and Hindi** at various prominently visible locations.

5.4.3 Suitable backlit branding of **BHARAT (INDIA)** (in English, Russian & Hindi) and APEDA Logo has to be provided in adequate numbers. The dimensions of the same should be that of 3 Mtrs. in length and of the maximum permissible height as per the organizer’s guidelines. The branding shall be placed at prominent place all over the pavilion.

5.4.4 The agency shall ensure that dimension of Backlit branding of ‘Bharat (India) Pavilion’ should not be smaller than the dimensions allowed as per the guidelines of the organizers.

5.4.5 The agency shall provide generic branding banners which should be made of wrinkle free stretchable lycra or flex to avoid wrinkles in the overall get up of pavilion. These banners should have bright-white lightings.

5.4.6 Procurement of all the branding provisions provided by the event organiser shall be coordinated by the agency on behalf of APEDA.

5.4.7 The agency shall make provision of 300 Jute Bags from APEDA with BHARAT (India) branding on them (Length-12 inch, Width- 18 inch with both side branding). A bill thereof shall be submitted to APEDA as proof.

5.5 **Specifications for WET SAMPLING AREA:**

5.5.1 The India Pavilion shall consist of a wet sampling area and the agency shall make necessary arrangements for preparation of the same as per the following specifications.

5.5.2 Such area shall be utilized for wet sampling of specified beverages, Basmati rice, millets products and other processed food products and shall have display counters, shelves etc.

5.5.3 For wet sampling the specified products and their quantity will be as under:

- (a) 10 Kg Basmati rice for veg biryani
- (b) 10 Kg Basmati rice for non-veg biryani
- (c) Organic Tea, Coffee, Organic Turmeric Latte etc.

The agency shall coordinate with APEDA officials for transport of the above-mentioned products from APEDA’s Delhi office to the APEDA pavilion at Moscow along with the products to be displayed (as mentioned in clause 5.2.10). Agency shall make proper arrangements for transportation, delivery, crockery, preparation and serving of delicacies.

5.5.4 No separate amount shall be payable for the material to be used at wet sampling area.

5.6 OTHER ACTIVITIES /DUTIES:

5.5.1 The agency has to assess estimated electricity load and book on behalf of APEDA.

5.5.2 The agency has to ensure compliance of organizer's guidelines/ directions in relation to power supply and main electrical connections, water supply and other support system etc.

5.5.3 The agency has to make provision of 2 female attendants-cum-interpreters attired in Indian costume and 2 male attendants who will be present in Pavilion for all the days of the event.

5.5.4 The agency has to make provision of applying organic Henna tattoo on visitor's hands and this will include the provision of sufficient manpower, material and equipment.

5.5.5 The agency shall arrange Five Corporate gifts with Bharat (India) branding for dignitaries visiting APEDA pavilion in the range of Rs. 5,000/- (Rs. Five thousand only). A bill thereof shall be submitted to APEDA as proof.

5.5.6 The agency shall make suitable arrangement for supply of tea, green tea, coffee, cookies, cashew, juices every day for five days starting from 17 September 2024.

5.5.7 The agency shall make provision for printing of 100 copies Exhibitors Directory (in English) (size: 6x8 inch approx.) containing details of the participants of World Food, Moscow (out of which 90 shall be handed over at the fair site to team APEDA and the balance 10 copies submitted to APEDA officials at Delhi office along with the bills).

5.5.8 The agency shall make arrangement for installation of at least 2 LED screens of size 3 x 2 meters in or around the APEDA theme pavilion/common area at a prominent location having good visibility for displaying video of exhibitors for advertisement. The agency shall also make coordination with the exhibitors for running the advertising videos of their products on such LED screens in the APEDA theme pavilion/common area. For this, the exhibitor will have to pay to APEDA at the rates fixed by APEDA. The video of the products shall be supplied by the exhibitor and the agency will get it converted in the required format for running on the screens.

5.5.9 The agency shall make arrangement for proper maintenance and regular cleaning of the whole pavilion well before the start of activities during each day of exhibition.

