

India Tourism Paris
(Ministry of Tourism, Government of India)
13 Boulevard Haussmann, 75009 - Paris
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IT.Moscow/Stand Construction (2)/2019-20

Dated:20.10.2019

NOTICE INVITING TENDER

India Tourism, Paris/Moscow has the given jurisdiction of Commonwealth of Independent States (CIS), Baltic and Eastern Bloc Countries. India Tourism will be participating in the following forthcoming International Travel & Tourism Exhibition in the jurisdiction:-

1. Tashkent International Tourism Fair(TITF), Tashkent, Uzbekistan
2. Romanian Tourism fair(TTR), Bucharest, Romania
3. Athens International Tourism Expo, Athens, Greece

India Tourism Paris/Moscow invites bids from professional agencies /consortium of agencies (i.e. one lead agency + one Partner) for designing and construction of India stand at above mentioned exhibitions, providing ancillary services and dismantling of India Stand after the event is over. The interested agencies may download full tender document with detailed scope of work, eligibility criteria and format for application from www.tourism.gov.in (click on the tab "Tenders & RFP") at the home page.

Sealed quotations as per the format should reach Assistant Director, India Tourism Frankfurt , Baseler Strasse 48 -60329, Frankfurt Am Main, Germany on or before 1400 hrs. 1st November, 2019.



(Sanjiv Vashist)
Assistant Director

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TENDER

DESIGN & CONSTRUCTION OF INDIA STAND AT VARIOUS EXHIBITIONS IN UZBEKISTAN, ROMANIA & GREECE

India Tourism Paris/Moscow will be participating in the forthcoming 3 International trade fair for travel & tourism. The objective of our participation in the said fairs is to showcase India's myriad tourism products and to promote India as a 'Must Visit' destination for travelers from Uzbekistan, Romania, Greece.

India Tourism Paris/Moscow, invites bids from professional agencies /consortium of agencies (i.e one lead agency + one Partner) for designing and construction of India stand at Tashkent International Tourism Fair(TITF), Tashkent, Uzbekistan, Romanian Tourism fair(TTR), Bucharest, Romania, Athens International Tourism Expo, Athens, Greece providing ancillary services and dismantling of India Stand after the events are over, as per details given below:

2. **Space**

India Tourism has booked raw spaces in these exhibitions (location map is enclosed) India Tourism will be the main exhibitor along with co-exhibitors. A detail on the same is as below:-

Sr No.	Name of Exhibition/Location	Dates	Area	No. of Co exhibitors
1	Tashkent International Tourism Fair(TITF), Tashkent, Uzbekistan	13-15 November 2019	60 Square Meter	4
2	Romanian Tourism fair(TTR), Bucharest, Romania	14-17 November 2019	36 Square Meter*	2
3	Athens International Tourism Expo, Athens, Greece	06-08 December 2019	56 Square Meter	3

Note: *The area is subject to change

3. **SCOPE OF WORK (including design specifications & requirements)**

- 3.1** To Design, fabricate and install the stand on time and dismantle the stand after the event is over.
- 3.2** To provide good quality, comfortable furniture as per stand design and space.
- 3.3** The Pavilion should be erected on a raised platform of 2 inches, with slope on the edges.
- 3.4** To provide Screen for showing tourism films from CD DVD and pen drives along with a DVD Player, Mike with Speakers as per below exhibition:-

Sr No.	Name of Exhibition/Location	Dates	Area	Equipment's
1	Tashkent International Tourism Fair(TITF), Tashkent, Uzbekistan	13-15 November 2019	60 Square Meter	2 Digital Screen of 65 Inches or more, CD/DVD Player, Pen drives, 2 portable Mikes with Speakers
2	Romanian Tourism fair(TTR), Bucharest, Romania	14-17 November 2019	36 Square Meter*	1 Digital Screen of 65 Inches or more, CD/DVD Player, Pen drives, 2 portable Mikes with Speakers
3	Athens International Tourism Expo, Athens, Greece	06-08 December 2019	56 Square Meter	2 Digital Screen of 65 Inches or more, CD/DVD Player, Pen drives, 2 portable Mikes with Speakers

Note: *The area is subject to change

- 3.5** To provide high speed Internet / WIFI connection to the participants & India Tourism (Cost to be included. No extra payment would be made)
- 3.6** To provide Electricity Connections.(To be paid as per actual invoice)
- 3.7** To provide plants & beautification and liaison with the fair authorities for setting up of our stand.(Minimum 6 indoor Plants and 2 Flower vases at each exhibition)
- 3.8** The work also includes construction of booth at site well in time, maintenance & daily cleaning etc.
- 3.9** Coordination with the fair authorities for setting up of our stand, with proper lighting.
- 3.10** To provide 1 Hostess cum interpreter and 1 Henna/Mehdi Artist.
- 3.11** A representative of the stand constructor should be available throughout the working hours of the event.
- 3.12 Stand Design:**
- i) It should be functional and projecting an image of "Incredible India". The booth should essentially reflect an ethnic Indian décor & ambiance.

