



**India Tourism, Dubai
Ministry of Tourism, Government of India
104, 1st Floor, Nasa Building
Al Maktoum Road
P.O.Box-12856
Deira, Dubai
U.A.E**

**Request for Proposal (RFP)
File No.: DXB/EXH/VI/IZMIR/2019 dated 01.10.2019**

*“Limited Tender for Inviting Quotations for Construction of India
Pavilion at “the Travel Turkey Izmir”*

Last date of submission of Bids

**24th Oct, 2019 (1500 hrs)
(Local time of UAE)**

Indiatourism Dubai

Tender Document

No.: DXB/EXH/VI/IZMIR/2019

Date: 01.10.2019

SUBJECT: Limited Tender for construction of India pavilion at Travel Turkey IZMIR, 13th International Tourism Fair and congress 2019 at Izmir in Turkey from 5th December to 7th December 2019.

India Tourism, Dubai, Govt. of India is going to participate in Travel Turkey Izmir which is being held during the period 5th to 7th December 2019 at Izmir in Turkey. The primary objective of participation in this event is to depict **India as a Year round multi-faceted tourist destination for all ages, all seasons and all reasons- Culture, Adventure, Cruise, Golf, MICE, luxury, wildlife, Yoga & Wellness and medical tourism etc.**, and to provide a better platform for the Indian travel industry comprising of the Indian Tour Operators, Travel Agents, Hoteliers, Airlines and State Governments to showcase their tourism products & services.

India Tourism, Dubai requires the services of a professional agency / design house or institute / architect, with experience in the field of Designing of Pavilions, for providing an eye-catching Design and Concept, with a focus on new themes and ideas, for the India Pavilion at the **Travel Turkey Izmir**. Therefore, India Tourism, Dubai invites Bids from the agencies for designing and construction of India Pavilion and for providing other ancillary services for the **Travel Turkey Izmir 2019**.

A. Scope of work

Conceptualization, designing and construction of India Pavilion on time and provide other related ancillary services for **Travel Turkey Izmir 2019 in Izmir at Turkey** , along with dismantling of the pavilion on time after the conclusion of the event.

B. SPECIFICATIONS AND ANCILLARY REQUIREMENTS

1. The area of the India Pavilion at the Travel Turkey Izmir Show 2019 is 21 square meters with three sides open.

2. The design of the booth should be based on multiple iconic Indian tourist destinations with incredible India branding. Indian décor and ambience should be reflecting in Indian Pavilion.
3. The following elements are required for India Pavilion: -
 - a) Incredible India branding should be prominently displayed along with image of Indian destinations tourism products. All images will be provided by Indiatourism.
 - b) Provide Potted/live Plants.
 - c) Provide two chairs along with Information counter. Required provision for keeping and display Tourism publicity materials.
 - D) Provide one LED TV at the suitable location for showing incredible India films.
 - E) Provide one table and four chairs.
 - F) Storage space for keeping personal belongings along with provision for soft drinks, Juice, biscuits and cookies etc. Provisions should be stocked for three days.
 - G) A small space is required for Henna/mehndi artists.
 - H) Provide sufficient light and electrical plug points.
 - I) Business cards bowl for counter should be provided.
4. Indian stand should be kept absolutely clean at all times by the agency. The bills for cleanliness shall be borne by agency. The cost of Electricity will be paid to the agency during final payment.
5. The scope of work is including construction of the pavilion at site on time, maintenance activities during the event on time and dismantling of the pavilion on time after the end of the event and removal and disposal of the materials from site on time.

C. Minimum Eligibility Criteria

- (i) The bidding agency/ production house should be a registered company.

- (ii) Previous experience of handling work of similar nature of conceptual, designing and construction of pavilions in fairs and exhibitions are required.
- (iii) Bids receiving from the agencies based on UAE and Turkey are highly preferable.
- (iv) The bidding agency/ production house must have been in operation for a minimum period of one year, until on 30th Sep. 2019.
- (v) The agency / production house should not be under a Declaration of Ineligibility for Corrupt or Fraudulent practices with any Government Departments/ Agencies/ Ministries or PSU's and should not be blacklisted by any Government Departments/Agency/ Ministries or PSUs. (see Annexure)
- (vi) The agency / production house should agree to undertake the assignment in accordance with the Scope of Work, Specification & ancillary requirements and all terms & conditions in RFP document (see Annexure)
- (vii) The agency / production house should submit Earnest Money Deposit or Security Bid as specified in this RFP document.