5.5.10 The agency shall make arrangement for complete fire prevention and firefighting arrangements in and around India pavilion (i.e. both the halls).

5.5.11 The agency shall make arrangement for addressing of concerns of exhibitors relating to the facilities made available by the organization.

- 5.5.12 For visitors souvenirs in the form of Brochures, Lapel Pins, Fridge Magnets at least 5000 in numbers with designed approved by APEDA.
- 5.5.13 The agency shall make arrangement so that suitable manpower remains present at the site for construction and maintenance of the pavilion and coordination of the event till the end.
- 5.5.14 The agency shall make arrangement for handing over the vacant and 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 Show Organizer/Venue Owner in this regard.

6 Other Instructions- General:

- 6.1 The agency shall adhere to Guidelines/ Regulations of World Food Moscow- 2024 as available on their website.
- 6.2 The 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.
- 6.3 The agency shall be responsible for obtaining main electricity/power connection(s) and arranging flawless distribution of power supply at each point/stall across the “India Pavilion” during the exhibition period. The agency shall access estimated electricity load and book on behalf of and in consultation with APEDA. The actual cost paid by the agency for obtaining electric supply shall be reimbursed by APEDA. 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 bills and proof of payment by the agency to the organizer entity.
- 6.4 However, supply of additional electricity load, more than the prescribed limits, to the exhibitors shall be done by the agency strictly on payment by the exhibitors themselves. The Agency shall be the responsible for collection of such charges from the exhibitors itself. APEDA will not pay for any extra electricity load.
- 6.5 The agency shall make arrangement for newly procured carpets for the entire India Pavilion and, that too, as per the color finalized by APEDA.
- 6.6 The agency shall make use of high quality material for construction as well as employ qualified workman for making wall panels, furniture, display aids etc.
- 6.7 The agency shall make arrangement for cleaning of the India Pavilion on daily basis and maintain cleaning throughout the day.
- 6.8 The agency shall make arrangement for leaving of no scrap, leftovers, garbage etc. at the venue after completion of the exhibition/ fair and handing over of the fully cleaned and cleared space to the concerned fair authority in all respects.
- 6.9 The agency shall make arrangement for settlement and/or payment of all the dues related to show organizers and other vendors before vacating and handing over the venue to the approved agency.

Other Important Instructions –Technical

- 6.10 It shall be the responsibility of the agency to provide 3D images/presentation of India pavilion (both hard and soft copy) clearly showing the complete projection of “India Pavilion” from different angles. It must also show the complete 3D look of all sizes of booth with complete display aids and furniture. The presentation should also show graphics etc. in detail.
- 6.11 The material such as wall panels, wood material, furniture, display aids etc. to be used by the agency has to be of good quality. photographs of the furniture to be provided shall be shown, submitted and got duly approved at the time of presentation before technical committee.

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 Each page of the bid document is to be signed by the authorized signatory before submission to APEDA. Authorization letter in favour of the signatory is to be enclosed with Annexure-1.
- 7.3 APEDA requires that agency, undertaking execution of this contract, observes the highest standard of ethics during the period of agreement and action of agency does not fall under vigilance enquiry.
- 7.4 The bidders have to bear the cost connected with the preparation and submission of bid documents to APEDA.
- 7.5 APEDA will reject a proposal for award of work if it is found that the agency recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- 7.6 APEDA will declare an Agency/Bidder ineligible, either indefinitely or for a stated period of time, to be awarded contract/contracts, if at any time it determines that the Applicant/Bidder has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.
- 7.7 APEDA reserves the right to:
- (i) Have ownership on Copy right of designing of Pavilion and graphics.
 - (ii) Make minor changes in the Design plan at any stage.
 - (iii) Extend the deadline for the submission of applications/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 which shall be granted to the successful bidding agency 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.

7.8 For interpretation of any clause of this document, the decision of APEDA would be final and binding on the bidder.

8. SELECTION PROCEDURE:

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.