- ii) The pavilion should essentially reflect Indian décor and ambience and at the same time a professional and business type lay out best suited for buyer – seller meetings with effective and adequate branding of the Incredible India as per design.
- iii) The Pavilion must showcase Cultural Tourism Product of India.
- iv) There should be easy accessibility and visibility. Double sided pictures / signage are to be produced by the agency of high quality, and backdrop with their logos for all participants / co-exhibitors in the Pavilion as per the design. All the images should be backlit.
- v) A small area for cultural activity like Dance, Yoga demonstrations etc. to be provided. One small table and two small chairs for Henna / Mehendi applying also to be provided.
- vi) There should be a Store Room, with wall racks & sufficient hooks for hanging clothes, coat stand and a small wall mirror may also be provided. The outer wall of the storage area may be used for branding with Incredible India images.
- vii) There should also be a small Pantry area in the stand along with a small refrigerator, Water dispenser, Tea/Coffee machine for providing tea / coffee, soft drinks etc. It should also have a big dust-bin and needs to be cleaned regularly.
- viii) All other ancillary works related to India Pavilion like provision of backdrops for VIP area, coffee/tea machine, provision for soft drinks, milk, coffee, tea and sugar, cookies, mineral water with dispenser and paper napkins, disposable spoons/stirrers/ glasses/cup, dustbins with bags etc. are within the scope of work of the agency. There should be regular cleaning of the dustbins & carpet.
- ix) All visual display materials produced will be the property of India Tourism Paris/Moscow and should be handed over after the completion of the exhibition.

3.13 Provisions for Co-Exhibitors

- i. Each co-exhibitor would be given a space of 4 Sq.mtr.
- ii. They are to be provided with one table with 4 chairs (two chairs on either side of the table)
- iii. Sufficient storage space with lock to be provided within their stand.
- iv. 2 Electricity points for charging laptop, mobile phone, etc.
- v. There should be a partition between the co-exhibitors.

- vi. Double sided attractive pictures / signage to be produced by the agency, and backdrop with the logos of the co-exhibitors /participants as per design.
- vii. Each individual booth of the co-participants should be designed in an uniform manner with easy visibility. Stand Number and Name of the company should be clearly visible.

3.14 Meeting Area:

- i. There should be an arrangement for small meeting area in the stand and a three-seater sofa and 1 to 2 sofa chairs along with a center table with flower bouquet are to be provided for India Tourism, Paris/Moscow. It should preferably a closed area to avoid disturbance/noise.
- ii. The Meeting area should be given Indian ambience, by using Indian decor and colors. It should have electricity points and a small dustbin. It should also have backdrop with Indian Tourism Image/Collage of images.

3.15 Information Counter:

- i. The Information Counter of India Tourism Paris/Moscow is to be placed along with 2 barstools and 2 display racks to display brochures/maps etc.
- ii. The information desk should also have storage space (shelves) with the provision of lock.
- iii. The backdrop of the information counter should have a prominent image of a popular India Tourism product such as Taj Mahal etc.; so that image is clearly visible.
- iv. Reception / Information area should be well designed for the main exhibitor (India Tourism) at the entrance.
- v. There should be a Name Board near the entrance displaying the names of all the co-participants and their booth Nos.
- vi. Design of the India Stand should showcase the Indian architecture. It should also reflect the diversity, culture, heritage and vibrancy of India.
- vii. There should be extensive branding with images provided by India Tourism or if required may be purchased by the agency(No additional payment would be made) and the logo of Incredible India should be used frequently and prominently.

