

**Indiatourism Frankfurt**  
**Baseler Strasse 48, 60329, Frankfurt am Main, Germany**  
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**No. ITF/TFF/OTDYKH/2015-16**

**Dated: 14<sup>th</sup> Jul 2015**

**Tender Notice Inviting Quotations for Construction of India Stand at**  
**OTDYKH - LEISURE 2015**

India Tourism Frankfurt, an office of the Ministry of Tourism, Government of India invites quotations from agencies having prior experience in design, conceptualisation, construction of exhibition stand in OTDYKH - LEISURE 2015 Moscow Russia for conceptualisation, design, construction of exhibition stand and provision of ancillary services. The interested agencies may download full tender document which details scope of work, eligibility criteria and format for application from **www.tourism.gov.in** (click on the tab "Tenders & RFP" in the homepage) or contact by email to ad2@india-tourism.com. Sealed quotations as per format should be received in the above address **before 1800 hrs on 28<sup>th</sup> Jul 2015**.

**Regional Director**  
Indiatourism Frankfurt

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India Tourism Frankfurt, hereinafter also referred to as the ITF, is participating in OTDYKH - LEISURE during 15<sup>th</sup> - 18<sup>th</sup> September 2015 to be held in Hall 3, Pavilion No.1, IEC 'Crocus Expo', Moscow, Russia. The primary objective of participation in this fair is to depict India in Russia as an attractive destination and to provide a platform for Indian Tour Operators, Travel Agents, Hoteliers, Airlines, Convention Centres, Professional Conference Organisers and State Governments to showcase their products.

India Tourism Frankfurt requires the services of a professional agency having previous experience of handling work of similar nature at international fairs and exhibitions for conceptualization, designing and construction of the India Pavilion and providing other related ancillary services during the fair as per the scope of work given below.

**Qualification:** Registered agency having prior experience in design, conceptualisation, construction of exhibition stands in CIS Countries. Preference will be given to agencies that have worked with Tourism Clients (Tour Operators/ Hotels/National and State Tourism Organisations, etc).

**A. SCOPE OF WORK**

Conceptualization, designing and construction of India Pavilion and providing other related ancillary services at the fair as detailed below:

Name of the Fair	Dates of Fair	Space Booked	Space per co-exhibitor sqm	Type of Stand*	Max No. of Coexhibitor
OTDYKH - LEISURE 2015, Moscow, Russia	15 <sup>th</sup> - 18 <sup>th</sup> September 2015	80 Sq mt (10x8=80) Rectangular	4 sqm	Island	9 plus Indiatourism

\* Island: 4 Sides Open, OTDYKH - LEISURE 2015 Floor plan is enclosed at Appx. II for ready reference.

**B. SPECIFICATION AND REQUIREMENTS**

- (1) The Pavilion should essentially reflect an Indian décor and ambience with a professional, modern business type lay out and design highlighting India's modern infrastructure as well. The design should be modular in nature and it should be possible to adapt it to the various sizes as given above. The layout should be conducive for conducting buyer – seller meetings and effective Incredible India branding. The overall layout of the Pavilion should be open and inviting.
- (2) There should be easy accessibility to and within the Pavilion and visible, signages for all participants/ co-exhibitors in the Pavilion.
- (3) **The pavilion should have:**

- Visible and prominently located reception area(s) with Information Counter(s).
  - Individual counters for co-exhibitors with meeting table and 4 chairs. Each co-exhibitor booth would be individually branded with their logo graphic and should have individual **lockable storage space**. This is apart from the India Tourism counter which will mention Incredible India / India Tourism, Frankfurt.
  - A common covered storage area with racks and coat hangers.
  - Individual electrical connections with European sockets.
  - Visible fascia for all co-participants.
  - Translites / backlit displays/ light boxes to be used in the design of the pavilion.
  - A video screen of minimum 42 inches.
- (4) The scope of work will cover electrical fittings in the pavilion/ and in all booths of co-exhibitors as per requirements, as well as daily cleaning of the pavilion during the course of the exhibition.
- (5) The scope of work will include construction of the pavilion at site well in time maintenance activities during the event and dismantling of the pavilion after the event.
- (6) The agency should provide for Tea Kettle, Coffee maker, Refrigerator at the fair along with supplies like drinking water (20 litres per day of fair), tea bags, coffee powder, creamer/milk, sugar, disposable cups, napkins, stirrers, etc.

