

**India Tourism (Singapore)**  
**TENDER DOCUMENT**

**Dated 08/01/2019**

**TENDER NO. ASTINDO/2019**

**Limited Tender for Construction of India Pavilion at the ASTINDO-2019 in Jakarta, Indonesia from 22<sup>nd</sup> to 24<sup>th</sup> February 2019.**

India Tourism Office in Singapore would be participating in **ASTINDO-2019** scheduled to be held in **Jakarta, Indonesia from 22<sup>nd</sup> to 24<sup>th</sup> February 2019**. The primary objective of participation in this fair is to depict India as an attractive destination for travel and to provide a platform for Indian Tour Operators, Travel Agents, Hoteliers, Airlines and State Governments to showcase their tourism products. This office requires the services of a professional agency with 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 forthcoming **ASTINDO-2019**. Therefore, **India Tourism Singapore office invites bids from the agencies for the designing and construction of the India Pavilion and providing other related ancillary services for ASTINDO-2019 which is to be held in Jakarta, Indonesia from 22<sup>nd</sup> to 24<sup>th</sup> February 2019.**

**A. SCOPE OF WORK**

Conceptualization, designing and construction of India Pavilion and provide other related ancillary services for the **ASTINDO-2019**, along with dismantling of the pavilion after the conclusion of the fair.

**B. SPECIFICATIONS AND ANCILLARY REQUIREMENTS**

<b>Name of the Travel Fair</b>	<b>Date of the Travel Fair</b>	<b>Size of the India Stand &amp; Booth No.</b>	<b>Remarks</b>
<b>ASTINDO-2019</b>	<b>22<sup>nd</sup> to 24<sup>th</sup> February 2019.</b>	<b>36 Sq. mtr.(Floor Plan enclosed)</b>	<b>Last date for submission at 1600 Hrs on 21.01.2019</b>

- (1) The area of the India Pavilion at the **ASTINDO-2019** will be **36 sq. mtr., with three sides open.**
- (2) The Pavilion should essentially reflect an Indian décor, ambience and Incredible India branding.
- (3) The design of the booth should highlight certain theme, tourism products or destination within India.
- (4) Provision for hot and cold water dispenser along with refreshment.

(5) There should be easy accessibility and visible, backlit images on the walls / panels in the pavilion. All images will be provided by the India Tourism Singapore office.

(6) Separate area for storage place.

(7) The pavilion should have:

- Visible and prominently located Reception area (s) at the entrance (s) and lounge space for Indiatourism, Singapore.
- Storage place.
- Three round conference table with four chairs for each table and lounge area to have sofas and center table.
- Maximum number of blowup showing Tourism Products of India.
- Back wall to have mounted LED TV (50 Inch) for running for Incredible India films.

**(5) The space earmarked for common facilities will be restricted to 25 % of the total area of the Pavilion, whereas 75 % of the area of the Pavilion will be for booths / areas for co - participants in the Pavilion.**

(6) The scope of work will cover providing plants to add a green touch to the Pavilion, electrical fittings in the pavilion including at the three tables and reception table, as well as daily cleaning of the pavilion during the course of the exhibition.

(7) The scope of work will also include construction of the pavilion at site well in time, maintenance activities during the event and dismantling of the pavilion after the end of the event removal and disposal of the materials from site.

**C. ELIGIBILITY CRITERIA** – The agency should have handled at least one stand construction in the space size of 54 sq. mts. and above in the last two years i.e. between 2016-18. The design of any two stands constructed earlier to be submitted along with the tender.

#### **D. GUIDELINES FOR SUBMITTING TENDERS**

**The tender for construction of India Pavilion should be submitted in two covers as follows:**

**Cover-I: Super scribing “ASTINDO-2019 Technical Bid”.**

To include the following documents / details:

**a) Details of the Tenderer**

(i) Profile of the Agency / Company.

(ii) Details of Technical Manpower and Staff available in – house outsourced.

(iii) Track record - details of involvement in similar events past experience.

**b) The technical bids will be judged following the criteria as detailed below.**

S.No.	Item	Marks
(i)	Overall Concept / Theme and layout of the India Pavilion	<b>50 Marks</b> A. Concept & Design – 25 Marks B. Effective Utilization of Space-10 Marks C. Effective branding – 15 Marks
(ii)	Innovative ideas for Pavilion and the event	10 Marks
(iii)	Layout of other facilities & display in India Pavilion, other attractions etc.	10 Marks
	Total	70 Marks

**Cover – 2: Super scribing “ASTINDO-2019 Financial Bid” .**

To include the following documents / details:

1. A Financial Bid, **duly dated** and clearly indicating the cost.
2. All bidders should indicate the total cost, inclusive of construction, transportation, dismantling and any other activities as laid down under the scope of work. The financial bids will be evaluated on the basis of total cost (exclusive of taxes). Tax component, if any, should be mentioned separately.
3. The financial bid should be in **USD**.
4. **Terms of Payment:** No advance payments will be made. Payment will be made to the successful bidder 15 days after completion of event and receiving the copy of invoice by this office along with photographs of the India pavilion in different angles.
5. The floor plan of **ASTINDO-2019** is enclosed.

The two sealed covers, super scribing ‘**ASTINDO-2019 Technical Bid**’ and ‘**ASTINDO-2019 Financial Bid**’ in Covers I and II respectively should be put up in a separate cover super scribing “**Technical and Financial Bid for ASTINDO-2019**” and detailing Full Name, Postal Address, Fax, E-mail, Telephone number of the Tenderer on the bottom left corner of the cover and submitted to **Assistant Director, Indiatourism, #01 – 01, United House, 20 Kramat Lane, Singapore 228773 Tel: + 65-62353800 on or before 1600 hrs. On 21.01.2019**

**E. SELECTION PROCEDURE**

A Constituted Committee will evaluate the Technical Bids received on the basis of criteria detailed in Section D. While Technical Evaluation will carry a weightage of 70 marks. The

financial bids will carry a weightage of 30 marks. 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 the contract for construction of the India Pavilion at the event.

**F. ADDITIONAL INFORMATION**

- I. This office reserves the right to reject or accept any offer without assigning any reasons whatsoever.
- II. Incomplete and conditional bids will be rejected outright.
- III. Bids received by emails cannot be accepted.
- IV. **Jurisdiction:** The contract shall be governed by the Laws of India.

**G DEADLINE FOR SUBMISSION OF BIDS: - 1600 Hrs on 21.01.2019**



(Sudeshna Ramkumar)  
Asst. Director  
India Tourism Singapore