8.1 Pre-Bid Meeting in respect of this event will be held on **01st July 2024 (Monday) at 12.00 Noon** at Conference Room of APEDA, New Delhi and the minutes of the pre bid meeting shall be posted on the CPP / APEDA website within 1 day from the pre bid meeting date. The bidders are advised to wait for minutes of pre-bid meeting for submission of their bid.

8.2 Duly completed Bids, as per in para 15 are to be submitted by 5: 00 PM on 15th July 2024 (Monday)

8.3 Evaluation of Bids:

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

8.3.2 The evaluation of bids will be made in two stages – first, Technical evaluation, and second, 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 of the presentation will be awarded for the credentials in the following areas:

S. No.	Areas	Maximum Marks
(i)	Overall concept and design	30
(ii)	Significant portrayal of India pavilion theme area as a powerful source of food products by combined use of photos, graphics, attractive colour scheme etc.	20
(iii)	Appropriate dimension of the structure, according to floor area allocated to APEDA and best use of the space	10

(iv)	Average Turnover of the Company for last 5 financial years. Breakup of marks is given below:		5
	a. Rs. 4-6 crores	3 marks	
	c. Above Rs. 6 crores	5 marks	
(v)	Previous international level works similar nature for proposed WORLD FOOD MOSCOW- 2024. Breakup of marks is given below:		5
	a. 4-6 Years	3 marks	
	b. Above 6 Years	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 marking on Financial Bids, under Quality and Cost Based Selection (QCBS) method, will be as per the following method:
L1 = 30 marks
L2 = 30 X 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 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.
- 12.2 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.
- 12.3 APEDA shall take necessary legal and other remedial actions, as deemed fit, for such violations.

13. TERMS OF PAYMENT:

13.1. Payment to the awardee agency will be made as per following schedule:

13.1.1 An advance up to 30% of the total cost, on submission of proof of expenses incurred or against bank guarantee in favour of Agricultural and Processed Food Products Export Development Authority for the similar amount of equal amount.

13.1.2 Balance amount will be released on completion of the event and satisfactory report of the officer deputed for the event.

13.1.3 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.

13.2 Conditions precedent for making of Final Payment (Hard Copy)

13.2.1 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.

13.2.2 High resolution still photography/ video of APEDA Pavilion covering the whole pavilion area from different angles of the entire event for all the days.

13.2.3 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.

13.2.4 The agency must submit two photo albums containing at least 400 (100 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 containing 1000 photos (200 for each days).

13.2.5. Submission of electricity bill for the Pavilion area along with bank statement in support of such payment.

13.2.6 A satisfactory performance Report from the APEDA official deputed at the exhibition site to oversee the event.

13.2.7 It is reiterated that no additional cost, except that has been approved by APEDA for additional activities, will be considered.

13.3 Conditions precedent for making of Final Payment (Soft Copy)

13.3.1 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 be submitted. This will be treated as property of APEDA.

13.3.2 The approved Agency should submit a Photo album containing at-least 100 photographs (size:5x7 inch) covering each booth as well as other area of pavilion and Pen Drive containing 900 photos (300 for each days) and a high resolution video of India Pavilion for all the days (World Food Moscow-2024) covering the whole

pavilion area from different angles. Furthermore, the photographs and videos of the site at the time of hand over to the organizer are also to be submitted.

- 13.3.3 Submission of exhibitor's directory 10 in nos. at APEDA's Delhi office.
- 13.3.4 Submission of electricity bill for the Pavilion area along with bank statement in support of such payment.
- 13.3.5 The bills and other supporting documents for reimbursement of freight charges in respect of samples collected from APEDA for onward dispatch to the exhibition area to justify the weight of samples.
- 13.3.6 A satisfactory performance from the APEDA official deputed at the exhibition site to oversee the event.
- 13.3.7 In case any additional activity is required to perform, then the specific prior approval shall be needed from the Senior most officer deputed in the event through email.