### C. GUIDELINES FOR SUBMITTING TENDERS:

#### 1. The tender should be submitted in two covers as follows:

**Cover-I: Superscribed “Construction of India Stand at OTDYKH - LEISURE 2015: Technical Bid”.**

To include the following documents/details:

##### (i) Details of the Tenderer

- Profile of the Agency / Company.
- Track record - details of involvement in similar events, with copies of relevant work orders in support of the details furnished. Experience of setting up Pavilions/ Booths/ Stands at International Fairs / Exhibitions / Events as well as at International Tourism related Fairs / Exhibitions Events **during the last three years** may be highlighted.
- Specific experience relating to the particular events, if any, with copies of relevant work orders in support of details furnished.
- All bidders should submit a **self undertaking** that they have never been blacklisted by any Government of India Ministry/ Department/ Authority/ Organisation/ Agency.
- **Details of any awards** won for stand design in the past three years supported by documentary proof.

- (ii) The Concept/ Design of the India Pavilion with detailed layout, decoration plan, etc. **(only single design). In hard copy as well as on CD.**

**Cover – 2: Superscribing “Construction of India Stand at OTDYKH - LEISURE 2015: Financial Bid”**

To include the following documents / details:

- (i) A Financial Bid, **duly dated** and clearly indicating the cost as per format given in Annexure ‘A’.

- (ii) All bidders should indicate cost for the fair as well as the total cost inclusive of all taxes. The financial bids will be evaluated on the basis of total cost inclusive of taxes.
- (iii) The financial bid should be in Euros.
- (iv) The financial bid should contain an undertaking by the agency that the agency accepts and agrees to abide by the terms and conditions as mentioned in this tender document number **ITF/TFF/OTDYKH/2015-16, dated 14<sup>th</sup> Jul 2015.**
- (v) **Format for submission of Financial Bids is given in Annexure I**

**3.** The two sealed covers, superscribed ‘**Construction of India Stand at OTDYKH - LEISURE 2015: Technical Bid**’ and ‘**Construction of India Stand at OTDYKH - LEISURE 2015: Financial Bid**’ in Covers I and II respectively should be put up in a separate cover superscribed “**Technical and Financial Bid for Construction of India Stand at OTDYKH - LEISURE 2015:**” with the details of the company eg. Full Name, Postal Address, Fax, E-mail, Telephone number of the Tenderer on the bottom left corner of the cover and sent to the **Regional Director, Indiatourism Frankfurt, Baseler Strasse 48, Frankfurt am Main, 60329 Germany to reach on or before 1800 hrs. of 28<sup>th</sup> July 2015.**

**4.** All the documents submitted by the agencies should be signed on each page by the authorised signatory of the company. The document should be spiral bound, duly page numbered, and properly indexed. The agencies who do not submit their bids in the proper format, with required documents and in the required format would be liable for rejection.

**5.** The agencies submitting their bids should also mention that they agree to the terms and conditions mentioned in the tender document.

#### **E. OPENING OF BIDS AND SELECTION PROCEDURE:**

1. Technical bids will be opened by a Constituted Committee which will evaluate the technical Bids of the agencies which are found eligible after initial scrutiny of the bids.
2. **The technical bids will be judged following the criteria as detailed below:**

S.No.	Component	Marks
(i)	Experience of setting up Pavilions/ Booths/ Stands at International Fairs / Exhibitions / Events during last three years	10 marks
(ii)	Experience of setting up Pavilions/ Booths/ Stands at International <b>Tourism related</b> Fairs / Exhibitions /Events during last three years	10 marks
(iii)	Awards received for Pavilions / Booths / Stands at events in (i) and (ii) above.	5 marks
(iv)	Concept & Design of Pavilion	30 marks
(v)	Effective Utilisation of Space	5 marks
(vi)	Effective Branding in the Pavilion	5 marks
(vii)	Innovative ideas and other attractions in the Pavilion	5 Marks
	<b>Total</b>	<b>70 Marks</b>

3. Whereas, Technical Evaluation will carry a weightage of 70 marks, financial bids will carry weightage of 30 marks. The agencies scoring 70 per cent marks (49 marks) or above in Technical Evaluation shall be eligible for opening of their financial bids.

4. The financial bids of **only** those agencies that score 70 percent mark (49 marks) or above in Technical Evaluation will be opened in the presence of their representatives. The date and time of opening of the financial bids will be conveyed to the selected agencies. Financial evaluation will carry a weightage of **30 Marks**.

5. The agency which scores the highest aggregate marks on the basis of technical and financial evaluation (after adding the scores from the technical and financial evaluation) will be awarded the contract for construction of the India Pavilion at the event.