D. Guidelines for Submitting Tenders:

- (i) 'Technical Bid of Design –" Travel Turkey Izmir -2019"
- (ii) 'Financial Bid – "Travel Turkey Izmir -2019"

(i) Envelope 1:super-scribed "Technical Bid of Design-Travel Turkey Izmir-2019"

To submit the following documents/ details:

a) Details of the Tenderer

1. Profile of the agency/company
2. Track record –details of previous experience in similar events.
3. Sample design of the present stand.
4. Previous experience relating to work with India tourism.
5. Earnest money Deposit or Security Bid.
6. Self undertaking letters mentioned above in Eligibility Criteria (see annexure).
7. All relevant documents mentioned above in Eligibility Criteria.
8. Submit concept/Design of the India Pavilion in hard copy as well as soft copy.

(ii) Envelope 2: super-scribed "**Financial Bid- Travel Turkey Izmir -2019**"

To submit the following documents/ details:

- a) A financial bid, duly dated and clearly indicating the cost against each of the following components.
1. Construction, Maintenance & dismantling of the pavilion.
 2. Decoration and display within the pavilion.
 3. Transportation of materials to the site and back.
 4. Expenditure on other activities as listed in Scope of work in above.
 5. Others
 6. Taxes
 7. Total
- b) Self Undertaking letter (see annexure)

Note:-

- 1). The financial bids will be evaluated on the basis of total cost inclusive of all taxes.
- 2). A financial bid should be only in AED.

Both the above sealed Envelopes as mentioned above should be kept in a bigger envelope to be super scribed as "**Technical Bid and Financial Bid**" for construction of India Stand for Travel Turkey Izmir -2019 with due date of submission. The bottom left corner of the outer cover should carry Full Name, Postal Address, Fax, E-mail, and Telephone number etc., of the agency submitting the proposal.

E) OPENING OF BIDS AND SELECTION PROCEDURE:

A Constituted Committee will evaluate the Technical Bids received on the basis of minimum eligibility criteria mentioned above. While Technical evaluation will carry a weightage of 70 marks, the financial bids will carry a weightage of 30 marks.

The technical bids will be judged in the following the criteria:

Sl.No	components	Marks
1	Experience of setting up pavilions/Booths/stand at any Tourism related Fairs/Exhibitions/Events during last three years.	5
2	Concept & Design of pavilion	20
3	Effective Utilizations of space	20
4	Effective Branding	20
5	Innovative ideas and other attraction	5
	Total	70

The agencies scoring 70 percent marks (i.e 49 marks out of 70) and above in the technical evaluation shall be eligible for opening of their Financial bids.

The agency which scores the highest aggregate marks on the basis of technical and financial bids (after adding the scores from the technical and financial evaluation) will be awarded for the contract.

F. Terms and conditions

- 1) Indiatourism, Dubai reserves the rights to reject any or all quotations without assigning any reasons thereof.
- 2) Late/incomplete application and those which are not as per guidelines would be rejected.
- 3) Tender shall remain valid for one year from the date of opening of tender.
- 4) The agency should have prior experience in similar field and should have undertaken identical work.
- 5) The decision of Indiatourism, Dubai is final in the selection process of the agency.
- 6) No advance payment will be made. Payments would be made only in UAE Dirhams /US Dollar by bank transfer only after completion of event successfully and satisfactory.
- 7) The payment to the appointed agency will be made by India tourism, Dubai on submission of invoices along with supporting documents, wherever required, only after completion of this event successfully and satisfactory.
- 8) Agencies should be clear while preparing their Financial Proposal and ensure that there is no mismatch while making calculations.
- 9) The cost quoted will be firm and fixed for the duration of performance of the contract.
- 10) Any conditions posed in financial bid by agency are rejected immediately.
- 11) Liaison with the fair authorities for obtaining requisite permission for our stand construction and technical formalities and applying safety rules as per the terms and conditions of the fair authorities will be the responsibility of the agency. Any late fee for any permission and any kind of penalty by fair

authorities due to negligence and damage will be the responsibility of the agency.