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 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/Agencies may please note that conditional bids are not allowed and would be rejected summarily.
- 15.2 Any mis-representation of facts/ withdrawals of bids will lead to forfeiture of EMD.
- 15.3 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.
- 15.4 In case of non-submission of Application cum processing fee and Earnest Money by any bidder shall result into outright rejection of their bid.
- 15.5 Bids received after the deadline of submission of application will not be considered or opened under any circumstances. Bids received through email shall also not be considered.
- 15.6 **The duly completed bids are to be submitted in four envelopes as per the following procedure:**

ENVELOPE I: This envelope will contain the following documents:

- (i) Demand draft of Rs. 17,700/- (Seventeen Thousand, Seven Hundred Only) including GST in favor of APEDA, payable at New Delhi as Application cum Processing Fee.
- (ii) 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 (EMD),

The envelope should be sealed and marked as “Application-cum-Processing Fee and EMD for World Food Moscow 2024”.

ENVELOPE-II This envelope will contain the following documents:

- (i) Annexure 1 (Duly filled in) and supporting documents attached therewith.
- (ii) Annexure-4 (CA Certificate)
- (iii) 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’ AT WORLD FOOD MOSCOW 2024 FROM 17TH-20TH SEPTEMBER 2024 IN MOSCOW, RUSSIA

ENVELOPE III: This envelope will contain

- (i) Annexure 2 (**Financial Bid**) duly filled in with supporting documents, if any.
- (ii) 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’ AT WORLD FOOD MOSCOW SCHEDULED FROM 17TH-20TH SEPTEMBER 2024 IN MOSCOW, RUSSIA”.

ENVELOPE IV: Master Envelope: This envelope will contain the following envelopes:

- (i) Envelopes I & II & III should be kept inside the Envelope – IV and again sealed.
- (ii) The name of the Bidder Agency must be clearly written on all envelopes with full address, Tel: nos., and Email on the Envelopes.

This Master Envelope should be super-scribed as:

“BID FOR DESIGNING, CONSTRUCTION AND MAINTENANCE OF ‘APEDA PAVILION’ AT WORLD FOOD MOSCOW SCHEDULED FROM 17TH-20TH SEPTEMBER 2024 IN MOSCOW, RUSSIA” and shall be submitted at the following address:

The Secretary

**Agricultural and Processed Food Products Export Development Authority (APEDA)
3rd- 4th Floor, NCUI Building, August Kranti Marg,
New Delhi - 110 016**

15.7 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

Last date for submission of bids is 15th July 2024 till 5.00 P.M.

Pre bid Meeting will be held at 12:00 noon on 1st July 2024 in the Conference Room of APEDA, New Delhi.

Annexure-1

(to be placed in Envelope 1)

**TECHNICAL BID FOR DESIGNING, CONSTRUCTION AND MAINTENANCE OF
'APEDA PAVILION' AT WORLD FOOD MOSCOW 2024 FROM 17TH-20TH
SEPTEMBER 2024 IN MOSCOW, RUSSIA****Details of Bidder Agency****(on the Letter-Head of the Agency)**

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 Bidder Agency (Please Attach copy)			
6	Pan Card of Bidder Agency (Please Attach copy)			
7	Detailed Profile of the Agency including the staff strength on payroll			
8	Turnover during last five years (Please refer clause 4.2.2) (Average turnover Rs. 3,00,00,000) (Three Crores Only) (from business related to Conceptualising, Designing and Setting up of Pavilions for international Trade Fairs during any of the three years during the last 5 years) (Please attach CA certificate as per Annexure- 4 with copies of Work Orders). The turnover shall be in the name of applicant organization only and not that of group/ sister organizations.	Year	Turnover	
2019-20				
2020-21				
2021-22				
2022-23				
		2023-24		
9	Experience Details (Please refer clause 4.2.1) (Please attach copies of Work Orders for designing, construction and maintenance of pavilion(s) of at least three international events covering an area of minimum 150 sq. mtrs (75% of the proposed area) or at least 3 Three events of not less than Rs. 50 Lakhs each during last 5			

	financial years organized outside India.		
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 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 of Authorised Representative