**F. Terms of Payment:** Payment will be made to the successful bidder as per the following schedule:

- (i) Payment of 30% of the total contractual amount will be made by cheque / bank draft/ electronic transfer as advance 14 days before the fair.
- (ii) Payment of 70% of the total contractual amount will be made through cheque/bank draft/ electronic transfer on completion of the Travel Mart, dismantling the pavilion and clearing of site

**G. ADDITIONAL INFORMATION**

- (i) India Tourism Frankfurt reserves the right to reject or accept any offer in full or in part without assigning any reasons whatsoever.
- (ii) Incomplete and conditional bids will be rejected outright.
- (iii) **Any Displays / Translites produced for the India Pavilion at the event will be the property of the Ministry of Tourism, Govt. of India, on completion of the event.**
- (iv) **Validity of Tender:** Tender shall remain valid for acceptance for a period of one year from the date of opening of Tender/or till the end of the event for which the tenders were called for, whichever is earlier.
- (v) **Insurance:** Insurance, including transit and third party insurance will be arranged by the service provider.
- (vi) **Liquidated Damages:** In the event of service provider's failure to complete the work within the specified time, and as per the requirements of standards of quality constructions, as mentioned in the tender document, India Tourism Frankfurt will recover from the service provider, as Liquidated Damages, a sum of 10 % of the contract price for every day's delay. Besides, if the execution is delayed the ITF may take action to debar the agency from participation in further tenders and/or blacklist the agency.
- (vii) **Termination by default:** India Tourism Frankfurt reserves the right to terminate contract of any agency in case of change in the Government procedures or for unsatisfactory services.
- (viii) **Risk – Purchase Clause:** If the service provider, after submission of tender and the acceptance of the same, fails to abide by the Terms and Conditions of the tender document or fails to complete the work within the specified time or at any time repudiates the contract, India Tourism Frankfurt will have the right to:

- a) In case ITF gets the incomplete job completed through alternative sources and if price of completing the work is higher, the service provider shall pay the balance amount incurred by the office for completing the work, to ITF.
- b) For all purposes, the work order accepted by the bidder and issued by India Tourism Frankfurt will be considered as the formal contract.

(ix) **Force Majeure:** Neither party will be liable in respect of failure to fulfil its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. If there is a delay in performance or other failures by the service provider to perform its obligation under its contract due to event of a Force Majeure, the service provider shall not be held responsible for such delays/failures. If a Force Majeure situation arises, the service provider shall promptly notify the ITF in writing of such conditions and the cause thereof providing sufficient and satisfactory evidence immediately on occurrence of such event. Unless otherwise directed by the ITF in writing, the service provider shall continue to perform its obligations under the contract as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

(x) **Arbitration:**

(a) In event of any dispute or difference between the ITF and the Agency, such disputes or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration of the sole arbitrator to be appointed by the Secretary, Ministry of Tourism on the recommendation of the Secretary, Department of Legal Affairs ('Law Secretary') Government of India. The provision of Arbitration and Conciliation Act, 1996 (No.26 of 1996) shall be applicable to the arbitration. The Venue of such arbitration shall be at New Delhi or any other place, as may be decided by the arbitrator. The language of arbitration proceedings shall be English. The arbitrator shall make a reasoned award (the "Award"), which shall be final and binding on the ITF and the Agency. The cost of the arbitration shall be shared equally by both the parties to the agreement i.e. the ITF and the Agency (ies) and the service provider. However, expenses incurred by each party in connection with the preparation, presentation shall be borne by the party itself.

(b) Pending the submission of and /or decision on a dispute, difference or claim or until the arbitral award is published; the ITF and the Agency shall continue to perform all of their obligations under this Agreement without prejudice to a final adjustment in accordance with such award.

(xi) **Jurisdiction:** The contract shall be governed by the Laws of India and by applying to this tender, the agency accepts the applicability of Indian Law and jurisdiction of India Courts in any dispute.

**Regional Director  
India Tourism Frankfurt**

**ANNEXURE I**

**FORMAT FOR FINANCIAL BIDS  
(To be typed on the letter head of the company)**

**Date:**

**We hereby accept the terms and conditions of the tender no. ITF/TFF/OTDYKH/2015-16 dated 14<sup>th</sup> Jul 2015 and provides our financial bid as follows:**

Name of Fair	Cost of design, construction, dismantling and ancillary services as per scope of work in €	Any other cost in €	Applicable rate of tax ,if any in €	Total in €
OTDYKH - LEISURE 2015, Moscow, Russia				

(Authorised Signatory) with stamp

**ANNEXURE II**