- 12) Agency should be interactive with India tourism, Dubai during designing and construction of Indian pavilion. The agency should adopt recommend changes in the stand by Indiatourism, Dubai.
- 13) The agency should be follow completely all terms and conditions, safety rules and formalities of Fair authorities.
- 14) The work should be undertaken as per scope of work, Specification & ancillary requirements, mentioned above as well as terms and conditions in this RFP. If the work is kept incomplete or negligence, Indiatourism, Dubai will have a right to deduct full amount as per the area of work left or negligence.
- 15) The agency/contractor shall be responsible for the conduct and behavior of its employees deputed for the work.
- 16) Earnest Money Deposit (EMD)/Bid security for 3900 AED drawn in favour of "India Tourism, Dubai" payable at Dubai, to be submitted in an acceptable form such as bank guarantee or Cheque or demand draft from a any schedule bank in Dubai, should normally be valid for a period of at least 90 days. No interest shall be payable by Indiatourism, Dubai on the sum deposited as EMD/Bid security.
- 17) If bid is not accompanied by EMD/ Bid Security, the proposal of the bidding agency shall be rejected outright.
- 18) The unsuccessful bidders should collect their EMD/Bid security within one month of issue of work order/contract to the successful bidder.
- 19) EMD/ Bid security will be returned to the successful bidder on issue of work order and receipt of performance Bank guarantee/security deposit.
- 20) Security Deposit/Performance Bank Guarantee: on awarding the contract/work order, the selected agency will deposit 10% of the value of the contract amount as security deposit/ Performance Bank Guarantee in the form of account payee Demand draft form from any scheduled bank in Dubai within three days from the date of receipt of the work order. The Account payee Demand Draft should remain valid for period 180 days beyond date of completion of all contractual obligations. The account Payee Demand Draft will be released after the contractual period. No interest shall be payable by Indiatourism, Dubai on the sum deposited as security

deposit.

- 21) Insurance: insurance will be arranged by the agency.
- 22) Termination by default: Indiatourism, DUBAI reserves the right to terminate the contract of any agency in case of change in the Government procedures or unsatisfactory services.
- 23) Risk-purchase clause: If the agency , after submission of tender and the acceptance of the same, fails to abide by the terms and conditions & scope of work in RFP or fails to complete the work within the specified time or at any time repudiates the contract, the Indiatourism, DUBAI will have the right to: (a) forfeit/invoke the security Deposit/ Performance Bank Guarantee (b) in case of completion through alternative sources and if price is higher, the agency will pay the balance amount to the Indiatourism, Dubai.
- 24) Termination: Indiatourism, Dubai may terminate the contract of the agency or may initiate penal proceedings as per law of India, in case of the occurrence of any of the events specified below:
 - (i) If the agency becomes insolvent or goes in to compulsory liquidation.
 - (ii) If the agency, in the judgment of Indiatourism Dubai, has engaged in corrupt or fraudulent practices in competing for or in executing this contract.
 - (iii) If the agency submits to Indiatourism, Dubai a false statement.
 - (iv) If the agency places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to Indiatourism, Dubai.
 - (v) If the agency fails to provide the quality services as per RFP.

G). FORCE MAJEURE

- (i) 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. Force Majeure shall not include (a) any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor (b) any event which a diligent Party could reasonably have been expected both to take into account at the time of being assigned the work, and avoid or overcome with utmost

persistent effort in the carrying out of its obligations hereunder. Force Majeure shall not include insufficiency of funds or manpower or inability to make any payment required for execution of services under this Contract.

- (ii) A Party affected by an event of Force Majeure shall immediately notify the other Party of such event, providing sufficient and satisfactory evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

H. Arbitration: venue of arbitration will be New Delhi and will be governed by provisions of the Indian Arbitration and Reconciliation Act.

I. Jurisdiction: The contract shall be governed by the laws of India and by applying to this tender. The agency accepts the applicability of India Law and Jurisdiction of Indian courts in any dispute.