**(Name of Authorized Signatory)
Designation with company seal:**

Date:

Place:

E-mail ID:

Tel. No.:

Mobile No.:

Annexure-2

(to be placed in sealed Envelope-II)

Envelope III- Super-scribed as “ENVELOPE III- FOR WORLD FOOD MOSCOW 2024”**FINANCIAL BID for Designing, Construction and Maintenance of APEDA Pavilion at World Food Moscow scheduled to be held from 17-20 September, 2024 in Moscow, Russia.**

(Please note that: -

1. The Financial Bid must show component-wise rates in Indian Rupees only in respect of all the activities for the complete project of APEDA PAVILION at World Food Moscow, as per Layout Plan and terms and conditions of this document.
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.

Sr. No.	Activity/ Component	Amount in Rs.
1	Designing, Construction and Furnishing of Theme/ Common Area as per plan submitted covering details mentioned in clause 5.2 of RFP	
2	Designing, Construction and Furnishing of Exhibitor Stalls as per plan submitted covering details mentioned in clause 5.3 of RFP	
3	Wet Sampling Area as per clause 5.4 of RFP	
4	Branding as per clause 5.5 of RFP	
4	Other activities as per clause 5.6 of RFP	
	Amount of Applicable taxes	
	Total Amount (with taxes)	

Total Amount in words: Rupees**Signature of Authorised Representative
Company seal****Date:****Place:**

**BID FOR DESIGNING, CONSTRUCTION AND MAINTENANCE OF ‘APEDA
PAVILION’ AT WORLD FOOD MOSCOW 2024 FROM 17TH-20TH SEPTEMBER
2024 IN MOSCOW, RUSSIA**

**Quotation for Optional Items if Required by Exporter
for APEDA’s INDIA Pavilion at WORLD FOOD MOSCOW 2024**

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

S. No	Item	Unit	Price in Rs.
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:
Representative

Signature of Authorized

Place:

Name

Company Seal

BID FOR DESIGNING, CONSTRUCTION AND MAINTENANCE OF ‘APEDA PAVILION’ AT WORLD FOOD MOSCOW 2024 FROM 17TH-20TH SEPTEMBER 2024 IN MOSCOW, RUSSIA

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) do hereby declare and affirm as under:

That the business entity is in existence in the present status from _____ (date) vide PAN and GST no. _____.

- The details of the business turnover in support of existence and experience in number of years and turnover criteria are as follows:
(on the basis of the financial statements of the entity)

S. No.	Financial Year	Turnover (in Rs.) in respect of services relating to rendering of similar service at international event(s) held outside India	No. of International Events Executed and the Maximum value of the Single assignment	
			No.	Maximum Value of single assignment
1	2019-20			
2	2020-21			
3	2021-22			
4	2022-23			
5	2023-24			

- The year wise details of the international events executed by the firm on its own is as follows:

S. No	Financial	Name of the Event,	Contracting Organisation –	Contract Value and	Financial Year wise
-------	-----------	--------------------	----------------------------	--------------------	---------------------

.	Year	Place and Country	Name & address	Value Realized	Total
1	2019-20				
2	2020-21				
3	2021-22				
4	2022-23				
5	2023-24				

3. That the above work was/ is obtained in the entity's own name and the billing was done and payment was collected in the entity's own bank account.

4. That the Financial statements and copies of the work orders are attached.

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

Signature
Name and designation
Seal of CA firm

Date:

Place:

Counter-signed:

Signature of Authorized Representative

Name of Authorised Representative (Partner/Proprietor / Director)

Company Seal

Date:

Place:

ANNEXURE-5
(To be placed in Envelope-1)
(To be provided on the Letter Head of the Agency)

**BID FOR DESIGNING, CONSTRUCTION AND MAINTENANCE OF ‘APEDA
PAVILION’ AT WORLD FOOD MOSCOW 2024 FROM 17TH-20TH SEPTEMBER
2024 IN MOSCOW, RUSSIA**

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 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: