

INDIA TOURISM SINGAPORE

TENDER NO. ITB Asia/2019

Dated 02/09/2019

Limited Tender for Construction of India Pavilion at the ITB ASIA 2019 in Singapore from 16th to 18th October, 2019.

India Tourism Office in Singapore would be participating in **ITB ASIA 2019** scheduled to be held in **Singapore from 16th to 18th October, 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 and Airlines to showcase their tourism products. This office requires the services of a professional booth constructor 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 **ITB ASIA 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 ITB ASIA 2019 which is to be held in Singapore from 16th to 18th October, 2019.**

A. SCOPE OF WORK

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

B. SPECIFICATIONS AND ANCILLARY REQUIREMENTS

Name of the Travel Fair	Date of the Travel Fair	Size of the India Stand & Booth No.	Remarks
ITB ASIA 2019 in Singapore	from 16th to 18th October, 2019	90 Sq. mtr.(Floor Plan enclosed)	Last date for submission at 1600 Hrs on 16th September, 2019.

- (1) The area of the India Pavilion at the **ITB ASIA 2019** will be **90 sq. mtr, with four sides open.**
- (2) The Pavilion should essentially reflect an Indian décor, ambience and Incredible India branding.
- (3) The design of the booth should be based on the theme of **India – The Land of Celebrations.**

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(4) The booth should include the following elements.

(A) Backlit blow ups / panels (All images will be provided by this office)

(B) Segregated area with appropriate backdrop panel to serve as photo booth area

(C) Potted plants.

(D) Provision for hot and cold water dispenser along with refreshment

(E) Separate reception area with reception desk and bar stools and lounge area with sofas

(F) LED (50') TV at the suitable location.

(G) Provision of 12 no. of tables and chairs with separate branding for each of the co-exhibitors

(H) Storage space.

(I) Provision of 2 hostess for the entire duration of ITB Asia

(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 electrical fittings in the pavilion including at the reception table as well as for each of the co-exhibitor 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 **90 sq. mts.** and above in the last two years i.e. between 2017-2019. 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 “ITB ASIA 2019 Technical Bid”.

To include the following documents / details:

a) Details of the Tenderer

(i) Profile of the Agency / Company.

- (ii) Track record - details of involvement in similar events past experience.
- (iii) The designs of earlier stand constructed.
- (iv) Sample design of the present stand.

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	40 Marks A. Concept & Design - 20 Marks B. Effective Utilization of Space-10 Marks C. Effective branding - 10 Marks
(ii)	Innovative ideas for Pavilion and the event	20 Marks
(iii)	Layout of other facilities & display in India Pavilion, other attractions etc.	10 Marks
	Total	70 Marks

Cover - 2: Super scribing "ITB ASIA 2019 Financial Bid".

To include the following documents / details:

1. A Financial Bid, **duly dated** and clearly indicating the cost.
2. The financial bid should be in **SGD**. Tax component, if any, is to be mentioned separately.
3. **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.
4. The floor plan of **ITB ASIA 2019** is enclosed.

The two sealed covers, super scribing '**ITB ASIA 2019 Technical Bid**' and '**ITB ASIA 2019 Financial Bid**' in Covers I and II respectively should be put up in a separate cover super scribing "**Technical and Financial Bid for ITB ASIA 2019**" and submitted to **Assistant Director, India Tourism, #01 - 01, United House, 20 Kramat Lane, Singapore 228773 Tel: + 65-62353800** on or before **1600 hrs. On 16.09.2019 (Local time)**

E. SELECTION PROCEDURE

The selection will be made on the basis of:-

(A) 70% of marks for technical evaluation as mentioned above.

(B) 30% of marks for financial quote.