11. Submission of the Bids:

The two sealed covers, **Technical Bid Travel Turkey Izmir 2019** and **Financial Bid Travel Turkey Izmir 2019** should be kept in a bigger envelope to be super scribed as "**Technical and Financial Bid for Design & Construction of India Stand at Travel Turkey Izmir 2019**" and should be sealed.

The Outer cover should have details of the company e.g., Full Name, Postal Address, Fax, E-mail, Telephone number of the Tenderer on the bottom left corner of the cover and sent to

**The Assistant Director
India Tourism
104, 1st Floor Nasa Building
Al Maktoum Road, Deira
P.O. Box-12856
Dubai**

The proposal should be submitted on or before **24th Oct , 2019 by 1500 hrs.**
(local time of UAE)

**Seetharaman Avany
Assistant Director
India Tourism, Dubai**

ANNEXURE 1

Letter for Technical Bid

(To be provided on your 'Company letter head')

**The Assistant Director
India Tourism
104, 1st Floor Nasa Building
Al Maktoum Road, Deira
P.O.Box-12856
Dubai**

Subject: - Letter of Technical Bid Submission.

Madam / Sir,

This has reference to the India Tourism, Dubai RFP no. dated for
"Travel Turkey Izmir -2019"

In this context, please find enclosed our technical bid in respect of RFP submitted above.

I/We as the authorized representative(s) of the agency hereby declare that all the information and statements made in this Technical bid are true and accept that any misinterpretation contained in it may lead to our disqualification. We undertake, if our Proposal is accepted, to initiate the Implementation services immediately in consultation with the India Tourism, Dubai and as per the provisions stipulated in the RFP document. We agree to abide by Scope of work, specification and ancillary requirements and all the terms and conditions mentioned in RFP document.

Thanking you,

Name of the Bidder:

Authorized Signatory:.....

Name:

Seal:

Date:

Place:

Annexure 2
Letter for Technical Bid

(To be provided on 'Company letter head')

The Assistant Director
India Tourism
104, 1st Floor Nasa Building
Al Maktoum Road, Deira
P.O.Box-12856
Dubai

Subject: - Undertaking in respect of Technical Bid

Madam / Sir,

This has reference to the Ministry of Tourism's RFP no. dated for
"Travel Turkey Izmir -2019"

In this context, I/We as authorized representative(s) of company certify the following:

(a) That we are not declared **ineligible for corrupt or fraudulent practices** with any Government departments/ agencies/ministries or PSU's and are not blacklisted on the date of submission of this bid.

(b) That we will **undertake the assignment**, in accordance with the Scope of Work, specification and ancillary requirements and all terms & conditions mentioned in the RFP document.

Name of the Bidder:

Authorized Signatory:

Name:

Seal:

Date:

Place:

Annexure FQ1

Letter for Financial Bid Submission

(To be provided on 'Company letter head')

**The Assistant Director
India Tourism
104, 1st Floor Nasa Building
Al Maktoum Road, Deira
P.O.Box-12856
Dubai**

Subject: - Letter of Financial Bid Submission.

I/We as the authorized representative(s) of the agency hereby offer to undertake the assignment of **"Travel Turkey Izmir -2019"** in accordance with your RFP document no. dated Our financial bid as per the required format of RFP document is attached.

Thanking you,

Name of the Bidder:

Authorized Signatory:.....

Name:

Address and contact

Details of bidding agency.....

Seal:

Date:

Place:

