

Details for submission of bids for designing and construction of India pavilion at World Food Moscow -2023 scheduled from 19th - 22nd September, 2023 at Moscow, Russia

1. REQUIREMENT

Agricultural and Processed Food Products Export Development Authority “APEDA” is participating in **World Food Moscow -2023** event and will set up its pavilion to showcase and market the Indian Agricultural and Processed Food Products. World Food Moscow -2023 is scheduled from 19th - 22nd September, 2023 at Moscow, Russia (hereinafter referred to as the “Event”).

The total area of the India Pavilion for the Event is **150 Sq. mtrs.** (Layout of pavilion is attached).

2. ELIGIBILITY FOR SUBMISSION OF BIDS

Agencies having following minimum qualifications are hereby invited to bid for the event on the 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 organization only and not that of group/sister organizations. In other words, name of applicant organization should be same in all the documents submitted.
- 2.2 A minimum of 3 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 Average turnover of Rs.5,00,00,000/- for any of the three years during the last 5 years (Audited/Unaudited) duly certified by practicing CA.
- 2.4 EMD in the form of DD for the 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.
- 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 APEDA pavilion will be designed using complete wooden material including the common area, sampling and participants' area. The scope of work for the Event shall include the following:

I. Theme/common area (excluding the exhibitor stalls):

- Theme area Size approx. 30 sq. mtr.
- The area should be distinguished with **raised wooden floor** out of which 10 sq. mt. area shall be utilized for wet sampling of Millet Based Products and other food products and shall have display counters, shelves, microwave oven etc.
- A reception with backdrop of backlit collage on glass, acrylic or lycra material.
- A meeting lounge for APEDA to be covered by glass/acrylic or equivalent material.
- A storage area including pantry with provision for tea/coffee, drinking water, microwave oven, refrigerator and deep freezer.
- Appropriate back lit Graphics panels in the common area shall be provided of at least **6"X3" ft. size**.
- For further conditions of construction of pavilion/stalls, heights of the stall etc. you may refer <https://world-food.ru/en/>
- The pavilion shall be brightly lit with sufficient white lights not to allow dark pockets in the complete pavilion.
- The products to be displayed are rice, groundnuts, ready-to-eat food/curries, fresh and frozen fruits and vegetables and their preparations, chutneys, pickles, gherkins, millets and its products etc.
- Focus theme would be International year of Millet.

II. Branding

- Backlit branding and visibility of India pavilion from the maximum height, as per the guidelines of the organisers.
- The overall look of APEDA pavilion should be contemporary and reflect the colour and vibrancy of modern India. A suitable backlit branding of **INDIA** in separate alphabets has to be done adequately minimum 3 Mt. length and shall be followed all over.
- 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 bright – white lightings.
- Development and preparation of APEDA brochures, recipe book and exhibitor's directory in 200 pen drives.
- Designing and printing of APEDA brochures and exhibitor's directory (English and Russian)- 200 nos. each.
- Preparation of video clips of events of the India Pavilion daily and uploading the same in youtube, twitter, facebook and other social media after seeking approval of APEDA
- G-20 Logo of India's presidency should be visible in APEDA pavilion.

III. Exhibitor Stalls:

- **All individual stall should be in wooden**, and the India Branding should be upto the height permitted by the organisers all around the area and should give a modern contemporary look.
- Construction of maximum stalls consisting of 6 sq. mtr area in APEDA pavilion for exporters to display their products for interaction with the buyers/visitors, including the requirement of furniture. While these are indicative figures, layout may be planned in such a manner that there are maximum numbers of 6 sq. mtrs. stall and the space is utilized optimally.
- Every individual stall of 6 sq. mtr. for exporter would be provided following furniture and multiple to bigger stalls according to their size:
 - a. backlit individual fascia,
 - b. one round table with three chairs,
 - c. one waste paper basket
 - d. 6 display shelves
 - e. One Power Point with multiplug
 - f. New Carpet in the stall
 - g. One lockable counter (jewellery showcase) with storage with front lit poster
 - h. 6 lights of 100 watts or need based sufficient illumination
 - i. Stall area may also be changed on requirement & at the discretion of APEDA.
- Preparation of 3 panel posters of size 3' X 6' totaling 18 sq. ft. each for each 6 sq. mtr. stall as per the TPs/design to be arranged from the concerned exhibitors. The panels and the posters prepared by the agency shall be identical in dimension and printing quality should be of international level.

IV. Other activities:

- Provision of 2 hostesses cum interpreters attired in Indian costume and 2 attendants for all the days during the show.
- For wet sampling of Millet Based Products, an Indian restaurant has to be identified for preparation and serving of Millet Based Delicacies. The identified restaurant may be asked to prepare Millet Based Delicacies, transporting and delivering at exhibition site in their crockery, attendants for serving and to supply the required serving material such as disposable plates, napkins and spoons etc
- Vendor shall arrange 5 bouquets on inauguration day for VIP visits and arrange refreshments for them as directed by APEDA.
- The agency has to assess estimated electricity load and book on behalf of APEDA. Charges for the same and electricity consumption shall be paid on actual on submission of supporting documents.
- Undertaking landscaping along with maintenance, proper and regular cleaning before start of each day and fire protection of APEDA pavilion in both the halls.
- Arranging souvenirs for dignitaries (Approximately 20 and range Rs. 2500/- each) to be approved by APEDA.

- Provision of one LED wall of 60 inches with DVD player/pen drive.
- High resolution still photography for the entire event and submit 2 albums containing at least 150 photographs of 5x7 size with mat finish.
- Arrangements for drinking water, tea, coffee, soft drink & snacks for visitors from (Embassy officials, other dignitaries etc) for all the days.
- Dispatch of publicity material/agro products as per requirements – **on actuals**
- Cleaning and Maintenance of entire APEDA Pavilion.
- The requirements of Business office like printing, photocopying, provision of internet etc should be arranged by the agency on requirement basis as per direction of APEDA.

4. GENERAL:

- 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.
- 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.
- Arrangement of badges for all the workforce provided by the vendor.
- The agency will have to settle all bills of the venue authority and/or other vendors, if any, before vacating the venue, in case these services are availed.
- The agency will ensure presence of sufficient number of trained technical manpower (decorators, electrical, civil) available on-site throughout the show for attending to any complaint/contingency. The agency will ensure that any urgent requirement of items to be procured for India Pavilion will be made available in the shortest possible time to avoid/minimize downtime.
- The agency will have to fulfill all the statutory requirements like workers compensation, Pay Roll Tax Industrial Relations Act etc. of the foreign country in which the trade fair/exhibition is held. The agency is required to follow work health and safety procedure/system in respect of all personnel engaged by them as per the laws of the country concerned.
- The agency shall ensure that all clearances/NOCs/permissions required by the venue authorities/ local authorities in Anaheim (USA) are obtained to the satisfaction of the fair authority.

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. 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 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 APEDA before settlement of final payment. This will be treated as property of APEDA.

5.15 APEDA reserves the right to:

- Copy right of designing of Pavilion and graphics.
- Make minor changes in the Design plan.
- Extend the deadline for the submission of applications/bid documents at its discretion.
- Accept or reject any proposal at any time prior to award of contract/order, without assigning any reasons and without any liability on APEDA.
- Suspend the project, cancel the contract with the selected party in part or in the whole at any time if in the opinion of the APEDA it is necessary or expedient in the public interest. The decision of the APEDA shall be final and binding in this regard. APEDA shall also not be responsible for any damage or loss caused or arise out of aforesaid action.
- Modify terms and conditions of the contract which shall be granted to the successful bidder after the bidding process, if in the opinion of the APEDA, it is necessary or expedient to do so in public interest or for proper implementation of the project.

The decision of the APEDA shall be final and binding in this regard.

5.16. For interpretation of any clause of this document, the decision of Chairman APEDA would be final and binding on both the parties i.e., agency and APEDA.

6. GUIDELINES FOR SUBMISSION OF TECHNICAL AND FINANCIAL BIDS

Sealed technical and financial bids in separate envelopes are required to be submitted mentioning the name of the event i.e., World Food Moscow -2023 scheduled from 19th - 22nd September, 2023 at Moscow, Russia at the envelope by 16th August 2023 till 5.30 P.M. Agencies may please note that conditional bids are not allowed and would be rejected summarily. The Pre Bid meeting will be held on 10th August 2023 at 11.00 AM at APEDA, New Delhi.

Cover 1:

Technical Bid:

Super scribe the name of the event and “Technical Bid” to include the following documents:

(Annexure I)

Name of agency	
Address	
Name and Designation of Chief Executive	
Name, designation and contact details of concerned person	
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 3 years work experience in event management in international trade fairs pavilion (excluding advertising and printing) with copies of work orders for last five years.	
A CA certificate certifying the turnover of the applicant bidder for the last 5 financial years. The turnover should be in the name of applicant organization only and not that of group/ sister organizations.	
Self attested photocopies of latest Income Tax Returns for the last 5 years and self attested photocopy of the PAN Card, GST and related tax documents. 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.	
Interest free Earnest Money Deposit “EMD” for Rs.1,00,000/- (Rupees One Lakh only) in the form of draft/ irrevocable and unconditional bank guarantee in favour of APEDA, New Delhi. EMD will be returned to the unsuccessful, agency after the final selection. For the selected agency, 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.	

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/pendrive. The agency should provide 3D images/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 6 sq mtrs with complete display aids and furniture. The 3D presentation should also graphics etc. in detail.

Cover 2:

Financial Bid:

Superscribe the name of the event and “Financial Bid” (Annexure II)

To include the following documents/details:

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

Sr. No.	Activity	Rate per sq. mt. for activities at Sr. No. 1 and 2 below	Total in Rs.
1	Construction and furnishing of theme/common area as per plan submitted covering details mentioned in 3 (I) above		
2	Construction and furnishing of stalls as per plan submitted covering details mentioned in 3 (III) above other than branding mentioned in 3(II)		
3	Branding mentioned in 3(II)		
4	Wet sampling of agro products and other products, as per 3(I) above.		
5	Other activities as mentioned in 3(IV) above		
	Applicable taxes		
	Total		

7. SELECTION PROCEDURE

A Committee in APEDA will carry out a preliminary screening of the agencies and will shortlist the agencies fulfilling the prescribed requirements. The short listed agencies 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 of theme area as a powerful source of food products by combined use of photos, graphics,	20

	attractive colour scheme etc.							
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 the FY 2022-23 : Breakup of marks is given below: <table border="1" data-bbox="284 414 1045 521"> <tr> <td>Minimum Rs. 5 Crores</td> <td>2 Marks</td> </tr> <tr> <td>Rs.5-10 Crores</td> <td>3 Marks</td> </tr> <tr> <td>Above Rs.10 Crores</td> <td>5 Marks</td> </tr> </table>	Minimum Rs. 5 Crores	2 Marks	Rs.5-10 Crores	3 Marks	Above Rs.10 Crores	5 Marks	5
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5	Previous works of similar nature international level . Breakup of marks is given below: <table border="1" data-bbox="284 611 1082 719"> <tr> <td>Minimum 3 Year</td> <td>2 Marks</td> </tr> <tr> <td>3 -10 years</td> <td>3 marks</td> </tr> <tr> <td>Above 10 Years</td> <td>5 Marks</td> </tr> </table>	Minimum 3 Year	2 Marks	3 -10 years	3 marks	Above 10 Years	5 Marks	5
Minimum 3 Year	2 Marks							
3 -10 years	3 marks							
Above 10 Years	5 Marks							

8. OPENING OF FINANCIAL BIDS

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

$L2 = 30 \times L1(\text{the cost quoted by L1})/L2$ (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 agency 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 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, 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 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 agency will be made as per following schedule:

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

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

12. SUBMISSION OF BIDS

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

Envelope I : EMD- Containing Earnest money in the form of a DD of Rs.1,00,000/- (Rupees One 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 APEDA Pavilion

at World Food Moscow -2023 scheduled from 19th - 22nd September, 2023 at Moscow, Russia”.

Envelope III : Containing Annexure – II (Financial Bid) duly filled in for the bid value in Indian Rupee including all taxes for the complete project of APEDA Pavilion as per layout plan and terms & condition of the Tender document. The envelop should be sealed and marked as for “Financial Bid APEDA Pavilion at World Food Moscow -2023 scheduled from 19th - 22nd September, 2023 at Moscow, Russia”.

Envelope- IV : Envelopes I, II & III should be kept inside the Envelope – IV and again sealed. The name of the agency should be clearly written with full address, Tel: nos., E-mail on the Envelopes (I, II, III & IV). This Master Envelope (Envelope – IV) should be marked as “Technical Bid and Financial Bid for APEDA Pavilion at World Food Moscow -2023 scheduled from 19th - 22nd September, 2023 at Moscow, Russia” and shall be submitted to Director, APEDA at the address mentioned below.

13. 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.

Last date for submission of bids is **16th August, 2023 till 5.30 PM**

The complete applications should be addressed to:

**Secretary
Agricultural and Processed Food Products
Export Development Authority (APEDA)
3rd Floor, NCUI Building, 3, Siri Institutional Area,
Opp. Asiad Village, August Kranti Marg,
New Delhi – 110 016**



151 sqm- Apeda