4. Guidelines for Submission of Tender:

- 4.1 The tender should be submitted in two covers as per details given below:

4.2 Cover-I: Superscribed "TECHNICAL BID FOR DESIGN & CONSTRUCTION OF INDIA STAND AT VARIOUS EXHIBITIONS IN

Uzbekistan, Romania & Athens". To include the following documents/details:

- i) Profile & Track record of the agency / both the agencies in the case of consortium.
- ii) Details of work undertaken relating to design and construction of pavilion / stands in fairs / exhibitions / Marts in the last three years i.e 2016-17, 2017-18 and 2018-19, with copies of relevant work orders. Experience of setting up Pavilions/ Booths/ Stands at International Fairs / Exhibitions / Events overseas as well as at International Tourism related Fairs /Exhibitions Events overseas during the last three years i.e 2016-17, 2017-18 and 2018-19 may be highlighted.
- iii) Specific experience relating to the particular events, if any, with copies of relevant work orders / Client Completion Certificate specifying the dates, months and year of the project and total cost of the project in support of details furnished.
- iv) The Firm/ Agency (all members/ agencies in case of Consortium) shall not be under declaration of ineligibility for corrupt or fraudulent practices with any Government department/ agencies/ ministries or PSUs and should not have been black listed at the time of submission of bid. All bidders (both the agencies in case of consortium) **should submit a self-undertaking on the company's letter head duly signed by the authorized signatory, stating that they have never been blacklisted by any Government of India Ministry/ Department/Public Sector Undertaking / Authority/ Organization/ Agency.**
- v) Details of any awards won for stand design in the past three years i.e 2016-17, 2017-18 and 2018-19 supported by documentary proof.
- vi) In the case of consortium, MoU signed between the lead agency and the partner agency clearly specifying the name of the lead agency in the consortium to be submitted. The MoU should be signed by both the agencies. A total of two agencies only permitted in a consortium.
- vii) Concept/ Design of the India Pavilion with detailed layout, decoration plan, space utilizations etc. **(only single design)** must be submitted in hard copy as well as on CD/pen drive. (In case multiple designs only first design would be taken for consideration.)
- viii) Bid securing declaration in the letter head of the company duly signed by the authorized signatory to be submitted by bidders, accepting and stating that if they withdraw or modify their bids during the period of validity, or if they are awarded the contract and they fail to sign the

contract, or to submit a performance security before the deadline defined in the tender document, they will be suspended for one year including the next edition of the exhibition from being eligible to submit Bids for contracts with the India Tourism, Paris/Moscow.

4.3 Cover - 2: Superscribing "FINANCIAL BID FOR DESIGN & CONSTRUCTION OF INDIA STAND AT VARIOUS EXHIBITIONS IN UZBEKISTAN, ROMANIA, GREECE" and to include the following documents / details:

- i) Financial Bid, duly dated, signed by the authorized representative of the agency and clearly indicating the cost as per format given below :-

Name of Fair	Cost in Euros (€) for design, construction, dismantling and ancillary services as per scope of work & requirements detailed at Para-3 of the Bid document	Any other cost in Euros (€)	Applicable rate of tax, if any in €	Total in €
Tashkent International Tourism Fair(TITF), Tashkent, Uzbekistan				
Romanian Tourism fair(TTR), Bucharest, Romania				
Athens International Tourism Expo, Athens, Greece				

- ii) All bidders should indicate cost for the fair as well as the total cost inclusive of all taxes. All components related to construction of pavilion as per submitted design should be inclusive. No additional payment would be made for any components related to construction of the pavilion. **The financial bids will be evaluated on the basis of total cost inclusive of taxes of each exhibition.**
- (iii) The financial bid should be only 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 No. IT.Moscow/Stand Construction (2)/2019-20 dated 16.10.2019.
- (v) The agency may apply for one or all exhibition.

(vi) No additional payment would be made for any elevated structure /rigging/hanging supports etc.

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

4.5 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.

4.6 The two sealed covers, i.e **Cover-I** -Technical Bid & **Cover-II** Financial Bid should be put up in an outer cover, which should be sealed and superscribed as "TECHNICAL & FINANCIAL BID FOR DESIGN & CONSTRUCTION OF INDIA STAND AT VARIOUS EXHIBITIONS IN UZBEKISTAN, ROMANIA, GREECE". The left bottom of the outer cover should have details of the bidding agency such as, Name in full of the contact person in the agency, Postal Address, Tel. No., E-mail and sent to the Assistant Director, India Tourism Frankfurt, Baseler Strasse 48-60329, Frankfurt am Main, Germany to reach on or before **1400 hrs. on 1st November, 2019.**

5. Opening of Bids and selection procedure:

5.1 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 at **1600 hrs on 1st November 2019.**

5.2 The technical bids will be judged by following the criteria:

Sl.No.	Particulars	Marks
1	Profile & Track Record	05
2	Experience of setting up Pavilions/ Booths/ Stands at International Fairs / Exhibitions / Events not related to tourism during last three years 2016-17, 2017-18 and 2018-19. (1 Mark per project for a maximum of 5 Marks)	05
3	Experience of setting up Pavilions/ Booths/ Stands at International Tourism related Fairs / Exhibitions /Events in overseas during last three years 2016-17, 2017-18 and 2018-19.	10

(2 Marks per project for a maximum of 10 Marks)		
4	Awards received for Pavilions / Booths / Stands at events at Sr. Nos. 2 & 3 above. (1 Mark per award for a maximum of 5 Marks)	5
5	Concept & Design of Pavilion	20
6	Effective Utilization of Space	5
7	Effective Branding in the Pavilion	10
8.	Innovative ideas and other attractions in the Pavilion	10
	Total	70

- 5.3 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.
- 5.4 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.
- 5.5 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) for each exhibition will be awarded the contract for construction of the India Pavilion for that exhibition.

6. Terms of Payment:

Payment will be made to the successful bidder as per the following schedule:

- 6.1** Payment of 30% of the total contractual amount will be made by cheque/bank draft/electronic transfer as advance 14 days before the fair.
- 6.2** 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.

7. Submission of Performance Security:

The selected agency/ies has/have to submit Performance Security for 10% of the total contract value in the form of a Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank or **online payment** in favor of 'India Tourism, Paris' from

a scheduled bank. The Performance Security should remain valid for a period of 60 days beyond the date of completion of all contractual obligations. The selected agency/ies will submit Performance Security within 3 days from the date of receipt of Letter of Intent from India Tourism, Paris/Moscow. In case of any deficiency and unsatisfactory performance by the consultant, the Performance Guarantee would be invoked and the payment due to the agency would be withheld. No interest will be paid by the Ministry of Tourism on the Performance Guarantee.

8. Additional Information:

- 8.1** India Tourism Paris/Moscow reserves the right to reject or accept any offer in full or in part without assigning any reasons whatsoever.
- 8.2** Incomplete and conditional bids will be rejected outright.
- 8.3** 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 and shall be handed over post event.
- 8.4 Validity of Tender:** Tender shall remain valid for acceptance for a period of 90 days from the last date of opening of Tender/or till the end of the event for which the tenders were called for, whichever is earlier.
- 8.5 Insurance:** Insurance, including transit and third-party insurance will be arranged by the service provider only.
- 8.6 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 Paris/Moscow 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 IT, Paris/Moscow may take action to debar the agency from participation in further tenders and/or blacklist the agency.
- 8.7 Termination by default:** India Tourism Paris/Moscow reserves the right to terminate contract of any agency in case of change in the Government procedures or for unsatisfactory services.
- 8.8 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 Paris/Moscow will have the right to:
 - a) In case, India Tourism Paris/Moscow 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 IT, Paris/Moscow.

b) For all purposes, the work order accepted by the bidder and issued by India Tourism Paris/Moscow will be considered as the formal contract.

- 8.9 **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 IT, Paris/Moscow 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 IT, Paris/Moscow 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.

8.10 Arbitration:

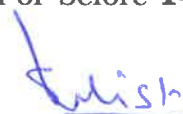
(a) In event of any dispute or difference between the IT, Paris/Moscow and the Agency, such disputes or differences shall be resolved amicably by mutual consultation. If such resolution is not possible, then the unresolved dispute or difference shall be referred to arbitration of the sole arbitrator 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 IT, Paris/Moscow 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.

8.11 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.

8.12 For any clarifications, you may please contact India Tourism, Paris/Moscow by e-mail directorindiatourismparis@gmail.com or telephone 0033- (0)145233045 before **31st October 2019**.

The two sealed covers, Technical and Financial Bid should be put in a outer cover superscribed TECHNICAL & FINANCIAL BID FOR DESIGN & CONSTRUCTION OF INDIA STAND AT VARIOUS EXHIBITIONS IN UZBEKISTAN, ROMANIA, GREECE:" 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 Frankfurt, Baseler Strasse 48-60329, Frankfurt Am Main, Germany to reach on or before **1400 hrs. 1st November, 2019**.



(Sanjiv Vashist)
Assistant Director