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SEYAHAT TEKNOLOJİ FİRMALARI
TRAVEL TECHNOLOGY COMPANIES

tti alternative
ALTERNATİF TURİZM FİRMALARI
ALTERNATIVE TOURISM COMPANIES

ULUSLARARASI DESTİNASYONLAR
INTERNATIONAL DESTINATIONS

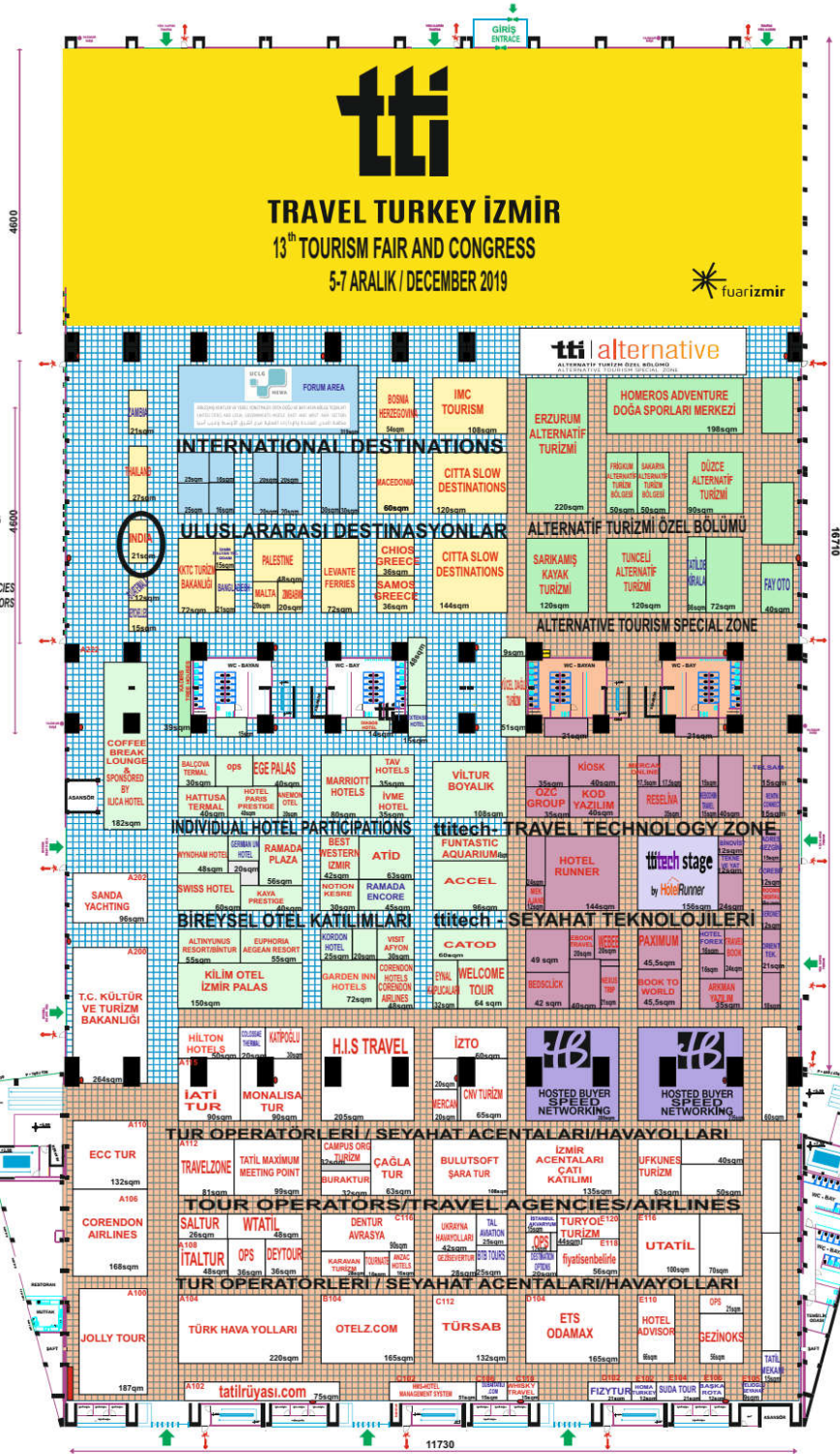
HOSTED BUYERS SPEED NETWORKING

SEYAHAT AÇENTALARI
TUR OPERATÖRLERİ
HAVAYOLLARI

TRAVEL AGENCIES
TOUR OPERATORS
AIRLINES

BİREYSEL OTEL KATILIMCILARI
INDIVIDUAL HOTEL PARTICIPATIONS

11730



SİMGELER

- Yangın Dolabı
- Elektrik Panosu
- İnternet-Telefon Kabinet
- Acil Çıkış

EZEL HAVACILIK
EAB HAVACILIK

16710

5120

11730