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

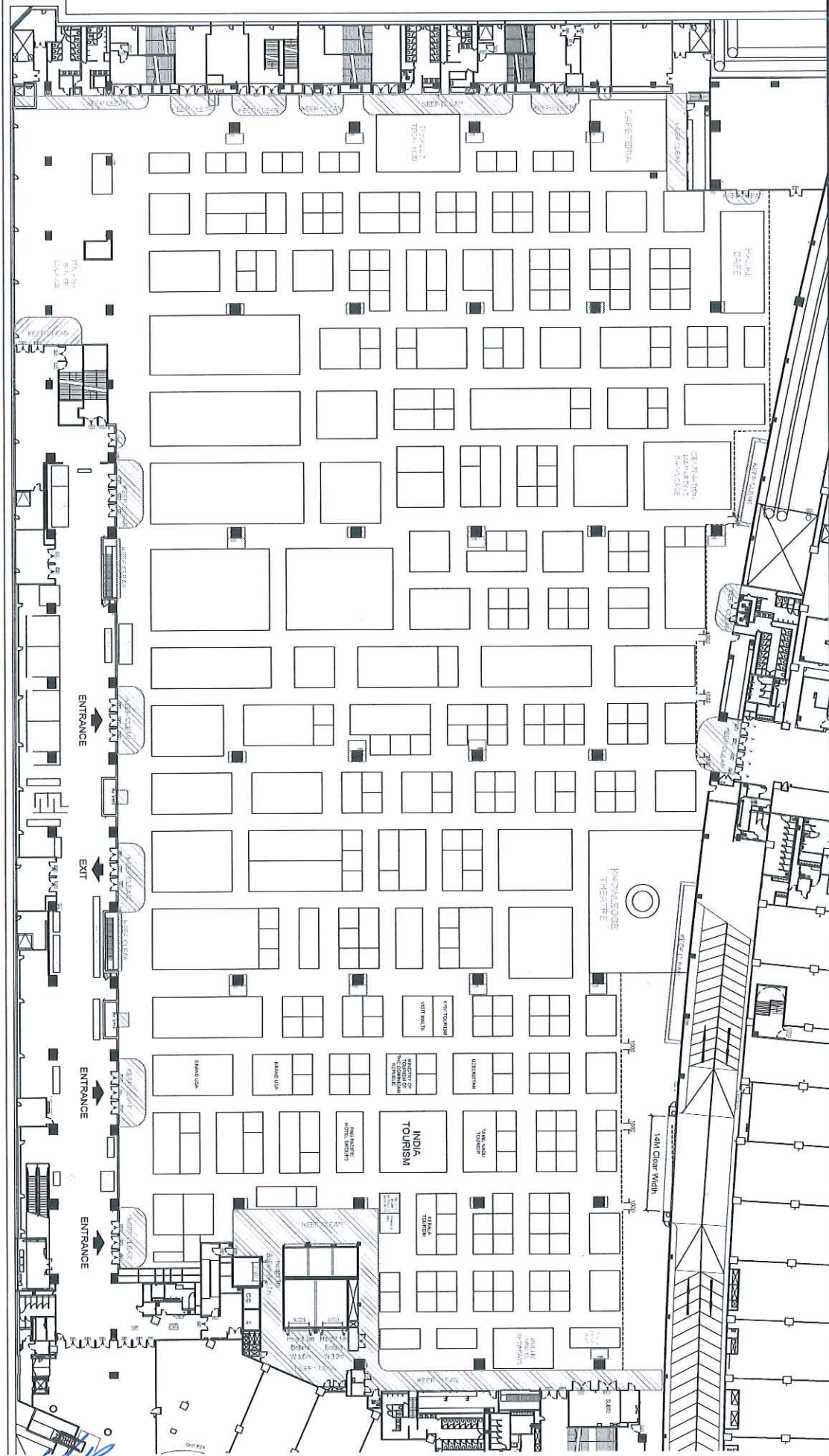
- I. This office reserves the right to reject or accept any offer without assigning any reasons whatsoever.
- II. Incomplete and conditional bids will be rejected outright.
- III. Bids received by emails cannot be accepted.**

G. DEADLINE FOR SUBMISSION OF BIDS: - 1600 Hrs on 16.09.2019

(Sudeshna Ramkumar)
Assistant Director
India Tourism
Singapore

ITB ASIA 2019

16 - 18 OCTOBER 2019
BASEMENT 2, HALLS D-F / MARINA BAY SANDS SINGAPORE



Client		Project /Event		Event Period		Technical Designer		Approval		Signature		Date		Drawing Title		Remarks	
MESSE BERLIN (SINGAPORE) PTE LTD		ITB ASIA 2019		16 - 18 OCTOBER 2019		ROSEMARIE		Design Director						BASEMENT 2 OVERALL LAYOUT			
Venue BASEMENT 2, HALLS D-F / MARINA BAY SANDS SINGAPORE		Drawing Number PICO/2018/385		B2-A-101		Client								Design Unit DESIGN STUDIO		Date Submitted 24 APRIL 2019	
Customer /Service Person PENNY TAN		Scale 1:400 (A2 SIZE)												Version			

